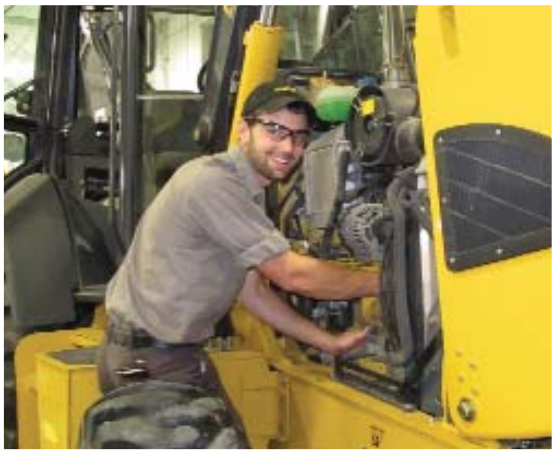
2011-2012 Catalog

Get your hands on SCC!



Beatrice
Lincoln
Milford

NEBRASKA

www.southeast.edu

PHONE NUMBERS

Beatrice 402-228-3468 or 800-233-5027
Lincoln 402-471-3333 or 800-642-4075
Milford 402-761-2131 or 800-933-7223

Admissions
Beatrice 402-228-8214
Lincoln 402-437-2600
Milford 402-761-8243

Alumni
Beatrice 402-228-8216
Lincoln 402-437-2622
Milford 402-761-8242

Athletics (Intercollegiate)
Beatrice 402-228-8232

Bookstore
Beatrice 402-228-8267
Lincoln 402-437-2560
Milford 402-761-8214
sccbookstore.com

Campus Tours
Beatrice 402-228-8252
Lincoln 402-437-2600
Milford 402-761-8243

Career Advising
Beatrice 402-228-8242
Lincoln 402-437-2620
Milford 402-761-8202

Continuing Education
Beatrice 402-228-8244
Lincoln 402-437-2700
800-828-0072

Entrepreneurship Center
Lincoln 402-323-3383

Financial Aid
All 402-437-2610

GED Classes
Beatrice . . . . . .402-228-3468 ext. 1345
Lincoln 402-437-2717
Milford 402-761-8202

Housing
Beatrice 402-228-8291
Milford 402-761-7398

LRC (Learning Resource Center)
Beatrice 402-228-8224
Lincoln 402-437-2585
Milford 402-761-8245

Parents of All Ages Program (POAA)
Beatrice . . . . . .402-228-3468 ext. 1350

Placement (graduates)
Beatrice 402-228-8216
Lincoln 402-437-2622
Milford 402-761-8242

Registration/Records
All 402-437-2605

Student Accounts (Tuition)
All 402-437-2669

Student Activities
Beatrice . . . . . .402-228-3468 ext. 1353
Lincoln 402-437-2630
Milford 402-761-8227

Student Retention/Multicultural Recruitment
Beatrice . . . . . .402-228-3468 ext. 1351
Lincoln 402-437-2660/2678
Milford 402-761-8416

Student Services
Beatrice 402-228-8210
Lincoln 402-437-2799
Milford 402-761-8243

Testing/Assessment Center
Beatrice 402-228-8242
Lincoln 402-437-2715
Milford 402-761-8202

TRIO Student Support Services
Beatrice . . . . . .402-228-3468 ext. 1361
Lincoln 402-437-2766
Milford 402-761-8235

TRIO Upward Bound
Beatrice . . . . . .402-228-3468 ext. 1405

Weather Hotline
Beatrice 402-228-3468
Lincoln 402-437-2405
Milford 402-761-2131

Dean of Student Services
Beatrice 402-228-8220
Lincoln 402-437-2619
Milford 402-761-8270

Computer Helpdesk
All 402-437-2447
E-mail: helpdesk@southeast.edu
http://helpdesk.southeast.edu

College Web site
www.southeast.edu

2011-2012 CALENDAR

July 2011
Jul 13 Summer Quarter begins

September 2011
Sep 22 Summer Quarter ends

October 2011
Oct 3 Fall Quarter begins

November 2011
Nov 6 All-College OPEN HOUSE

December 2011
Dec 15 Fall Quarter ends

January 2012
Jan 4 Winter Quarter begins

March 2012
Mar 15 Winter Quarter ends
Mar 28 Spring Quarter begins

June 2012
Jun 7 Spring Quarter ends

OFFICIAL AFFILIATION MARK

ACCREDITED
The Higher Learning Commission

MEMBER

The Higher Learning Commission NCA North Central Association

For more information: www.ncahlc.org

ALTERATION AND/OR UNAUTHORIZED USE PROHIBITED.

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

Lincoln Campus
8800 O Street, Lincoln, NE 68520-1299
Phone: 402-471-3333, 800-642-4075
DeafTDD: 402-437-2702 FAX: 402-437-2404

Milford Campus
600 State Street, Milford, NE 68405-8498
Phone: 402-761-2131, 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, 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.....402-323-3415
Administrative Services 402-323-3414
Access/Equity/Diversity 402-323-3412
Educational Foundation.....402-323-3411
Human Resources.....402-323-3408
Professional Development 402-323-3409
Public Information & Marketing..402-323-3401
Resource Development.....402-323-3410

Welcome to SCC

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

On behalf of the Board of Governors, the administration, faculty and staff, welcome to Southeast Community College and its 2011-2012 Catalog.

We are excited that you have chosen SCC, and we will do everything we can to help make your experience positive.

This catalog contains detailed information about our various Programs of Study, including what courses you will take, the types of jobs you can expect after successful completion, and what skills you will use on the job. With more than 50 program options to choose from, we believe you will find a program or class that is perfect for you.

Southeast is a vibrant two-year public institution of higher education serving a primary area of 15 counties in southeast Nebraska. With multiple face-to-face locations and a growing online student population, SCC is well-positioned to meet the needs of students of all ages.

With a 92 percent graduate placement rate and very affordable tuition and fees, SCC is a tremendous value. Our unique blend of career/technical programs will provide you with the skills necessary to compete in today's workforce. We also offer an academic transfer program for students who wish to complete the first two years of a four-year degree.

SCC also offers continuing education opportunities that include professional growth and customized training services for business and industry and personal enrichment classes that are both fun and educational. 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. Our 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 you a job or preparing you to transfer. Our staff of dedicated professionals will provide you with career counseling, financial aid information, career placement, and many other support services.

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. Your success is what we're all about.

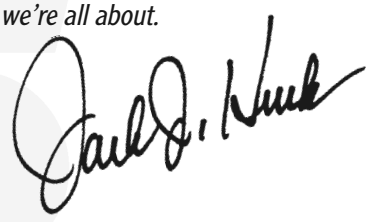


Table of Contents

Southeast community college

Tuition, Fees & 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, 2011–June 30, 2012:

Tuition Rates

Nebraska resident All credit hours taken (per credit hour/per term)	**$51**
Out-of-State All credit hours taken (per credit hour/per term)	**$63**

General Fees

Student Services Fee (including $0.25 alumni fee) All credit hours taken (per credit hour/per term)	**$1.25**
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	**$1038**
Hoover Hall (residence hall)	
2 per room-per student	**$1038**
3 or more per room-per student	**$782**

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/residence hall and board/cafeteria food]	
1 per room-per student (dorm-style Nebraska Hall with commons area)	**$1257**
2 per room-per student (Nebraska and Cornhusker Halls)	**$1404**
3 per room-per student (Nebraska and Cornhusker Halls)	**$1237**
4 per room-per student (Nebraska Hall)	**$1134**
Pioneer Hall Complex (apartment-style women's & family housing)	
Cafeteria and apartment (per quarter) (4 per unit-per student)	**$1532**
Board (cafeteria food) only - cafeteria rates per quarter (14 meals per week)	**$828**
Housing only - apartment housing per quarter (4 per unit-per student)	**$704**
Married/Single Parent Student Housing - per month	**$707**

Note: Individual programs of study 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 1 PROGRAMS OF STUDY

General Education and Transfer Information

Academic Transfer Program

Career/Technical Programs

= This degree program also is offered completely online.
= This program offers some core courses online.

GENERAL EDUCATION REQUIREMENTS

Role/Mission of General Education - Students who earn a degree from Southeast Community College should exhibit both breadth and depth of knowledge. Therefore, SCC requires a General Education component in all degree programs. The goal is to provide all students, in both career and transfer curricula, a common, broad-based, well-rounded educational experience.

Every Program of Study requires students to take General Education classes as well as Program Core classes. To complete an associate degree, whether it is of applied science, arts, science or occupational studies, a student must successfully complete a minimum of 22.5 quarter credits from general education requirements. Students should contact the program advisor to select general education courses from each category area which will meet that program's graduation requirements. Transfer students should also work closely with the school to which they plan to transfer.

The associate degree* requires at least one *Oral Communication and one *Written Communication course, plus one course from three of the other five areas. A Certificate program must complete one course from the seven general education areas, and a Diploma program must complete one course from two of the seven general education areas. One exception is the Professional Truck Driver Training Certificate.

*Oral Communication _____ 4.5

SPCH1090	Fundamentals of Human Communication (4.5)
SPCH1110	Public Speaking (4.5)
SPCH2810	Business and Professional Communication (4.5)

*Written Communication _____ 4.5

ENGL1010	Composition I (4.5)
ENGL1015	Composition and Literature (4.5)

(The **associate degree** requires ORAL and WRITTEN COMMUNICATION plus three of the other five areas.)

Mathematics _____ 4.5

MATH1040	Business Math (4.5)
MATH1050	Thinking Mathematically (4.5)
MATH1080	Applied Algebra & Trigonometry (4.5)
MATH1100	Intermediate Algebra (4.5)
MATH1150	College Algebra (4.5)
MATH1180	Elementary Statistics (4.5)
MATH1200	Trigonometry (4.5)
MATH1300	Pre-Calculus (7.5)
MATH1400	Applied Calculus (4.5)
MATH1600	Calculus & Analytic Geometry I (7.5)
MATH2030	Contemporary Mathematics (4.5)

Science _____ 4.5-7.5

BIOS1010	General Biology (6.0)
BIOS1090	General Botany (6.0)
BIOS1110	Biology of Microorganisms (6.0)
BIOS1140	Human Anatomy & Lab (6.0)
BIOS1210	Human Anatomy & Physiology I (6.0)
BIOS1220	Human Anatomy & Physiology II (6.0)
BIOS2130	Human Physiology (6.0)
CHEM1050	Chemistry and the Citizen (6.0)
CHEM1090	General Chemistry I (6.0)
FSDT1350	Basic Nutrition (4.5)
GEOL1010	Physical Geology (6.0)
GEOL1060	Environmental Geology (4.5)
PHYS1017	Technical Physics (4.5)
PHYS1030	Astronomy (6.0)
PHYS1110	Survey of Physical Science (6.0)
PHYS1150	Descriptive Physics (6.0)
PHYS1410	General Physics I (7.5)
PHYS2110	College Physics I (7.5)

Notes: _____

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Social Science _____ 4.5

ANTH1020	Introduction to Cultural Anthropology (4.5)
ANTH1120	General Anthropology (4.5)
ECON1200	Personal Finance (4.5)
ECON2110	Macroeconomics (4.5)
ECON2120	Microeconomics (4.5)
GEOG1420	World Regional Geography (4.5)
HIST1000	Western Tradition I (4.5)
HIST1010	Western Tradition II (4.5)
HIST1810	Survey of Russian History (4.5)
HIST1820	Survey of Asian History (4.5)
HIST2010	American History I (Early America) (4.5)
HIST2020	American History II (Late America) (4.5)
HIST2100	World History to 1500 CE (4.5)
HIST2110	World History since 1500 CE (4.5)
HIST2960	Survey of African American History (4.5)
POLS1000	American Government (4.5)
POLS1040	Comparative Politics (4.5)
POLS1080	Introduction To Political Science (4.5)
POLS1600	Introduction To International Relations (4.5)
PSYC1250	Interpersonal Relations (4.5)
PSYC1810	Introduction to Psychology (4.5)
SOCI1010	Introduction to Sociology (4.5)
SOCI1020	Diversity in Society (4.5)
SOCI2150	Issues of Unity and Diversity (4.5)

Humanities _____ 4.5

ARTS1010	Introduction to Visual Arts (4.5)
ARTS1050	Introduction to Art History & Criticism I (4.5)
ARTS1060	Introduction to Art History and Criticism II (4.5)
ARTS2650	Native American Art (4.5)
ARTS2750	Women in Art (4.5)
GERM1010	Elementary German I (7.5)
HUMS1100	Introduction To Humanities (4.5)
HUMS1200	Contemporary Arts and Ideas (4.5)
MUSC1010	Introduction To Music (4.5)
MUSC2720	Music History & Literature I (4.5)
MUSC2730	Music History & Literature II (4.5)
MUSC2750	Introduction to American Music (4.5)
PHIL1010	Introduction To Philosophy (4.5)
PHIL1060	Applied Ethics (4.5)
PHIL1150	Critical and Creative Thinking (4.5)
PHIL2610/ RELS2610	Comparative Religions (4.5)
SIGN1010	American Sign Language I (6.0)
SPAN1010	Elementary Spanish I (7.5)
THEA1010	Introduction To Theatre (4.5)
THEA1140	Basic Acting (4.5)

Computer Technology _____ 4.5

BSAD1010	Microsoft Applications I (4.5)
INFO1010	Computer Literacy (4.5)

TRANSFERRING CREDITS

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 advisor, 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 advisor from the institution to which you plan to transfer 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 higher 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 on your campus 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 Nebraska Transfer Initiative Articulation MATRIX) 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 advisor and the institution to which they are transferring. This initiative provides a smooth transition with a minimum loss of time and credit when it is accepted by the baccalaureate-granting institution in Nebraska. Effectively, through this initiative, associate and baccalaureate-granting institutions are equal partners in providing the first two years of a baccalaureate degree.

Colleges and Universities

The following four-year colleges and universities have approved course articulation agreements with Southeast Community College. (See also the Nebraska Transfer Initiative Articulation MATRIX.)

- Bellevue University
- Chadron State College
- Clarkson College
- College of Saint Mary
- Concordia University
- 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

NEBRASKA COMMUNITY COLLEGES

Nebraska Initiative • Associate of Arts Articulation Matrix for Southeast Community College

Category	English	Speech	Fine Arts	Fine Arts	Fine Arts	Fine Arts	Fine Arts	Business	Business	Business	Business	Business	History	History	Humanities
SCC Class →	ENGL 1010 English Composition	SPCH 1110 Public Speaking	ARTS 1010 Intro to Visual Arts	MUSC 1010 Introduction to Music	THEA 1010 Introduction to Theatre	ARTS 1050 Intro. Art History and Criticism	ARTS 1060 Intro. to Art History & Criticism II	BSAD 1050 Introduction to Business	BSAD 2520 Principles of Marketing	BSAD 2540 Principles of Mgmt.	ACCT 1200 Principles of Acct. I	ACCT 1210 Principles of Acct. II	HIST 2010 American History	HIST 2020 American History	PHIL 1010 Intro to Philosophy
Bellevue University	EN 101	CA 103	Art Elective	No Equivalent Course	No Equivalent Course	*TBD*	*TBD*	BA 101	BA 252	BA 232	AC 205	AC 206	HI 151	HI 152	PH 101
Chadron State College	ENG 135	SP 135	No Equivalent Course	MUS 235	TH 235	*TBD*	*TBD*	N/A	MKTG 231	MGMT 230	ACTG 241	ACTG 242	HIST 231	HIST 232	PHIL 231
Clarkson College	EN 101	Elective	Elective	Elective	Elective	Elective	Elective	Elective	BU 326	BU 306	BU 130	BU 199	Elective	Elective	Elective
College of Saint Mary	ENG 101	CAC 310	ART 200	-	-	*TBD*	*TBD*	-	-	-	-	-	HPS 131	HPS 132	PHL 101
Concordia University	ENG 102	CTA 103	ART 101	MU 101	CTA 151	*TBD*	*TBD*	-	-	-	-	-	HIST 115	HIST 115	PHIL 201
Doane College	ENG 101	CMS 210	Gen Ed. Equivalent	FAR 103	THE 101	ART 204	ART 205	Business Elective	BUS 251	BUS 242	ACC 103	ACC 104	HIS 205	HIS 206	PRE 110
Grace University	EN 101, 102	SP 120	No Equivalent Course	MU 211	COM 360	*TBD*	*TBD*	BU 101	BU 312	BU 300	AC 201	AC 202	SS 431	SS 432	HU 221
Hastings College	ENG 100	COM 100	AHT 200	MU 200	THR 200	AHT 310	AHT 320	Elective	BUS 340	BUS 330	ACC 100	ACC 110	HIS 151	HIS 153	PHL 100
Midland Lutheran	ENG 101	SPE 110	ART 120	MUS 101	THE 100	*TBD*	*TBD*	Business Elective Credit	BUS 242	BUS 217	BUS 103	BUS 104	HIS 205	HIS 207	PHI 200
Nebraska Christian College	EN 101	SP 101	N/A	WA 100	N/A	CT 110	CT 120	N/A	N/A	AM 380	N/A	N/A	HS 150	N/A	PH 301
Nebraska Methodist College	CM 101	N/A	HU 220	HU 220	HU 220	HU 220	HU 220	N/A	N/A	N/A	N/A	N/A	HU 255	HU 255	HU 270
Nebraska Wesleyan University	ENG 001	COMM 001	Fulfill Fine Arts Requirement	MUSIC 013	THTRE 001	*TBD*	*TBD*	Technical Credit	BUSAD 115	BUSAD 100	ACCT 031	ACCT 032	HIST 001	HIST 002	PHIL 010
Peru State College	English 101	Speech 152	ART 206	MUSC 211	SPCH 232	*TBD*	*TBD*	Elective	BUS 328	Elective	BUS 231	BUS 232	History 113	History 114	Philosophy 201
Union College	ENGL 111	COMM 105	ART 104	-	-	*TBD*	*TBD*	BUAD 138	Elective	Elective	ACCT 211	ACCT 212	HIST 255	HIST 455	PHII 335
UNK	ENG 101	SPCH 100	ART 120	MUS 100	THEA 120	ART 221	Elective	No Equivalent Course	Elective	Elective	ACCT 250	ACCT 251	HIST 250	HIST 251	Elective
UNL	ENGL 150	COMM 209	General Credit Hours	MUNM 276G	THEA 112	*TBD*	*TBD*	100 Level Bus Elective	MRKT 341	MNGT 320	ACCT 201	ACCT 202	HIST 201	HIST 202	PHIL 101
UNO	ENGL 1150	SPCH 1110	ART 1010	MUS 1090	DART 1010	*TBD*	*TBD*	Business Elective	N/A	N/A	ACCT 2010	ACCT 2020	HIST 1110	HIST1120	PHIL 1010
Wayne State	ENG 102	CNA 100	ART 100	MUS100	CNA 101	*TBD*	*TBD*	BUS 124	N/A	N/A	BUS 240	BUS 241	HIS 180/ HIS 181 Only 3 crs from this block apply	HIS 180/ HIS 181 Only 3 crs from this block apply	PHI 101
York College	ENG 113	COM 113	ART 203	MUS 203	COM 173	*TBD*	*TBD*	BUS 133	MKT 323	MGM 313	ACC 213	ACC 223	HST 213	HST 223	No Equivalent Course

TBD=To Be Determined

NEBRASKA COMMUNITY COLLEGES

Nebraska Initiative • Associate of Arts Articulation Matrix for Southeast Community College

Category	Humanities	Humanities	Humanities	Humanities	Diversity	ECON/ Political Science	ECON/ Political Science	ECON/ Political Science	ECON/ Political Science	Social Science	Social Science	Science	Science	Math	Math
SCC Class →	ENGL 2100 Intro to Literature	RELS 2610 Compar. Religions	HUMS1100 Intro to Humanities	PHIL 1150 Critical & Creative Thinking	SOCI 2150 Issues of Unity & Diversity	POLS 1000 American Gov.	POLS 1600 Internat. Relations	ECON 2110 Principles of Macro.	ECON 2120 Principles of Micro.	PSYC 1810 Intro to Psychology	SOCI 1010 Intro to Sociology	BIOS 1010 General Biology	PHYS 1100 Physical Science	MATH 1150 College Algebra	MATH 1600 Analytic Geometry & Calculus I
Bellevue University	EN 110	PH 215	HU 101	PH 103	Soc. Elective	PS 102	Econ Elective	EC 201	EC 202	PY 101	SO 101	BI 101	PC 101	MA 102	*TBD*
Chadron State College	ENG 233	HUM 335	HUM 231	PHIL 333	SOC 335	PS 231	PS 332	ECON 231	ECON 232	PSYC 131	SOC 231	BIOL 136 & 136L	PHYS 135	Math 141	*TBD*
Clarkson College	Elective	Elective	Elective	Elective	Elective	Elective	Elective	BU 121	Elective	PY 101	SO 101	Elective	Elective	MA 120	Elective
College of Saint Mary	ENG 105 or 106	THE 104	Elective	PHL 110	PSY/EDU 475	HPS 110	HPS 110	ECO 131	ECO 132	PSY 101	SOC 101	BIO 110 & 111	Science Gen Ed.	MTH 114	*TBD*
Concordia University	ENG 201	THEO 390	No equivalent course	No equivalent course	No Equivalent Course	PS 111	No equivalent course	ECON 101	ECON 102	PSY 101	SOC 101	Gen Ed Science	Gen Ed Science	Math 132	*TBD*
Doane College	Gen Ed Equivalent	Gen Ed Equivalent	Elective	Gen Ed Equivalent	INT 388	PSI 188	PSI 188	ECO 203	ECO 204	PSY 117	SOC 109	BIO 101	PHS 105	MTH 108	*TBD*
Grace University	HU 381 or HU 382	HU 321	HU 100	HU 414	ED 203	SS 433	BU 402	SS 202	SS 201	PSY 101	SS 222	SCI 341	SCI 342	MA 201	*TBD*
Hastings College	ENG 110	REL 296	Elective	PHL 204	SOC 110	PSL 100	Elective	ECO 213	ECO 211	PSY 100	SOC 100	BIO 101	PHY201, CHM 124/ 136 SCI 223/232	Elective	MTH 1150
Midland Lutheran	ENG 110	REL 240	No Equivalent Course	No Equivalent Course	No Equivalent Course	HIS 207	No Equivalent course	ECO 201	ECO 202	PSY 120	SOC 130	BIO 100	PHY 151	MTH 140	*TBD*
Nebraska Christian College	EN 102	N/A	N/A	CT 300	SS 118, 119, 120	N/A	N/A	N/A	GE 101	PS 101	SS 218	N/A	N/A	N/A	N/A
Nebraska Methodist College	HU 220	HU 270	HU 220	HU270	SS 235	No Equivalent Course	No equivalent course	No Equivalent course	No Equivalent Course	SS 101	N/A	No Equivalent Course	No Equivalent Course	SC 175	No Equivalent Course
Nebraska Wesleyan University	Elective	RELIG 120	Elective	PHIL 101	Elective	POLSC 001	POLSC 009	ECON 053	ECON 054	PSYCH 001 002 SS Requirement	SOC 003	BIO 001	Fulfills Nat. Sci Requirement	MATH 010	MATH 105
Peru State College	English 202	Sociology 321	Humanities Requirement	Humanities Requirement	Sociology 370	Political Science 201	Elective	Economics 222	Economics 221	Psychology 121	Sociology 201	BIOS 130	ESCI 206	MATH 112	*TBD*
Union College	ENGL 235	RELT 147	HMNT 305	No Equivalent Course	SOCI 2150	PLSC 205	No equivalent course	ECON 236	ECON 235	PSYC 205	SOCI 105	BIOL 151	PHYS 111	MATH 111	*TBD*
UNK	ENG 254	No equivalent	Hum Elective Gen. Studies	PHIL 110	Elective	PSCI 110	PSCI 168	ECON 270	ECON 271	PSY 203	SOC 100	BIOL 103	PHYS 100	MATH 102	MATH 115
UNL	ENGL 180	RELG 108	General Credit Hours	General Credit Hours	SOCI 217	POLS 100	POLS 160	ECON 211	ECON 212	PSYC 181	SOCI 101	BIOS 101 + 101L	General Credit Hours	MATH 101	MATH 106
UNO	ENGL 2300	BGS CREDIT	Elective	BGS CREDIT	BGS CREDIT	PSCI 1100	PSCI 2210	ECON 2220	ECON 2200	PSYC 1010	SOC 1010	BIOL1020	Elective GENERAL EDUCATION	MATH 1320 OR GET 1010	*TBD*
Wayne State	ENG 150	PHE 130	No equivalent	No equivalent	Soc Elective	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 Requirement	MAT 121	*TBD*
York College	Sub ENG 213/223	No Equivalent Course	Sub MUS 203	No equivalent course	EDU 343 (LD credit only)	POL 123	No equivalent course	ECO 233	ECO 243	PSY 113	SOC 113	BIO 154 or NSC 163	NSC 153	MTH 173	*TBD*

TBD=To Be Determined

PROGRAMS OF STUDY & DIVISIONS AT SCC

COMPREHENSIVE CHART OF PROGRAMS/DIVISIONS	LOCATION OFFERED	LENGTH IN MONTHS	AWARD	STARTING TERMS
AGRICULTURE/FOOD/NATURAL RESOURCES DIVISION				
Agriculture Business & Management Technology *Agribusiness focus, Crops focus, Diversified Agriculture focus, Golf Turfgrass Management focus, Horticulture focus, Livestock focus*	(B)	24	AAS	All
Food Service/Hospitality *Culinary Arts focus, Dietetic Technician focus, Food Service Management focus, Lodging focus, Food Industry Manager, Event-Venue Operations Mgmt.*	(L)	18	AAS/Dip/Cert	All
Laboratory Science Technology	(L)	18	AAS/Dip	All
ARTS & SCIENCES DIVISION				
Academic Transfer	(B/L)	18-24	AA/AS	All
BUSINESS DIVISION				
Business Administration *Accounting focus, Entrepreneurship focus, Information Systems focus (L/M), Insurance/Financial Services focus, Marketing focus, Event-Venue Operations Management*	(all)	18	AAS/Dip/Cert	All
Office Professional *Administrative Office focus, General Office focus, Legal Office focus, Medical Office focus, Medical Transcription focus, Microsoft Office focus*	(B/L)	18	AAS/Dip/Cert	All
Parts Marketing & Management	(M)	15	AAS/Dip	F
COMMUNICATIONS & INFORMATION TECHNOLOGY DIVISION				
Computer Information Technology *Applications/Web Programmer focus, Computer Support Specialist focus, Network Manager focus*	(L)	24	AAS/Cert	All
Computer Programming Technology	(M)	18	AAS	U,W
Graphic Design	(M)	18	AAS	CA
Visual Publications *Digital Publishing focus, Offset Printing focus*	(L)	18	AAS/Dip/Cert	CA
COMMUNITY SERVICES & RESOURCES DIVISION				
Criminal Justice *Nebraska Law Enforcement focus*	(B/L)	18-24	AAS	All
Early Childhood Education *In-Home Child Care focus, Child Care Professional focus, Entrepreneurship focus, Home-Visitor/Family Advocate*	(L)	18-24	AAS/Dip/Cert	All
Fire Protection Technology	(L)	18	AAS/Cert	All
Human Services	(L)	24	AAS	All
Long Term Care Administration	(L)	18	AAS/Cert	All
CONSTRUCTION & ELECTRONICS DIVISION				
Architectural-Engineering Technology	(M)	18	AAS	U,W
Building Construction Technology	(M)	18	AAS	F,S
Computer Aided Design Drafting	(L)	24	AAS	All
Electrical & Electromechanical Technology *Construction Electrician focus, Electrical Systems focus, Electromechanical Systems focus*	(M)	18	AAS/Dip	U,W
Electrician Construction – IBEW Option	(M)		AAS	CA
Electronic Systems Technology *Computers, Automation and Networking Systems focus; Electronic Systems Technician focus; Military Electronic Systems focus*	(L/M)	18-24	AAS	L(F,W) M(F,S)
Energy Generation Operations *Biofuels focus, Fossil Fuels focus, Nuclear focus, Wind Technology focus*	(M)	18	AAS	U,W
Heating, Ventilation, Air Conditioning & Refrigeration Technology	(M)	18	AAS	U,W
Land Surveying/Civil Engineering Technology	(M)	18	AAS	CA
Major Appliance Professional Technology	(M)	12	Dip	U

Locations Offered
- B = Beatrice Campus
- L = Lincoln Campus
- M = Milford Campus
- = Entire program available online
- = Some classes available online

Awards Offered
- Cert = Certificate
- Dip = Diploma
- A.A. = Associate of Arts Degree
- A.S. = Associate of Science Degree
- A.A.S. = Associate of Applied Science Degree
- A.O.S. = Associate of Occupational Studies Degree

Starting Terms
- U= Summer Quarter (July)
- F= Fall Quarter (October)
- W= Winter Quarter (January)
- S= Spring Quarter (March)
- All= All Quarters
- CA= Call the Admissions Office for the next start term.

PROGRAMS OF STUDY & DIVISIONS AT SCC

COMPREHENSIVE CHART OF PROGRAMS/DIVISIONS	LOCATION OFFERED	LENGTH IN MONTHS	AWARD	STARTING TERMS
HEALTH SCIENCES DIVISION				
Associate Degree Nursing	(L)	21	AAS	U,W
Dental Assisting	(L)	12	Dip	F,S
Emergency Medical Services/Paramedic	(L)	24	AAS	CA
Medical Assisting	(L)	12	Dip	F,S
Medical Laboratory Technology	(L)	24	AAS	U
Pharmacy Technician	(B)	12	Dip	U, W
Physical Therapist Assistant	(L)	24	AAS	U
Polysomnographic Technology	(L)	6	Cert	CA
Practical Nursing	(B/L)	12	Dip	CA
Radiologic Technology	(L)	24	AAS	U,W
Respiratory Care	(L)	24	AAS	U
Surgical Technology	(L)	18	AAS	CA
TRANSPORTATION & MANUFACTURING DIVISION				
Auto Collision Repair Technology	(M)	18	AAS	U,W
Automotive Technology	(L/M)	18	AAS	L(U,W) M(All)
Chrysler (CAP)	(M)	21	AAS	CA
Deere Construction & Forestry Equipment Tech	(M)	21	AAS	CA
Diesel Ag Equipment Service Tech	(M)	18	AAS	U,W
Diesel Technology-Truck	(M)	18	AAS	U,W
Ford (ASSET)	(M)	21	AAS	CA
General Motors (ASEP)	(M)	21	AAS	CA
John Deere Tech	(M)	21	AAS	CA
Machine Tool Technology *Die Maker focus (M), Mold Maker focus (M), Tool and Die Maker focus (L)* *Intelligent Machine Integration*	(L/M)	18	AAS/Dip/Cert	L(All) M(U,W)
Manufacturing Engineering Technology *Intelligent Machine Integration*	(M)	18	AAS/Cert	U,W
Motorcycle, ATV & Personal Watercraft Technology	(L)	12	Dip	U,W
Nondestructive Testing Technology	(M)	18	AAS	U,W
Professional Truck Driver Training	(L)	3	Cert	All
Welding Technology	(L/M)	18	AAS/Dip/Cert	L(All) M(CA)

Locations Offered
- B = Beatrice Campus
- L = Lincoln Campus
- M = Milford Campus
- = Entire program available online
- = Some classes available online

Awards Offered
- Cert = Certificate
- Dip = Diploma
- A.A. = Associate of Arts Degree
- A.S. = Associate of Science Degree
- A.A.S. = Associate of Applied Science Degree
- A.O.S. = Associate of Occupational Studies Degree

Starting Terms
- U= Summer Quarter (July)
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- W= Winter Quarter (January)
- S= Spring Quarter (March)
- All= All Quarters
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ACADEMIC TRANSFER PROGRAM

Arts & Sciences

The Arts & Sciences Division is comprised of transfer areas of General Education, Humanities, Math, Science and Social Science. Students will be able to complete the first two years of general education credit or to take specific academic courses for transfer.

These 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. Courses within the Developmental Education area also are located in the Arts & Sciences Division. Students who satisfactorily complete a two-year Arts & Sciences 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 more information contact:

Academic Advisors

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Carolee Ritter, Co-Chair-Lincoln
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Math/Science

Bob Eddy, Math/Science Chair-Beatrice
402-228-8243, 800-233-5027 ext. 1243

Sandeep Holay, Math Chair-Lincoln
402-323-3444

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

Social Studies

Jan Arnold, Co-Chair-Beatrice
402-228-8229, 800-233-5027 ext. 1229

Dan Johnson, Co-Chair-Beatrice
402-228-8232, 800-233-5027 ext. 1232

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

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Beatrice and Lincoln Campuses

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 advisor to determine their curriculum.
- A student who lacks a high school diploma or GED and is enrolled in the academic transfer courses may take a maximum of 24 credit hours. Enrolling in further academic transfer courses will require a high school diploma or GED.

Competency in the basic skills – reading writing and computation

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

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

Mathematics, English and Reading Placement Policy: Students presenting proof of passing (a grade of C (P) or higher) 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).

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 advisor and receiving college or university to determine 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: 90.0

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 or	
OFFT2120	Business Communication Strategies	
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**
	(Science requirements vary depending on transfer institutions and major. Check with your advisor and receiving institution.) (must take at least one course with a lab)	
BIOS1010	General Biology	
BIOS1090	General Botany	
BIOS1110	Biology of Microorganisms	
BIOS1120	Introduction to Zoology	
BIOS1140	Human Anatomy	

** A course may meet only one graduation requirement

BIOS1210 Human Anatomy & Physiology I
BIOS2130 Human Physiology
FSDT1350 Basic Nutrition
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 ** (3 classes total) **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 Young Adult 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
ENGL2980 Special Topics in Literature
PHIL1010 Introduction to Philosophy
PHIL1060 Applied Ethics
PHIL1150 Creative & Critical Thinking
PHIL2130 Bioethics
PHIL2610/RELS2610 Comparative Religions

2. *(Take two classes from the following)* 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
ECED1050 Expressive Arts
ECED1160 Early Language and Literacy
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 Young Adult 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 Contemporary Arts and Ideas
JOUR1810 Introduction to Mass Media
JOUR1820 Media Writing
MUSC1010 Introduction to Music
MUSC1610 Music Theory I
MUSC1620 Music Theory II
MUSC1630 Music Theory III
MUSC1640 Music Theory IV
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)
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
SPCH2050 Oral Performances of Literature
SPCH2110 Intercultural Communication
THEA1010 Introduction to Theater
THEA1140 Basic Acting

F. Social Sciences ** 18.0

1. Social/Behavior Science 4.5

(One class from the following)

ANTH1020 Introduction to Cultural Anthropology
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 (Early America)
HIST2020 American History II (Late America)
HIST2100 World History to 1500 CE
HIST2110 World History since 1500 CE
HIST2799 Special Topics in History
HIST2960 Survey of African American History

4. The fourth class taken from any of the following: 4.5

ANTH1120 General Anthropology
ECON2110 Macroeconomics
ECON2120 Microeconomics
EDUC1310 Introduction to Education
EDUC2610 Educational Psychology
GEOG1400 Intro to Human Geography

** A course may meet only one graduation requirement

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 (Early America)
HIST2020 American History II (Late America)
HIST2100 World History to 1500 CE
HIST2110 World History since 1500 CE
HIST2799 Special Topics in History
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
PSYC2900 Adolescent Psychology
PSYC2960 Life-span Human Development
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
ECED2050 Children with Exceptionalities
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
GEOG1400 Introduction to Human Geography
GLST2980 Global Studies
HIST1820 Survey of Asian History
HIST2960 African American History
HMRS1320 Multicultural Competency
MUSC2800 Introduction to World Music
PHIL2610 Comparative Religions
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 advisor 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
ARTS1120 Beginning Drawing II
ARTS1340 Beginning Ceramics II
ARTS2210 Beginning Graphic Design
ARTS2520 Beginning Painting II
BIOS1220 Human Anatomy & Physiology II
BIOS2410 General Genetics
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
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
CRIM2100 Juvenile Justice
CRIM2150 Contemporary Issues in Criminal Justice
CRIM2200 Criminology
CRIM2260 Criminal Investigation
CRIM2310 Rules of Evidence
CRIM2900 Criminal Justice Internship
DRAF1120 Basic Computer Aided Drafting
ECON1200 Personal Finance
EDUC1080 Professional Practicum Experience I
EDUC2590 Instructional Technology
EDUC2970 Professional Practicum Experiences II
EDUC2971 Professional Practicum Experiences III
ENGR1010 Introduction to Engineering 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
JOUR1840 Advanced Reporting
JOUR1880 Multimedia Reporting
JOUR2780 Public Relations, Strategies & Techniques
JOUR2880 Media Editing
JOUR2900 New Media/Journalism Internship
JOUR2980 New Media/Journalism Special Topics
LBST2162&2172&2163&2173 Biochemistry I & II w/lab
LIBR1010 Foundations of Library and Information Services
LIBR2100 Reference Resources and Service
LIBR2150 Managing Collections in Libraries and Information Agencies
LIBR2210 Cataloging and classification
LIBR2250 Leadership and Management in Library and Information Agencies
LIBR2990 Library Capstone Practicum
LTCA1060 Social Services for Long Term Care Facilities
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
MUSC1260/1270/2260/2270 Class Piano I, II, III, IV
MUSC1410/1420,2390/2400,2410/2420 College Choir
MUSC1430,1440,2430,2440 Vocal Ensemble: After the Storm
MUSC2520/2530,2540/2550,2580/2590 Individual Instruction in Piano
NURS1306 Pathophysiology
NURS1308 Pathophysiology through the Lifespan
PHED1000 Lifetime Fitness
PHOT1760 Digital Photography and Creative Imaging
PHOT2750 Photojournalism
PHYS1420 General Physics II
PHYS2120 College Physics II
THEA1850/1860/2850/2860/2880 Theatre Production

** A course may meet only one graduation requirement

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 advisor and receiving college or university to determine 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: 90.0

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	
OFFT2120	Business Communication Strategies	
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 **		**10.5**

(Science requirements vary depending on transfer institutions and major. Check with your advisor and receiving institution.)

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
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
PHYS2110	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	Young Adult Literature	
ENGL2440	African American Literature	
ENGL2450	Native American Literature	
ENGL2460	Latino/a & Latin American Literature	
ENGL2470	Asian American Literature	
ENGL2980	Special Topics in 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	Contemporary Arts and 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	
THEA1010	Introduction to Theater	
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 Art	
ARTS2750	Women in Art	
ECED2050	Children with Exceptionalities	
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	
GEOG1400	Introduction to Human Geography	
GLST2980	Global Studies	
HIST1820	Survey of Asian History	
HIST2960	African American History	
HMRS1320	Multicultural Competency	
MUSC2800	Introduction to World Music	
PHIL2610	Comparative Religions	
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 advisor 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
ANTH1020	Introduction to Cultural Anthropology
ARTS1110	Beginning Drawing I

** A course may meet only one graduation requirement

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
BIOS1220 Human Anatomy & Physiology II
BIOS2410 General Genetics
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
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
CRIM2100 Juvenile Justice
CRIM2150 Contemporary Issues in Criminal Justice
CRIM2200 Criminology
CRIM2260 Criminal Investigation
CRIM2310 Rules of Evidence
CRIM2900 Criminal Justice Internship
DRAF1120 Basic Computer Aided Drafting
ECON1200 Personal Finance
ECED1050 Expressive Arts
ECED1160 Early Language and Literacy
EDUC1080 Professional Practicum Experience I
EDUC1310 Introduction to Education
EDUC2590 Instructional Technology
EDUC2610 Educational Psychology
EDUC2970 Professional Practicum Experiences II
EDUC2971 Professional Practicum Experiences III
ENGL1510 Introduction to Creative Writing
ENGL2520 Fiction Writing
ENGL2530 Poetry Writing
ENGR1010 Introduction to Engineering Design
ENGR1020 MATLAB Programming and Problem Solving
ENGR2010 Introduction to Circuits and Electronics
ENGR2020 Engineering Statics
FSDT1350 Basic Nutrition
GEOG1400 Intro to Human Geography
GEOG1420 World Regional Geography
GEOG1500 Physical Geography
GEOL1060 Environmental Geology
HIST1000 Western Tradition I
HIST1010 Western Tradition II
HIST1810 Survey of Russian History
HIST2010 American History I (Early America)
HIST2020 American History II (Late America)
HIST2100 World History to 1500 CE
HIST2110 World History since 1500 CE
HIST2799 Special Topics in History
HLTH1010 Introduction to Health
HMRS1404 Introduction to Social Work
HMRS2541 Social Services-Long Term Care Facilities
JOUR1810 Introduction to Mass Media
JOUR1820 Media Writing
JOUR1840 Advanced Reporting
JOUR1880 Multimedia Reporting
JOUR2780 Public Relations, Strategies & Techniques
JOUR2880 Media Editing
JOUR2900 New Media/Journalism Internship
JOUR2980 New Media/Journalism Special Topics
LBST2162&2172&2163&2173 Biochemistry I & II w/lab
LIBR1010 Foundations of Library and Information Services
LIBR2100 Reference Resources and Services
LIBR2150 Managing Collections in Libraries and Information Agencies
LIBR2210 Cataloging and classification
LIBR2250 Leadership and Management in Library and Information Agencies
LIBR2990 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
MUSC1260/1270/2260/2270 Class Piano I, II, III, IV
MUSC1410/1420,2390/2400,2410/2420 College Choir
MUSC1430,1440,2430,2440 Vocal Ensemble: After the Storm
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 Digital Photography and Creative Imaging
PHOT2750 Photojournalism
PHYS1420 General Physics II
PHYS2120 College Physics II
POLS1000 American Government
POLS1040 Comparative Politics
POLS1080 Introduction to Political Science
POLS1600 Introduction to International Relations
POLS2020 Introduction to State & Local Government
POLS2300 Political Parties
PSYC2870 Psychology of the Personality
PSYC2880 Social Psychology
PSYC2900 Adolescent Psychology
PSYC2960 Life-span Human Development
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
THEA1010 Introduction to Theatre
THEA1860/2850/2860/2880 Theatre Production

** A course may meet only one graduation requirement

ARTICULATED EXAMPLES–JULY 1, 2011–JUNE 30, 2012

AGRICULTURAL SCIENCES & NATURAL RESOURCES

This focus allows students to complete the A.S. 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 Advisor. It is ultimately the student's responsibility to check with the institution where credit is being transferred.

Articulated example with the University of Nebraska-Lincoln

COURSE #	COURSE TITLE	CREDIT HRS
A.	**Written Communication**	**9.0**
B.	**Speech Communication**	**4.5**
C.	**Mathematics/Logic**	**9.0**
MATH1200	Trigonometry	4.5
Select one:		
MATH1400	Applied Calculus	4.5
MATH1600	Calculus & Analytic Geometry I	7.5
D.	**Natural Science with Lab**	**12.0**
BIOS1010	General Biology	6.0
CHEM1090	General Chemistry I	6.0
E.	**Humanities**	**4.5**
	See SCC Advisor for recommendations.	
F.	**Social Sciences**	**4.5**
Select one:		
ECON2110	Macroeconomics	4.5
ECON2120	Microeconomics	4.5
G.	**Race, Ethnicity & Gender** *(Select one)*	**4.5**
	See SCC Advisor for recommendations	
H.	**Other Required Courses**	**42.0-51.0**
MATH1180	Elementary Statistics	4.5
	Arts	4.5
	Ethics	4.5
	Sciences	4.5
	Electives	6.0

Notes:

BUSINESS

Articulated example with Doane College

Please work closely with your SCC Academic Advisor. 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	
OFFT1110	Business Communications	
	or	
OFFT2120	Business Communication Strategies	
B.	**Speech** *(Select one)*	**4.5**
SPCH1090	Fundamentals of Human Communication	
SPCH1110	Public Speaking	
C.	**Mathematics/Logic** *(Select one)*	**4.5**
MATH1400	Applied Calculus	
MATH1600	Calculus & Analytic Geometry I	
D.	**Natural Science with Lab**	**10.5**
	Students must take two natural sciences. At least one course must have a lab.	
E.	**Humanities**	**13.5**
	1. Literature	
	2. Arts	
	3. Philosophy	
F.	**Social Sciences**	**18.0**
	1. Social/Behavioral Science	
	2. Macroeconomics	
	3. History	
	4. American Government	
G.	**Race, Ethnicity & Gender**	**4.5**
H.	**Other Required Courses**	**27.0**
ACCT1200	Principles of Accounting I	
ACCT1210	Principles of Accounting II	
BSAD2540	Principles of Management	
ECON2120	Microeconomics	
MATH1180	Elementary Statistics	
PHED1000	Lifetime Fitness	

Notes:

ARTICULATED EXAMPLES–JULY 1, 2011–JUNE 30, 2012

BUSINESS

Articulated example with the University of Nebraska-Lincoln

Please work closely with your SCC Academic Advisor. 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	
OFFT2120	Business Communication Strategies	
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** *(Select two)*	**10.5**
	Students must take two natural sciences. At least one course must have a lab.	
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. Microeconomics	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	
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.

Notes:

CHILD, YOUTH & FAMILY STUDIES

This focus allows students to complete the A.A. 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 Advisor. It is ultimately the student's responsibility to check with the institution where credit is being transferred.

Articulated example with the University of Nebraska-Lincoln

COURSE #	COURSE TITLE	CREDIT HRS
A.	**Written Communication**	**9.0**
B.	**Speech Communication**	**4.5**
C.	**Mathematics/Logic**	**4.5**
D.	**Natural Science with Lab**	**10.5**
	Students must take two natural sciences. At least one course must have a lab. See SCC Academic Advisor for recommendations.	
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
	a. Assessment, Case Planning/Management & Professional Ethics for A&D	
	b. Case Management & Ethics for Human Services	
F.	**Social Sciences**	**18.0**
PSYC1810	Introduction to Psychology	4.5
	Economics/Political Science *(Select one)*	4.5
	Geography/History *(Select one)*	4.5
PSYC2960	Lifespan Human Development	4.5
G.	**Race, Ethnicity & Gender** *(Select one)*	**4.5**
HMRS1320	Multicultural Competency	4.5
H.	**Other Required Courses**	**18.0**
HMRS1102	Counseling Theories & Techniques	4.5
HMRS1357	Multicultural Counseling	4.5
HMRS2523	Human Sexuality	4.5
PSYC2980	Abnormal Psychology	4.5
I.	**Electives**	**13.5**

Students will take a maximum of three SCC courses in an approved minor or area of concentration. See your UNL advisor for recommendations.
Notes:

ARTICULATED EXAMPLES–JULY 1, 2011–JUNE 30, 2012

EARLY CHILDHOOD EDUCATION
(birth to grade 3)

Please work closely with your SCC Academic Advisor. 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.

Articulated example with Chadron State College
Peru State College
University of Nebraska-Kearney
University of Nebraska-Lincoln

COURSE #	COURSE TITLE	CREDIT HRS
A.	**Written Communication** *(Select two)*	**9.0**
	See advisor for suggested courses for specific schools.	
B.	**Speech** *(Select one)*	**4.5**
	See advisor for suggested courses for specific schools.	
C.	**Mathematics/Logic** *(Select one)*	**4.5**
	See advisor for suggested courses for specific schools.	
D.	**Natural Science with lab**	**10.5**
	Students must take two natural sciences. At least one course must have a lab. See advisor for suggested courses for specific schools.	
E.	**Humanities**	**13.5**
	See advisor for 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 advisor for suggested courses for specific schools.	
3.	History *(Select one)*	
	See advisor for suggested courses for specific schools.	
4.	Fourth Social Science *(Select one)*	
	See advisor for suggested courses for specific schools.	
G.	**Race, Ethnicity and Gender** *(Select one)*	**4.5**
	See advisor for suggested courses for specific schools.	
H.	**Required Educational and Other Courses**	**39.0-51.0 hrs.**
	See advisor for suggested courses for specific schools.	
ECED1050	Expressive Arts	
ECED1060	Observation, Assessment & Guidance	
ECED1110	Infant and Toddler Development	
ECED1120	Preschool Child Development	
ECED1150	Introduction to Early Childhood Education	
ECED1160	Early Language and Literature	
ECED1220	Pre-Practicum	
ECED1221	Infant and Toddler Practicum	
ECED1224	Preschool Math, Sci. & Soc. Studies Curriculum	
ECED1230	School Age Child Development	
ECED1240	Preschool/School Age Practicum	
ECED1520	Preschool Practicum	
ECED1545	School Age Child Practicum	
ECED2050	Children with Exceptionalities	
ECED2060	Early Childhood Ed. Curriculum Planning	
ECED2070	Family & Community Relationships	
ECED2800	Graduation Seminar (Satisfies Ed. Program admissions requirement)	
EDUC1310	Introduction to Education	
HLTH1010	Introduction to Health	
PHED1000	Lifetime Fitness	

Notes:

HEALTH INFORMATION MANAGEMENT SYSTEMS

This focus allows students to take general education and prerequisite courses toward the HIMS program at Central Community College in Hastings. Students may take classroom or Web-based courses at SCC Lincoln, then transfer to Central Community College to complete the Medical Coding Diploma or their Associate of Applied Science degree in HIMS.

Central Community College has created an agreement to accept 44.0 quarter credit hours toward the Diploma and 48.5 quarter credit hours toward the Associate of Applied Science degree.

Please contact Linda Delgado, HIMS advisor, at 402-437-2753 or ldelgado@southeast.edu.

Articulated example with Central Community College

Credit Hours Required for Graduation:

Diploma	44.0
A.A.S. Degree	69.5

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 HRS
BIOS1000	Structure and Function of the Human Body	6.0
BSAD1010	Microsoft Applications I	4.5
ENGL1010	Composition I	4.5
HIMS1102	CPT Coding	4.5
HIMS1103	HIMS ICD-9-CM Coding	6.0
HIMS1104	Clinical Education	4.5
MEDA1101	Medical Terminology I	2.0
	&	
MEDA1201	Medical Terminology II	3.0
MEDA1404	Medical Diseases	4.5
OFFT2000	Employment Techniques	4.5
		44.0

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 HRS
MEDA1101	Medical Terminology I	2.0
MEDA1201	Medical Terminology II	3.0
OFFT2720	Microsoft Office Integration	4.5
BIOS1000	Structure and Function of the Human Body	6.0
ENGL1010	Composition I	4.5
HIMS1102	CPT Coding	4.5
HIMS1103	HIMS ICD-9-CM Coding	6.0
MEDA1404	Medical Diseases	4.5
MATH1100	Intermediate Algebra	4.5
OFFT2000	Employment Techniques	4.5
PSYC1810	Introduction to Psychology	4.5
		48.5

Notes:

ARTICULATED EXAMPLES–JULY 1, 2011–JUNE 30, 2012

JOURNALISM

This focus allows pre-journalism students an opportunity to complete the first two years of a journalism degree and transfer to a four-year college or university. This set of courses prepares students for entry-level positions in radio, television, newspapers and other businesses which employ new-media technologies. Please work closely with your SCC Academic Advisor. It is the student's responsibility to check with the institution where credit is being transferred.

A "C" must be achieved in all focus courses to progress in the program.

Articulated example with the University of Nebraska-Kearney

Credit Hours Required for Graduation: 97.5

COURSE #	COURSE TITLE	CREDIT HRS
Media/Journalism		
JOUR1810	Introduction to Mass Media	4.5
JOUR1820	Media Writing	4.5
JOUR1840	Advanced Reporting	4.5
JOUR1880	Multimedia Reporting	4.5
JOUR2780	Public Relations Strategies & Techniques	4.5
JOUR2880	Media Editing	4.5
PHOT1760	Digital Photography and Creative Writing	4.5
PHOT2750	Photojournalism	4.5
BSAD2430	Marketing Communications	4.5
	Humanities Elective or	4.5
JOUR2900	New Media/Journalism Internship or	4.5
JOUR2980	New Media/Journalism Special Topics	4.5
		45.0 hours
General Education Requirements:		
Written Communication		
	ENGL1010 Composition I	4.5
	ENGL1020 Composition II	4.5
Oral Communication		4.5
Mathematics (MATH1150 or higher)		9.0
Science		12.0
Social science		4.5
Humanities		9.0
Race, Ethnicity, & Gender		4.5
		52.5 hours

LIBRARY & INFORMATION SERVICES ASSISTANT

Please work closely with your SCC Academic Advisor. It is ultimately the student's responsibility to check with the institution where credit is being transferred. SCC is partnering with Central Community College to offer these courses.

Articulated example with the University of Nebraska-Omaha

Credit Hours Required for Graduation:
A.A. Degree with LIS Focus 91.5

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**
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:**	**27.0**
Check with your SCC advisor or your receiving institution.		
LIBR1010	Foundations of Library and Information Services	
LIBR2100	Reference Resources and Service	
LIBR2150	Managing Collections in Libraries and Information Agencies	
LIBR2210	Cataloging and classification	
LIBR2250	Leadership and Management in Library and Information Agencies	
LIBR2990	Library Capstone Practicum	

** A course may meet only one graduation requirement
Notes:

ARTICULATED EXAMPLES–JULY 1, 2011–JUNE 30, 2012

PRE-EDUCATION

(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 Advisor. It is ultimately the student's responsibility to check with the institution where credit is being transferred.

Articulated example with Doane college

COURSE #	COURSE TITLE	CREDIT HRS
A.	**Written Communication**	**9.0**
ENGL1010	Composition I	
ENGL1020	Composition II	
B.	**Speech** *(Select one)*	**4.5**
SPCH1090	Fundamentals of Human Communication	
SPCH1110	Public Speaking	
C.	**Mathematics/Logic** *(Select one)*	**4.5**
D.	**Natural Science with Lab** *(Select two)*	**10.5**
E.	**Humanities**	**13.5**
	1. Literature	
	2. Arts	
	3. Philosophy	
F.	**Social Sciences**	**18.0**
PSYC1810	Introduction to Psychology	
	or	
SOCI1010	Introduction to Sociology	
POLS1000	American Government	
HIST2010	American History I (Early America)	
	or	
HIST2020	American History II (Late America)	
GEOG1400	Introduction to Human Geography	
G.	**Race, Ethnicity & Gender**	**4.5**
H.	**Other Required Courses**	**27.0**
EDUC1310	Introduction to Education	
EDUC1080	Professional Practicum Experience I	
PSYC2960	Lifespan Human Development	
EDUC2590	Instructional Technology	
EDUC2610	Fundamentals of Psychology	
HLTH1010	Introduction to Health	
	or	
PHED1000	Lifetime Fitness	
ECED1409	PPST Preparation (recommended)	
Elective	See advisor for suggested courses	

Notes:

PRE-EDUCATION

(elementary, middle, secondary)

Articulated example with Nebraska four-year colleges/universities

COURSE #	COURSE TITLE	CREDIT HRS
A.	**Written Communication**	**9.0**
B.	**Speech Communication** *(Select one)*	**4.5**
C.	**Mathematics/Logic** *(Select one)*	**4.5**
D.	**Natural Science with Lab**	**10.5**
E.	**Humanities**	**13.5**
F.	**Social Sciences**	**18.0**
	1. Social/Behavioral Science *(Select one)*	
	2. Economics/Political Science *(Select one)*	
	3. Geography/History *(Select one)*	
	4. Fourth Social Science	
H.	**Other Required Courses**	**44.5**
EDUC1080	Professional Practicum Experience I	
EDUC1310	Introduction to Education	
EDUC2160	Children's Literature	
	or	
EDUC2165	Young Adult Literature	
EDUC2590	Instructional Technology	
EDUC2610	Educational Psychology	
EDUC2970	Professional Practicum Experiences II	
EDUC2971	Professional Practicum Experiences III	
ECED1409	PPST Preparation (recommended)	

Notes:

ARTICULATED EXAMPLES–JULY 1, 2011–JUNE 30, 2012

PRE-ENGINEERING

This focus allows a pre-engineering student at SCC 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 Advisor.

This focus is appropriate for majors in Agriculture, Biological Systems, Civil, Electrical, Industrial and Mechanical Engineering. It is ultimately the student's responsibility to check with the institution where credit is being transferred.

Articulated example with the University of Nebraska-Lincoln

COURSE #	COURSE TITLE	CREDIT HRS
A.	**Written Communication**	**9.0**
ENGL1010	Composition I	
ENGL2560	Technical Writing or	
ENGL1020	Composition II	
B.	**Speech Communication**	**4.5**
SPCH2810	Business & Professional Communication	
C.	**Mathematics**	**25.5**
MATH1600	Calculus I	
MATH1700	Calculus II	
MATH2080	Calculus II	
MATH2200	Differential Equations	
D.	**Science** *(select four)*	**27.0**
BIOS1010	General Biology	
CHEM1090	General Chemistry I	
CHEM1100	General Chemistry II	
PHYS2110	College Physics I	
PHYS2120	College Physics II	
E.	**Humanities**	**4.5**
F.	**Social Science**	**4.5**
G.	**Race, Ethnicity, and Gender**	**4.5**

Other Required Courses:

ENGR1010	Freshman Multidisciplinary Design
ENGR1020	MATLAB Programming & Problem Solving
ENGR2010	Introduction to Circuits and Electronics
ENGR2020	Engineering Statics

Notes:

SKILLED AND TECHNICAL SCIENCES TEACHING OPTION (SECONDARY)

(Industrial Technology Teaching Option)

Articulated example with the University Of Nebraska-Lincoln

COURSE #	COURSE TITLE	CREDIT HRS
A.	**Written Communication**	**9.0**
ENGL1010	Composition I **or**	
ENGL1015	Composition and Literature	
	and	
ENGL1020	Composition II	
B.	**Speech Communication** (choose one)	**4.5**
SPCH1090	Fundamentals of Human Communication	
SPCH1110	Public Speaking	
SPCH2180	Business & Professional Communication	
C.	**Mathematics**	**9.0**
MATH1180	Elementary Statistics	
MATH2030	Contemporary Mathematics	
D.	**Science**	**13.5**
CHEM1050	Chemistry & the Citizen **or**	
CHEM1090	General Chemistry I	
	and	
PHYS1410	General Physics I	
E.	**Humanities**	**4.5**
	see advisor (numerous offerings)	
F.	**Social Science** (choose one)	**4.5**
ECON2110	Macroeconomics	
ECON2120	Microeconomics	
G.	**Race, Ethnicity, and Gender**	**4.5**
SOCI2150	Issues of Unity and Diversity	
I.	**Other Required Courses**	**48.0**
	(Must select **12 credit hours** from **each** of the four areas)	

Architecture and Construction (12.0)

Option 1 – Current courses offered at SCC Milford

CNST1223	Residential Blueprint Reading (3.0)
CNST1224	Construction processes and practices Lab (5.5)
CNST1225	Tools and Materials Theory (7.5)
CNST1430	Cabinetry & Carpentry Lab (6.5)
ELEC1131	DC Principles (13.0)
ELEC1217	AC Principles (13.0)
ELEC1365	Residential & Commercial Wiring (18.0)
ARCH1115	Light Construction Principles (5.0)
ARCH1158	Basic Architectural Drafting (3.0)

Option 2 – Evening Course options at Lincoln Public Schools (To be determined)

CNST1100	Basic Carpentry (3.5)
CNST1200	Advanced Carpentry (3.5)
ELEC1110	Electrical Fundamentals (5.0)
ELEC1115	Residential Wiring (8.0)
ARCH1160	Basic Architectural Principles and Drafting (6.0)
ARCH1150	Computer Aided Drafting I (CAD) (2.0)

Depending on availability, the following courses can be taught either at SCC Milford or Lincoln campus.

Manufacturing (12.0)

WELD1000	Welding Orientation (1.0)
WELD1110	SMAW Theory (2.0)
WELD1112	SMAW Lab I (4.0)
WELD1117	Oxyacetylene Theory (2.0)
WELD1119	OA Welding and Cutting (3.0)
WELD1122	GMAW Theory (3.0)
WELD1124	GMAW Lab I (3.0)
MACH1110	Machine Tool Orientation (.5)
MACH1172	Machine Tool Lab I (6.5)

Science, Technology, Engineering and Mathematics (12.0)

ENGR1010	Introduction to Engineering Design (3.0)
DRAF1100	Design Drafting Concepts (3.0)
DRAF1120	Basic Computer Aided Drafting (3.0)
DRAF1220	3-D Solid Modeling (5.0)
ENER1100	Introduction to Energy Generation and Distribution (4.5)
ELEC1129	DC Electronics (8.0)

Transportation, Distribution, and Logistics (12.0)

AUTT1000	Shop Procedures (2.0)
AUTT1100	Shop Safety and Repair (2.5)
AUTT1003	Small Engines (4.5)
AUTT1106	Electrical Concepts (6.0)

NOTE: Some classes will have a prerequisite that must be met prior to admittance. See course descriptions and advisor.

AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY

Associate of Applied Science Degree

Types of jobs available:

- Golf course superintendent
- Grain elevator manager
- Livestock genetics salesperson
- Crop consultant
- Landscaper
- Equipment salesperson
- Research technician
- Crop and livestock production specialist
- Commercial pesticide applicator
- GPS precision specialist
- Agronomist
- Conservationist

Program overview

This program is available only on the Beatrice Campus. Students are admitted every quarter. Students may focus in Agribusiness, Horticulture, Crops, Livestock, Golf Turfgrass Management, or Diversified Agriculture.

For more information contact:

Annie Erichsen, Program Co-Chair
402-228-8258, 800-233-5027 ext. 1258, aerichsen@southeast.edu

Loy James, Program Co-Chair
402-228-8205, 800-233-5027 ext. 1205, ljames@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214

Beatrice Campus

Credit Hours Required for Graduation:

Agribusiness Focus:	132.0
Crops Focus:	132.0
Diversified Agriculture Focus:	132.0
Golf Turfgrass Management Focus:	132.0
Horticulture Focus:	132.0
Livestock Focus:	132.0

Students who wish to pursue an Associate of Science degree in agriculture should visit with an SCC-Beatrice Agriculture Business & Management Technology faculty advisor.

AGRI Core Courses:

COURSE #	COURSE TITLE	CREDIT HRS
AGRI1123	Agribusiness Careers	4.5
AGRI1131	Crop & Food Science	4.5
AGRI1171	Ag Technology	3.0
AGRI1205	Enterprise Analysis	4.5
AGRI1216	Agribusiness Management	4.5
AGRI2204	Agribusiness Seminar I	4.5
AGRI2291	Ag Business Sales	4.5
AGRI2901	Agribusiness Cooperative Experience	12.0
		42.0 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5

(Plus three classes from the five areas below; no two classes from the same area).

Mathematics, Science, Social Science, Humanities, and/or Computer Technology	13.5
	22.5 hours

Agribusiness Focus:

AGRI1135	Basic Fertilizer Management	3.0
AGRI1141	Livestock Management & Selection	6.0
AGRI1153	Soils & Plant Nutrition	6.0
AGRI1211	Fundamentals of Ag Marketing	4.5
AGRI1221	Livestock Nutrition	4.5
AGRI2219	Pesticide Certification	3.0
AGRI2232	Forage Harvesting and Management (or 2233 or 2253)	
AGRI2233	Planting and Tillage Equipment (or 2232 or 2253)	6.0
AGRI2253	Grain Harvesting & Management	6.0
AGRI2267	Advanced Marketing	4.5
AGRI2279	Precision Technology	4.5

Select 21 hours from the following:

AGRI1143	Introduction to Equine Management	4.5
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI2202	Advanced Ag Business Management	6.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2223	Principles of Livestock Feeding	4.5
AGRI2231	Animal Breeding	7.5
AGRI2245	Animal Health	6.0
AGRI2258	Livestock Ultrasound Technology	3.0
AGRI2265	Irrigation & Water Management	6.0
AGRI2280	Advanced Crops	4.5
AGRI2795	Special Topics – Cooperatives	1.0
HORT1132	Horticulture Plant Identification & Selection	4.5
HORT1154	Greenhouse Management	3.0
HORT1155	Basic Landscaping	4.5
HORT1239	Arboriculture	3.0
HORT1242	Turfgrass Management	4.5
HORT2265	Irrigation & Water Management	6.0
	Agribusiness Focus:	64.5
	Electives:	3.0
		67.5 hours

Crops Focus:

AGRI1135	Basic Fertilizer Management	3.0
AGRI1141	Livestock Management & Selection	6.0
AGRI1153	Soils & Plant Nutrition	6.0
AGRI1211	Fundamentals of Ag Marketing	4.5
AGRI2202	Advanced Ag Business Management (or 2279)	6.0
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2233	Planting & Tillage Equipment	6.0
AGRI2253	Grain Harvesting & Management	3.0
AGRI2265	Irrigation & Water Management	6.0
AGRI2279	Precision Technology (or 2202)	4.5
AGRI2267	Advanced Marketing	4.5

Select 9 hours from the following:

AGRI2212	Ag Machinery Maintenance	3.0
AGRI2222	Agriculture Analysis	3.0
AGRI2232	Forage Harvesting and Management	6.0
AGRI2240	Range Management	6.0
AGRI2280	Advanced Crop	4.5
HORT1136	Plant Propagation	3.0
HORT1154	Greenhouse Management	3.0
HORT1242	Turfgrass Management	4.5
	Crops Focus:	63.0-64.5
	Electives:	3.0-4.5
		67.5 hours

Diversified Agriculture Focus:

AGRI1141	Livestock Management & Selection	6.0
AGRI1153	Soils & Plants Nutrition	6.0
AGRI1211	Fundamentals of Ag Marketing	4.5
AGRI1221	Livestock Nutrition	4.5

Agribusiness Courses Take a minimum of 6 credits

AGRI2202	Advanced Ag Business Management	6.0
AGRI2223	Principles of Livestock Feeding	4.5
AGRI2253	Grain Harvesting & Management	6.0
AGRI2267	Advanced Marketing	4.5
AGRI2279	Precision 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 Management	6.0
AGRI2245	Animal Health	6.0
AGRI2254	Advanced Swine Production	4.5
AGRI2255	Advanced Sheep & Goat 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
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2222	Agriculture Analysis	3.0
AGRI2240	Range Management	6.0
AGRI2265	Irrigation & Water Management	6.0
AGRI2280	Advanced Crops	4.5
HORT1136	Plant Propagation	3.0
HORT1154	Greenhouse Management	3.0
HORT1239	Arboriculture	3.0
HORT1242	Turfgrass Management	4.5
HORT2265	Irrigation & Water Management	6.0

Mechanics Courses take a minimum of 9 credits

AGRI1116	Electric & Gas Welding	2.0
AGRI1195	Advanced Electric and Gas Welding	2.0
AGRI1218	Basic Farm Engines	4.5
AGRI2212	Ag Machinery Maintenance	3.0
AGRI2232	Forage Harvesting and Management	6.0
AGRI2233	Planting & Tillage Equipment	6.0
AGRI2253	Grain Harvesting & Management	6.0
AGRI2265	Irrigation & Water Management	6.0
HORT2214	Horticulture Equipment Maintenance	3.0
HORT2265	Irrigation & Water Management	6.0

Diversified Agriculture Focus: 61.5
Electives: 6.0
67.5 hours

Golf Turfgrass Management Focus:

AGRI1135	Basic Fertilizers	3.0
AGRI1153	Soils and Plant Nutrition	6.0
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chem and Equip Application	4.5
HORT1132	Horticulture Plant Identification and Selection	4.5
HORT1190	Management of Turfgrass Pests	4.5
HORT1242	Turfgrass Management	4.5
HORT2214	Horticulture Equipment Maintenance	3.0
HORT2265	Irrigation & Water Management	6.0
HORT2288	Golf Course Management	6.0
HORT2295	Advanced Golf Course Management	8.0

Select 10.5 hours from the following:

AGRI2279	Technology Precision	4.5
HORT1136	Plant Propagation	3.0
HORT1154	Greenhouse Management	3.0
HORT1155	Basic Landscape Design	4.5
HORT1239	Arboriculture	3.0
HORT2292	Landscape Maintenance	3.0

Golf Turfgrass Management Focus 63.5
Electives 4.0
67.5 hours

Horticulture Focus:

AGRI1141	Livestock Management & Selection (or 1177)	6.0
AGRI1177	Companion Animal (or 1141)	4.5
AGRI1153	Soils & Plant Nutrition	6.0
AGRI1211	Fundamentals of Ag Marketing	4.5
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
HORT1132	Horticulture Plant Identification & Selection	4.5
HORT2265	Irrigation & Water Management	6.0

Select 21 hours from the following:

AGRI1116	Electric & Gas Welding	2.0
AGRI1135	Basic Fertilizer Management	3.0
AGRI2222	Agriculture Analysis	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
HORT2292	Landscape Maintenance	3.0

Select 9 hours from the following:

AGRI2240	Range Management	6.0
AGRI2279	Precision Technology	4.5
AGRI2286	Advanced Landscaping	4.5
HORT1190	Management of Turfgrass Pests	4.5
HORT1239	Arboriculture	3.0
HORT2288	Golf Course Management	6.0

Horticulture Focus: 63.0-64.5
Electives: 3.0-4.5
67.5 hours

Livestock Focus:

AGRI1141	Livestock Management & Selection	6.0
AGRI1211	Fundamentals of Ag Marketing	4.5
AGRI1221	Livestock Nutrition	4.5
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI2223	Principles of Livestock Feeding	4.5
AGRI2231	Animal Breeding	7.5
AGRI2245	Animal Health	6.0

Select 18 hours from the following courses:

AGRI1135	Basic Fertilizer Management	3.0
AGRI1143	Introduction to Equine Management	4.5
AGRI1153	Soils and Plant Nutrition	6.0
AGRI1258	Introduction to Meats	4.5
AGRI2202	Advanced Ag Business Management	6.0
AGRI2222	Agriculture Analysis	3.0
AGRI2232	Forage Harvesting and Management	6.0
AGRI2240	Range Management	6.0
AGRI2253	Grain Harvesting & Management	6.0
AGRI2258	Livestock Ultrasound Technology	3.0
AGRI2267	Advanced Marketing	4.5
AGRI2280	Advanced Crops	4.5

Select 9 hours from the following courses:

AGRI2254	Advanced Swine Production	4.5
AGRI2255	Advanced Sheep & Goat Production	4.5
AGRI2256	Advanced Beef Cattle Production	4.5

Livestock Focus: 64.5
Electives: 3.0
67.5 hours

Program Electives

AGRI1000	Introduction to Agriculture & Horticulture Technologies	4.5
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
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	4.5
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI1258	Introduction to Meats	4.5
AGRI1272	Intermediate Live Animal Selection	1.5
AGRI2202	Advanced Ag Business 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	4.5
AGRI2225	Advanced Leadership Skills	3.0
AGRI2231	Animal Breeding	7.5
AGRI2232	Forage Harvesting and Management	6.0
AGRI2233	Planting & Tillage Equipment	6.0
AGRI2240	Range Management	6.0
AGRI2245	Animal Health	6.0
AGRI2253	Grain Harvesting & Management	6.0
AGRI2254	Advanced Swine Production	4.5
AGRI2255	Advanced Sheep & Goat 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
AGRI2279	Precision Technology	4.5
AGRI2280	Advanced Crops	4.5
AGRI2291	Agribusiness Sales	4.5
AGRI2795	Special Topics – Cooperatives	1.0
AGRI2999	Individual Special Project	0.5-4.5
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
HORT2265	Irrigation & Water Management	6.0
HORT2286	Advanced Landscaping	4.5
HORT2288	Golf Course Management	6.0
HORT2292	Landscape Maintenance	3.0
HORT2295	Advanced Golf Course Management	8.0
HORT2999	Individual Special Project	0.5-4.5

ARCHITECTURAL-ENGINEERING TECHNOLOGY

Associate of Applied Science Degree

Types of jobs available:

- Architectural technician
- Engineering technician
- Estimator
- Heating and plumbing layout and drafting
- Structural steel and wood detailer
- Building contractor

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 surrounding states. Students work in companies of various sizes. Some graduates continue their education at a four-year college or university to earn a bachelor's degree.

Program overview

This program is available only on the Milford Campus. Students will be admitted during the Summer (2011), Winter (2012), Spring (2012), and Summer (2012) 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 ext. 8269, droll@southeast.edu

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

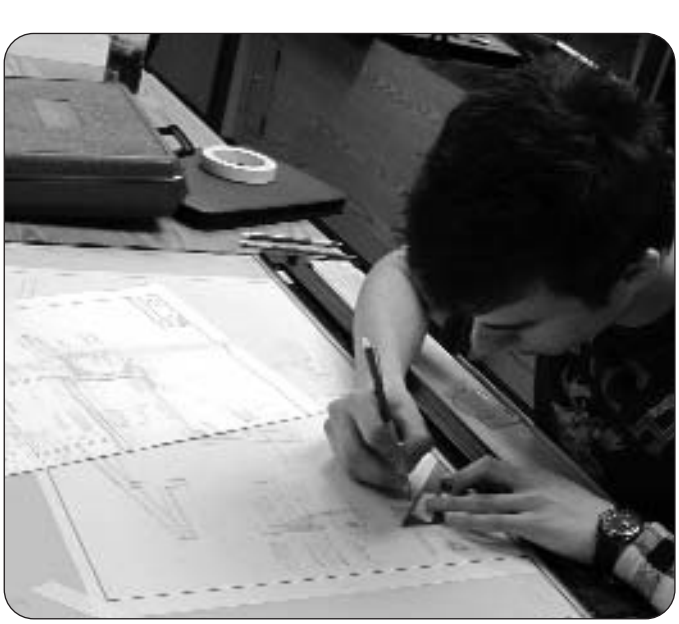
Milford Campus

Prepares students for careers in architectural and engineering building technologies

Credit Hours Required for Graduation: 135.0

Following 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 higher 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 Theory	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 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Mathematics	4.5

(MATH1080 is a prerequisite for ARCH1210 Elementary Structural Design. Students must receive a "C" or higher in MATH1080 before enrolling in ARCH1210 or any other class which has MATH1080 as a prerequisite.)

(Plus two classes from the four areas below; no two classes from the same area).

Science, Social Science, Humanities, and/or Computer Technology	9.0
	22.5 hours

ASSOCIATE DEGREE NURSING

Associate of Applied Science Degree

Types of jobs available:

- Registered Nurse (when licensed) in a variety of settings, including acute care, surgery centers, clinics, and long-term care facilities

Graduation meets one eligibility requirement for application to sit for the National Council Licensure Examination (NCLEX-RN). Graduates must pass the NCLEX-RN to obtain a license as a Registered Nurse. Program graduates work 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.

Program overview

This 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 608 hours of clinical practice in various 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 special program requirements before they will be admitted into the program's core courses. Contact the Admissions Office for a self-advising sheet and more information.

For more information contact:

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

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

ADMISSION REQUIREMENTS:

1. Complete an application for admission to the Associate Degree Nursing program after the initial 33.0 credit hours have been completed with a grade of C+ or higher prior to enrollment in the Nursing (NURS) core courses.
2. Provide the Application for Admission, completed health statement, and self-advising sheet to the Admissions office.
3. Must have passed the "Nursing Assistant" course and be on "Active Status" in the Nebraska registry before starting NURS 1206 (Introduction to Professional Nursing).
4. A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required before starting (NURS) Associate Degree Nursing courses.
5. A criminal background check 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 CBC.

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

Lincoln Campus (some courses online)

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; and approved by the Nebraska Board of Nursing.

Credit Hours Required for Graduation: 108.0

INITIAL Program Requirements:

All courses must be completed with a grade of C+ or higher 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
	33.0 hours

Other courses to improve success:

- MEDA1101/1102 Medical Terminology I, II;
- INFO1010 Computer Literacy or
  BSAD1010 Microsoft Applications I
- PSYC1250 Interpersonal Relations
- PSYC1810 Introduction to Psychology

Associate Degree Nursing Core Courses:

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

COURSE #	COURSE TITLE	CREDIT HRS
NURS1304	*Transition**	1.0
NURS1206	*Intro to Professional Nursing	2.0
NURS1207	*Intro to Nursing Pharmacology	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
NURS2503	*Nursing Pharmacology	1.0
NURS2602	*Mental Health Nursing Concepts	6.0
NURS2603	*Nursing Concepts IV	6.5
		58.0 hours

*Course has a prerequisite
**Required for LPNS advanced placement students only.

Required Support Course:

PSYC2960	Life-span Human Development	4.5
		4.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

Oral Communications		4.5
Written Communications		
ENGL1010	Composition I	4.5
Science		
FSDT1350	Basic Nutrition	4.5
		13.5 hours

Nine (9.0) hours of the Initial Program Requirements plus the 13.5 hours of General Education Requirements fulfill the required 22.5 hours. General Education Requirements may be completed prior to enrolling in Associate Degree Nursing (NURS) core courses.

Please note: Licensed Practical Nurse (LPN) Advanced Standing is available 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

Associate of Applied Science Degree

Types of jobs available:

- Auto body repair technician
- Paint and 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.

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 program. For cost estimates, please request the program estimated expense form. Students also have the opportunity to work on their own vehicles, giving them 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:

William E. Vocasek, Program Chair
402-761-8241, 800-933-7223 ext. 8241, bvocasek@southeast.edu

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

Milford Campus

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: 105.0-106.5

The Auto Collision Repair Technology program is certified by National Automotive Technicians Education Foundation, 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 that is an I-CAR (Inter-Industry Conference on Auto Collision Repair) Training Alliance Member offering I-CAR Welding Qualifications and additional certifications.

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 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5

(Plus three classes from the five areas below; no two classes from the same area).

Mathematics, Science, Social Science, Humanities, and/or Computer Technology	13.5
	22.5-24.0 hours

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.

This SCC program is Affiliated with ASE
Accredited by NATEF

AUTOMOTIVE TECHNOLOGY

Associate of Applied Science Degree

Types of jobs available:

- Diagnostic and repair of all areas of the vehicle, including all aspects of engine repair, transmissions, suspension systems, brakes, electrical/electronics, heating and air conditioning and drivability.
- Service writer
- Service dispatcher
- Service manager
- Warranty clerk
- Parts counter personnel
- Sales associate

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.

Program overview

This program is available on the Milford and Lincoln campuses. Upon completion of the Associate of Applied Science degree, graduates will have earned one year toward the two-year ASE certification.

For more information contact:

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

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

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

Lincoln and Milford Campuses

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: 129.5-130.5

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

Special program requirements:

All AUTT courses must be passed with a "C" or higher to graduate. Prerequisites are determined by campus and program advisors.

Automotive Courses:

COURSE #	COURSE TITLE	CREDIT HRS
AUTT1000	Shop Procedures	2.0
AUTT1100	Shop Safety & Repair	2.5
AUTT1103	Drive Trains	3.0
AUTT1106	Electrical Concepts	6.0
AUTT1107	HVAC I	4.5
AUTT1108	Automotive Fuel and Control Systems	8.5
AUTT1202	Steering & Suspension Theory	4.0
AUTT1203	Manual Transmission/Transaxle Theory	4.0
AUTT1205	Brake Systems Theory	5.0
AUTT1206	Automotive Electricity	3.5
AUTT1207	HVAC II	2.0
AUTT1212	Steering & Suspension Lab	2.0
AUTT1215	Brake Systems Lab	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
WELD1176	Automotive & Motorcycle Welding (L)	2.5
	or	
WELD1181	Automotive, ASEP, ASSET, & CAP Welding (M)	1.5
		101.0-102.0 hours
Optional		
TRUK1101	CDL-Class B Training	2.0

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).	
Oral Communications	4.5
Written Communications	4.5
Science	
PHYS1150 Descriptive Physics	6.0
(Two classes from the four areas below; no two classes from the same area).	
Mathematics, Social Science, Humanities, and/or Computer Technology	9.0
Advisor Approved Elective	4.5
	28.5 hours

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.
Students are also required to wear program shirts while in class or laboratory settings. Shirts are available through the SCC bookstore.

All instructors in this area are ASE certified in the areas they teach. Accredited by NATEF

BUILDING CONSTRUCTION TECHNOLOGY

Associate of Applied Science Degree

Types of jobs available:

- Concrete/masonry specialist
- Carpenter
- Cabinet maker
- Drafting/Estimating
- House construction

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.

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 or Associated General Contractors student chapters. These affiliations provide 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 ext. 8213, rpetsch@southeast.edu

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

Milford Campus

Credit Hours Required for Graduation: 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" or higher 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	Commercial Construction Communications	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
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
BSAD1070	Customer Service	4.5
WELD1186	Building Construction Welding	1.5
		98.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below; no two classes from the same area).

Oral Communications		4.5
Written Communications		
ENGL1010	or higher	4.5
Mathematics		
MATH1040	or higher	4.5
Social Science		4.5
Computer Technology		
BSAD1010	Microsoft Applications I	4.5
		22.5 hours

BUSINESS ADMINISTRATION

Associate of Applied Science Degree, Diploma, Certificate

Types of jobs available:

- Assistant manager
- Executive director assistant
- Customer service associate
- Self-employed
- Accounts receivable manager
- Bookkeeper
- Business analyst
- Insurance claims representative
- Sales associate
- Human resources assistant
- Insurance agent
- Accounting clerk
- Billing clerk
- Office assistant
- Claims processor

Program overview

The program is available online and at all three campuses in Lincoln, Beatrice and Milford. Students may focus in Accounting, Marketing, Entrepreneurship, Information Systems, or Insurance/Financial Services. 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.

A flexible schedule on the Milford campus is available. Please contact the program chair for more information.

As Business Administration graduates, students in marketing are trained to work in a retail environment, insurance company, or in non-profit organizations.

Students in the Information Systems Focus can work as a liaison with IT and business to design and implement computer systems to support the needs of business. This focus area is not available entirely online and requires some IT courses which are only available on the Lincoln and Milford campuses.

Students in the Insurance and Financial Services Focus can hold jobs in the insurance and financial services industry.

Students taking the certificate courses for the Event-Venue Operations Management will gain an in-depth knowledge of the event and venue management industry and a practical awareness of contemporary event and venue operations.

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

For more information contact:

RoxAnn Coudeyras, Co-Chair Beatrice
402-228-8288, 800-233-5027 ext. 1280, rcoudeyr@southeast.edu
Sharon Dexter, Co-Chair Beatrice
402-228-8284, 800-233-5027 ext. 1284, sdexter@southeast.edu
Beth Deinert, Co-Chair Lincoln
402-437-2415, 800-642-4075 ext. 2415, bdeinert@southeast.edu
Nancy Krumland, Co-Chair Lincoln
402-437-2427, 800-642-4075 ext. 2427, nkrumlan@southeast.edu
Bill Beltz, Program Chair Milford
402-761-8237, 800-933-7223 ext. 8237, bbeltz@southeast.edu
For the Event-Venue Operations Management Certificate:
Jo Taylor, Program Chair 402-437-2465, 800-642-4075 ext. 2465, jtaylor@southeast.edu
Tim Mittan, Director, Entrepreneurship Center
402-437-2524, 800-642-4075 ext. 2524, tmittan@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600
Milford 402-761-8243, 800-933-7223 ext. 8243

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. Students who cannot validate competencies in accounting may take courses in this area at SCC or elsewhere; credit earned in the course listed below will not count towards graduation.*
   - Office Accounting (OFFT1310)
2. *Students will need to demonstrate keyboarding skills of at least 30 words per minute minimum. Students who cannot validate competencies in keyboarding must take courses in this area at SCC or elsewhere; credit earned in the courses listed below will not count towards graduation.*
   - Beginning Keyboarding I (OFFT1010)
   - Beginning Keyboarding II (OFFT1020)

All Campuses and Online

This program is accredited by the Association of Collegiate Business Schools & Programs, 11520 West 119th Street, Overland Park, KS 66213, (913) 339-9356, www.acbsp.org

Credit Hours Required for Graduation:

- Certificate: (Business Administration or Event-Venue) 36.0
- Diploma: (Business Administration) 54.0

- Associate of Applied Science Degree: (minimum 111.5 - see focus area)
  - Accounting Focus: 111.5
  - Entrepreneurship Focus: 113.0
  - Information Systems Focus (on-campus only): 112.5-115.0
  - Insurance/Financial Services Focus: 113.0
  - Marketing Focus: 113.0

All prerequisite courses must have a grade of "C" or higher to continue through the program.

A.A.S. Business Administration Core Classes:

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 or	
OFFT2120	*Business Communication Strategies	4.5
BSAD1050	Introduction to Business	4.5
OFFT2000	*Employment Techniques	4.5
BSAD2310	Business Ethics	4.5
BSAD2540	Principles of Management	4.5
ECON2110	Macroeconomics	4.5
ECON2120	Microeconomics	4.5
		49.5

* Course has prerequisite.
~ Required competency must be met before taking course.

A.A.S. General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

Oral Communications		4.5
Written Communications		
ENGL1010	~Composition I or	
ENGL1015	~Composition & Literature	4.5
Mathematics		4.5
Social Science		4.5
Computer Technology		
BSAD1010	Microsoft Applications I	4.5
		22.5 hours

Business Administration Electives:

For students who have not chosen a focus, these electives are designed for students to customize their courses and skills in a business degree. Choose from the following approved elective courses in Business Administration, Office Professional, and Visual Publications (**39.5** credit hours minimum) to complete an A.A.S. degree.

COURSE #	COURSE TITLE	CREDIT HRS
ACCT2050	*Payroll Accounting	3.0
ACCT2090	*Cost Accounting	4.5
ACCT2100	Individual Income Tax Procedures	4.5
ACCT2130	*Intermediate Accounting I	4.5
ACCT2140	*Intermediate Accounting II	4.5
ACCT2230	*Computerized Accounting	4.5
ACCT2800	*Applied Accounting Capstone	4.5
BSAD1070	Customer Service	4.5
BSAD1100	*Business Law II	4.5
BSAD1230	Visual Merchandising	4.5
BSAD1730	Quality Management	2.5
BSAD2901	*Cooperative Experience	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	Event Marketing	4.5
BSAD2520	Principles of Marketing	4.5
ECON1200	Personal Finance	4.5
ENTR1050	Introduction to Entrepreneurship	4.5
ENTR2040	Entrepreneurship Feasibility Study	4.5
ENTR2050	Marketing for the Entrepreneur	4.5
ENTR2060	Entrepreneurship Legal Issues	4.5
ENTR2070	Entrepreneurship Financial Topics	4.5
ENTR2090	*Entrepreneurship Business Plan	4.5
EVOM1060	Customers and the Event Experience	4.5
FINA1130	*Fundamentals of Investing	4.5
INSU1100	Fundamentals of Insurance I	4.5
INSU1120	*Principles of Underwriting and Claims	4.5
INSU1140	Principles of Financial Services and Products	4.5
INSU1150	*Fundamentals of Insurance II	4.5
OFFT1680	*Web Page Support	4.5
	OFFT or INFO advisor approved electives**	9.0
		39.5 hours minimum

**Other OFFT/INFO classes may be taken but are not to exceed 9 hours, may not include previously taken classes, and may not include OFFT1010, OFFT1020, OFFT1310, INFO1000, INFO1005, or INFO1010.

Accounting Focus:

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

COURSE #	COURSE TITLE	CREDIT HRS
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
ACCT2800	*Applied Accounting Capstone	4.5
BSAD2390	*Small Business Management	4.5
BSAD2901	*Cooperative Experience or	
BSAD2365	Leadership Practicum	5.0
ECON1200	Personal Finance	4.5
		39.5 hours

Entrepreneurship Focus:

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.

COURSE #	COURSE TITLE	CREDIT HRS
BSAD1070	Customer Service	4.5
ENTR1050	Introduction to Entrepreneurship	4.5
ENTR2040	Entrepreneurship Feasibility Study	4.5
ENTR2050	Marketing for the Entrepreneur	4.5
ENTR2060	Entrepreneurship Legal Issues	4.5
ENTR2070	Entrepreneurship Financial Topics	4.5
		27.0 hours
(Choose one class from the two options below).		
BSAD2901	*Cooperative Experience	5.0
BSAD2365	Leadership Practicum	5.0
		5.0 hours
(Choose one class from the eight options below.)		
ACCT2230	Computerized Accounting	4.5
BSAD2270	Professional Selling	4.5
BSAD2370	Human Resource Management	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 hours
The Capstone course listed below:		
ENTR2090	*Entrepreneurship Business Plan	4.5
		41.0 hours

Information Systems Focus:

(This focus must be completed on-campus in Milford or Lincoln.)

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.

COURSE #	COURSE TITLE	CREDIT HRS
INFO1151	Computer Fundamentals	4.5
INFO1214	Program Design and Problem Solving or	4.5
INFO1111	Logic and Design	5.0
INFO1217	Database Management or	5.0
INFO1211	Microsoft Access and	2.0
INFO1311	*Database Concepts	3.0
INFO1325	*Internet Scripting	3.0
INFO1431	*Web Page Fundamentals	3.0
		20.0 hours
(Choose one class from the two options below.)		
INFO1314	Java	4.5
INFO2564/2565	Visual Basic	4.5
		4.5 hours
(Choose one class from the two options below.)		
INFO1414	*Advanced Java	4.5
INFO2664	*Advanced Visual Basic	4.5
		4.5 hours

Option 1: Systems Infrastructure

INFO1441	Advanced Windows Operating Systems	3.0
INFO1381	*Data Communications & Networking	4.5
ELEC2760	*Networking Infrastructure	4.5
		12.0 hours

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 hours

Option 3: System I (Mid-Range AS/400)

INFO1337	*Introduction to IBMi	3.5
INFO1458	*RPG IV	8.0
		11.5 hours

Option 4: Web Applications

BSAD2520	Principles of Marketing	4.5
INFO1511	Advanced Database Concepts	3.0
INFO1521	*Web Graphics or	2.0
INFO1522	*Web Layout	
INFO2514	*Java Server Programming	4.5
		14.0
		40.5-43.0 hours

* Course has prerequisite.
~ Required competency must be met before taking course.

Insurance/Financial Services Focus:

This business focus provides the practical skills necessary for entry-level insurance and financial services positions.The following courses must be completed for an A.A.S. degree.

This business focus prepares students for a rewarding career in the insurance or financial services industry. Courses introduce students to the insurance industry including the products offered, claims, and many areas of the insurance and financial services industry. Graduates would have many opportunities with local and national companies. Positions such as claims processor, client service representative, contract center associate, and licensing representative are just some of the positions. Students could also start working toward series exams for financial professional representatives and enjoy the start of a great career.

COURSE #	COURSE TITLE	CREDIT HRS
BSAD1070	Customer Service	4.5
BSAD1100	*Business Law II	4.5
BSAD2901	*Cooperative Experience	5.0
ECON1200	Personal Finance	4.5
INSU1100	Fundamentals of Insurance 1	4.5
		23.0 hours

Out of the courses listed below, you must take a minimum of 18.0 credit hours.

Recommended Insurance Electives:

FINA1130	*Fundamentals of Investing	4.5
INSU1120	*Principles of Underwriting and Claims	4.5
INSU1140	*Principles of Financial Services & Products	4.5
INSU1150	*Fundamentals of Insurance 2	4.5
MEDA1101	Medical Terminology I	2.0
MEDA1201	*Medical Terminology II OR	3.0
OFFT1120	Medical Terminology (Bea)	4.5
		18.0 hours

* Course has prerequisite.
~ Required competency must be met before taking course.

Marketing Focus:

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

COURSE #	COURSE TITLE	CREDIT HRS
BSAD2901	*Cooperative Experience 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 hours
(Choose one class from the two options below.)		
BSAD2370	Human Resources Management	4.5
BSAD2390	*Small Business Management	4.5
		4.5 hours
(Choose one class from the two options below.)		
OFFT1680	*Web Page Support	4.5
BSAD2460	Electronic Commerce Marketing	4.5
		4.5 hours

(Choose two electives from the options below. Must not have been previously taken for another category.)

BSAD1070	Customer Service	4.5
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	Event Marketing	4.5
BSAD2365	Leadership Practicum	5.0
INSU1100	Fundamentals of Insurance 1	4.5
OFFT1680	*Web Page Support	4.5
		9.0
		41.0 hours

* Course has prerequisite.

Business Administration Diploma:

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

Diploma Core Courses:

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	4.5
BSAD2540	Principles of Management	4.5
OFFT1110	~Business Communications or	4.5
OFFT2120	*Business Communication Strategies	
OFFT2000	*Employment Techniques	4.5
	ADVISOR APPROVED ELECTIVES:	9.0
	(BSAD, ECON, ENTR, ACCT, INSU, FINA)	43.5 hours

Diploma General Education Requirements:

Written Communications

ENGL1010	~Composition I or	
ENGL1015	~Composition & Literature	4.5
Mathematics		4.5
		9.0 hours

Business Administration Certificate:

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
ENTR2040	Entrepreneurship Feasibility Study	4.5
ENTR2090	*Entrepreneurship Business Plan	4.5
ENTR2050	Marketing for the Entrepreneur	4.5
ENTR2060	Entrepreneurship Legal Issues	4.5
ENTR2070	Entrepreneurship Financial Topics	4.5
BSAD2540	Principles of Management	4.5
	Approved General Education Elective	4.5
		Total: 36.0 hours

Event–Venue Operations Management Certificate:

This Certificate will equip students with an in-depth knowledge of the event and venue management industry and a practical awareness of contemporary event and venue operations. It will provide a thorough understanding of key concepts and theories in event operations combined with practical skills in key areas such as event conception and implementation, marketing, risk management, client service and venue management.

Suggested Course of Study:

EVOM1060	Customers and the Event Experience	4.5
ENTR1050	Introduction to Entrepreneurship	4.5
FSDT2402	Fundamentals of Event Planning	4.5
BSAD1070	Customer Service	4.5
EVOM1150	Venue Operations Management	4.5
BSAD2480	Event Marketing	4.5
SPCH2810	Business and Professional Communication	4.5
EVOM2900	*Event-Venue Internship	4.5
		Total: 36.0 hours

CHRYSLER CAP - COLLEGE AUTOMOTIVE PROGRAM

Associate of Applied Science Degree

Types of jobs available:

- Entry level technician in a Chrysler Dealership

This program is offered jointly by Chrysler and SCC, in cooperation with Chrysler dealers.

Students in the program are required to have a sponsoring Chrysler dealer.

Program overview

This program runs seven quarters. During the first, third, fifth and seventh quarters, students are on campus studying electronics, engine repair, transmission repair, suspension system, brakes, drivability, and heating and air conditioning. During the second, fourth and sixth quarters, students are at the dealership on co-op, 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.

Please note: If a student's dealership-sponsored employment is terminated for reasons beyond the student's control, such as lack of work, the student may be allowed to seek a different sponsoring dealership to continue in the program. If a student's dealership-sponsored employment is terminated for inappropriate behavior, such as failure to follow policies, poor attendance, lack of cleanliness and/or dishonesty, the student will be deemed "less than competent to perform required tasks" and will not be allowed to continue in the program.

For more information contact:

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

Todd Morrill, Instructor
402-761-8426, 800-933-7223 ext. 8426, tmorrill@southeast.edu

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

Milford Campus

Credit Hours Required for Graduation:
Associate of Applied Science Degree: 143.5-145.0
Course offerings and prerequisites will be determined by the program. A grade of "C" or higher 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
CAPP1173	Chrysler Fundamentals	2.0
CAPP1175	Chrysler Electrical & Electronic Principles	12.0
CAPP1177	Chrysler Brake System	4.0
CAPP1360	Chrysler Electronic Fuel Systems	9.0
CAPP1362	Chrysler Body Electrical and Electronics	6.0
CAPP1364	Chrysler Advanced Drivability Diagnosis	7.0
CAPP1901	Dealer Cooperative Experience	12 .0
CAPP1902	Dealer Cooperative Experience	12 .0
CAPP2528	Chrysler Steering & Suspension Systems	4.5
CAPP2530	Chrysler HVAC Systems	5.5
CAPP2531	Chrysler Engine Repair	8.5
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
CAPP2901	Dealer Cooperative Experience	12.0
WELD1181	Automotive, ASEP, ASSET, & CAP Welding (M)	1.5
		121.0 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).
Oral Communications 4.5
Written Communications 4.5
(Plus three classes from the five areas below; no two classes from the same area).
Mathematics, Science, Social Science, Humanities, and/or Computer Technology 13.5-15.0
22.5-24.0 hours

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.

Students are required to wear program uniforms while in classroom or laboratory settings.

This SCC program is Affiliated with ASE
Accredited by NATEF

COMPUTER AIDED DESIGN DRAFTING

Associate of Applied Science Degree

Types of jobs available:

- Within commercial architecture
- Within electronics
- Design engineering of consumer products

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 nation, designers have many responsibilities that will employ their abilities to think "outside the box" as they create solutions to today's design challenges.

Program graduates are employed by large and small businesses and by government agencies.

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.

Program overview

The program is available only on the Lincoln Campus and admits new students every quarter. Students must earn a minimum course grade of "C" or higher 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 ext. 2650, dmasters@southeast.edu

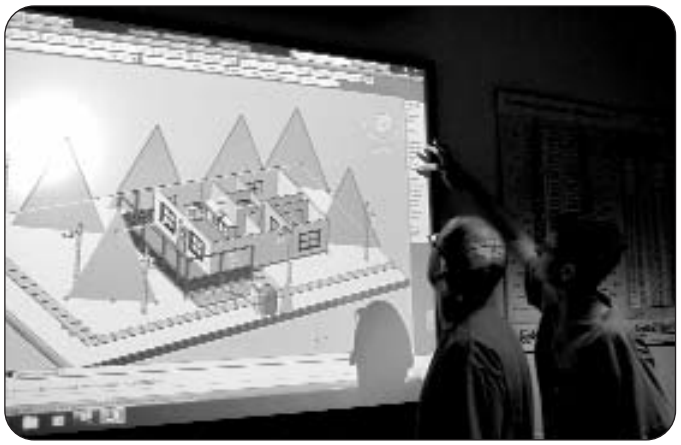
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus

Credit Hours Required for Graduation: 120.0

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 design 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. A minimum grade of "C" or higher is required in all courses for graduation from this program.

Entry level requirements for DRAF1220 are: two years of recent industry AutoCad experience, or Career Pathways Advanced Placement credit from high school within the last year, or take course DRAF1120.



CORE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
DRAF1110	Design Drafting Concepts	3.0
DRAF1215	Architectural 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	Virtual Building Design w/Revit	5.0
DRAF1500	Advanced Virtual Building Design w/Revit	5.0
DRAF2100	Commercial Construction Materials	3.0
DRAF2110	Architectural Design	3.0
DRAF2120	Commercial Construction Process	3.0
DRAF2130	Industrial Plastics	3.0
DRAF2150	Structural Steel Design with SDS/2	5.0
DRAF2180	Professional Practice-Architectural	3.0
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
DRAF2520	Electronic Drafting	3.0
ACFS2020	Career Development	2.5
BSAD1090	Business Law I	4.5
INFO1121	Microsoft Word & PowerPoint	1.5
INFO1131	Microsoft Excel	1.5
		87.0 hours

DRAFTING TECHNICAL ELECTIVES:

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

DRAF1224	Basic Land Desktop	5.0
DRAF2190	Construction For Americans with Disabilities	3.0
DRAF2140	Building Utility Design	5.0
DRAF2160	Structural Design w/Revit Structure	5.0
DRAF2999	Individual Special Projects	3.0
DRAF2901	Cooperative Experience Drafting	3.0
DRAF2902	Cooperative Experience Drafting	3.0
		9.0 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below; no two classes from the same area).

Oral Communications		4.5
Written Communications		4.5
Mathematics		
MATH1100	Intermediate Algebra	4.5
Science		
PHYS1150	Descriptive Physics	6.0
Social Science		
ECON2120	Microeconomics	4.5
		24.0 hours

COMPUTER INFORMATION TECHNOLOGY

Associate of Applied Science Degree, Certificate

Types of jobs available:

- Applications/Web programmer
  Graduates of this specialization may work as applications developers using programming languages such as Java, Visual Basic.NET, C++, and C#. They may also work programming behind the scenes of a Website with PHP, JavaScript, and SQL.
- Computer support specialist
  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.
- Network manager
  Graduates of this specialization set up, maintain and manage computer networks.

Program overview

Classes are offered both day and evening on the Lincoln Campus. Some program courses are available online. Students in the program can complete an Associate of Applied Science degree in any of three career focus areas: Applications/Web Programmer, Computer Support Specialist or Network Manager. A Certificate also is 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 ext. 2490, lbetting@southeast.edu

Jo Schuster, Program Co-chair
402-437-2492, 800-642-4075 ext. 2492, jschuste@southeast.edu

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

Lincoln Campus (some courses online)

Credit Hours Required for Graduation:
Associate of Applied Science Degree: 120.0
- Applications/Web Programmer focus
- Computer Support Specialist focus
- Network Manager focus

Certificate: 36.5

A.A.S. Degree Core Courses:

The following core courses must be completed to meet the requirements in the Computer Information Technology A.A.S. degree.

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
INFO1214	Program Design & Problem Solving	4.5
INFO1311	Database Concepts	3.0
INFO1381	Data Communications & Networking	4.5
INFO1431	Web Page Fundamentals	3.0
INFO1441	Advanced Windows Operating System	3.0
INFO2531	Linux Operating System	2.0
INFO2543	Workplace Communication Skills	2.0
OFFT2000	Employment Techniques (4.5) or	
INFO2611	CIT Practicum	3.0
OFFT1110	Business Communications	4.5

Business support elective choose from: 4.5

BSAD1050	Introduction to Business
BSAD2520	Principles of Marketing
BSAD2540	Principles of Management
ENTR1050	Introduction to Entrepreneurship
OFFT1310	Office Accounting

48.0 hours

Applications/Web Programmer Focus:

COURSE #	COURSE TITLE	CREDIT HRS
INFO1314	Java	4.5
INFO1414	Advanced Java	4.5
INFO1511	Advanced Database Concepts	3.0
INFO1522	Web Layout	2.0
INFO1525	Web Server Scripting	4.5
INFO2564	Visual Basic	4.5
INFO2664	Advanced Visual Basic	4.5

Advanced programming requirements choose TWO from: 9.0

INFO2514	Java Server Programming
INFO2554	Programming with C++
INFO2574	Visual C#
INFO2674	ASP.NET Using Visual Basic

INFO2594	Team Program Design	1.5
INFO2694	Team Program Implementation	3.0
INFO2698	Programmer Portfolio Development	1.0
		42.0 hours

Technical electives choose any not used as a requirement 7.5 hours

INFO1325	Internet Scripting (3.0)
INFO1515	Database Administration (3.0)
INFO1521	Web Graphics (2.0)
INFO1541	Social & Ethical Issues in Information Technology (2.0)
INFO2514	Java Server Programming (4.5)
INFO2554	Programming with C++ (4.5)
INFO2574	Visual C# (4.5)
INFO2674	ASP.NET Using Visual Basic (4.5)
INFO2800	Advanced Technologies (2.0)

Computer Support Specialist Focus:

COURSE #	COURSE TITLE	CREDIT HRS
INFO1371	Hardware Installation & Maintenance	3.0
INFO1391	TCP/IP	3.0
INFO1443	Help Desk Concepts	2.0
INFO1463	Advanced Hardware Troubleshooting	3.0
INFO1491	Network Security Fundamentals	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 Server Administration	4.5
INFO2670	Desktop Support	4.5
		34.0 hours

Technical electives choose from: **15.5 hours**

INFO1325	Internet Scripting (3.0)
INFO1515	Database Administration (3.0)
INFO1521	Web Graphics (2.0)
INFO1522	Web Layout (2.0)
INFO1541	Social & Ethical Issues in Information Technology (2.0)
INFO1585	Virtualization Management (2.0)
INFO2564	Visual Basic (4.5)
INFO2591	Advanced Network Security (4.5)
INFO2631	Linux Network Administration (4.5)
INFO2695	Advanced Windows Server (3.0)
INFO2800	Advanced Technologies (2.0)
ELEC2760	Networking Infrastructure (4.5)
ELEC2761	Router Implementation (4.0)
ELEC2860	LAN Switching and Wireless (4.0)
ELEC2861	Wide Area Networking (4.0)

Network Manager Focus:

COURSE #	COURSE TITLE	CREDIT HRS
INFO1371	Hardware Installation & Maintenance	3.0
INFO1391	TCP/IP	3.0
INFO1463	Advanced Hardware Troubleshooting	3.0
INFO1491	Network Security Fundamentals	3.0
INFO2585	Windows Server Administration	4.5
INFO2631	Linux Network Administration	4.5
INFO2695	Advanced Windows Server	3.0
INFO2697	Networking Capstone	3.0
ELEC2760	Networking Infrastructure	4.5
ELEC2761	Router Implementation	4.0
ELEC2860	LAN Switching and Wireless	4.0
ELEC2861	Wide Area Networking	4.0
		43.5 hours

Technical electives choose from: **6.0 hours**

INFO1511	Advanced Database Concepts (3.0)
INFO1515	Database Administration (3.0)
INFO1541	Social & Ethical Issues in Information Technology (2.0)
INFO1585	Virtualization Management (2.0)
INFO2513	Troubleshooting Techniques (3.0)
INFO2564	Visual Basic (4.5)
INFO2591	Advanced Network Security (4.5)
INFO2670	Desktop Support (4.5)
INFO2800	Advanced Technologies (2.0)

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

Oral Communications 4.5
(Choose ONE):
- SPCH1090 Fundamentals of Human Communication
- SPCH1110 Public Speaking
- SPCH2810 Business & Professional Communication

Written Communications 4.5
(Choose ONE):
- ENGL1010 Composition I
- ENGL1015 Composition & Literature

Mathematics 4.5
- MATH1040 Business Math (or higher level MATH class)

Social Science 4.5
(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 Humanities list of General Education Requirements in the College Catalog)* 4.5

22.5 hours

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
INFO1214	Program Design & Problem Solving	4.5
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
		36.5 hours

COMPUTER PROGRAMMING TECHNOLOGY

Associate of Applied Science Degree

Types of jobs available:

Students will be prepared for careers with a focus on software development. Skills are acquired on three different IBM computer platforms in areas of Web Design to Mainframe Computing within the IBM computing platforms of PC in a client-server environment, mainframe (zSeries) and the mid-range IBMi.

PC courses include Visual Basic developed in the .NET framework , Java, HTML, JavaScript, Java Servlets, embedded SQL and JSPs as well as Microsoft Office products.

These courses will provide the programming skills needed to develop, implement and maintain Web-based applications.

The zSeries courses include JCL,TSO/ISPF, embedded DB2/SQL, COBOL and CICS.

The IBMi curriculum focuses on the RPG IV programming language. Students create interactive applications that utilize sub-file processing. Students also will gain experience using Control Language, DDS, SEU, PDM, DFU, CLP and SDA.

Students also are 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.

Students 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.

The program will prepare students for attaining employment in a competitive IT market. Students will be able to choose companies based on their experience with a single platform or with a multi-platform environment.

Program overview

Students will be able to complete the program in 18 months and will graduate with an Associate of Applied Science degree. Students not only have the option of employment, but they also may transfer credit to a four-year college or university to complete a bachelor's degree. This program is available only at the Milford Campus.

A flexible schedule is available. Please contact the program chair for more information.

For more information contact:

Beth Stutzman, Program Chair
402-761-8395, 800-933-7223 ext. 8395, bstutzma@southeast.edu

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

Milford Campus

Credit Hours Required for Graduation: 130.0
Please note: A grade of "C" or higher is required in all prerequisite courses.

Computer Programming Technology Core Courses:

Not listed in curriculum sequence order.

COURSE #	COURSE TITLE	CREDIT HRS
INFO1111	Logic and Design	5.0
INFO1117	Microsoft Windows and Office Suite	2.0
INFO1151	Computer Fundamentals	4.5
INFO1217	Database Management	5.0
INFO1221	Introduction to MVS Environment	2.0
INFO1314	Java	4.5
INFO1325	Internet Scripting	3.0
INFO1337	Introduction to IBMi	3.5
INFO1414	Advanced Java	4.5
INFO1428	COBOL	8.0
INFO1431	Web Page Fundamentals	3.0
INFO1458	RPG IV	6.0
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 and Operating Systems Concepts	3.0
INFO2638	Applied Business Solutions	6.5
INFO2664	Advanced Visual Basic	4.5
INFO2678	DB2 Database Applications & SQL	3.5
INFO2680	XML Web Services with Java	3.5
INFO2682	Developing Mobile Applications with Java	3.5
ACFS2020	Career Development	2.5
		107.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Mathematics	4.5
MATH1040 Business Math (or higher)	

(Plus two classes from the three areas below; no two classes from the same area).

Science	4.5-7.5
Social Science	4.5
Humanities	4.5
	22.5 hours

CRIMINAL JUSTICE

Associate of Applied Science Degree

Types of jobs available:

- Communications officer
- Crime lab technician
- Crime prevention specialist
- Animal control officer
- K-9 unit specialist
- Railroad police
- Corrections officer
- Bailiff
- Investigator
- Patrol officer
- Electronic Monitoring Officer

Graduates of the program will find employment in law enforcement at the state, county, or city level. Positions are available in corrections, courts, private sector, regulatory agencies, 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 degree can be used for seeking immediate employment in the criminal justice field. SCC also offers an Associate of Arts (A.A.) or Associate of Science (A.S.) degree in the Academic Transfer program with an emphasis in Criminal Justice.

Most federal programs, forensic crime labs, Crime Scene Investigators and probation officer positions require a bachelor's degree.

Each transfer university accepts different courses to fulfill their requirements. It is the student's responsibility to check with their receiving institution to see what credits will transfer. Please work closely with an SCC Advisor when enrolling for transfer courses.

Program overview

The Criminal Justice program at SCC is designed to prepare students to serve the community and its individuals in a variety of criminal justice settings. Graduates are prepared to perform the basic duties and tasks associated with entry-level positions in criminal justice and corrections and/or continue their education. SCC's Criminal Justice program introduces students to careers in law enforcement and/or corrections and equips them with both the skills and knowledge needed to ensure careers and/or additional education.

This program is intended to support the continued professional growth of in-service practitioners through the enhancement of field-specifics and knowledge. The program provides educational and internship experiences that enable students to succeed at an entry–level criminal justice job or advance in their criminal justice career.

SCC's Criminal Justice program offers a variety of courses, providing an overview of the criminal justice system while also focusing on elements of criminal investigations, forensics and police report writing.

Our criminal justice faculty at SCC have extensive education and experience in law enforcement agencies, corrections agencies, juvenile justice, probation, military, prosecution and defense litigation, crime scene investigation and private security. SCC instructors have proven experience, knowledge of proper procedures and an understanding of criminal law, which means students will receive up-to-date, relevant skills.

For more information contact:

Rita Dondlinger, Program Chair
402-437-3459, 800-642-4075 ext. 3459, rdondlinger@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Nebraska Law Enforcement Training Center:
3600 N. Academy Road, Grand Island, NE 68801 www.nletc.state.ne.us

Lincoln and Beatrice Campuses (some core courses online)

SPECIAL PROGRAM REQUIREMENT:

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.

A criminal background check 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 CBC.

There are strict admission/hiring qualifications by criminal justice agencies if you are considering employment in the criminal justice profession. Factors that usually disqualify candidates from employment include (but not limited to), a criminal record (i.e. theft, assault, any felony), history of drug/alcohol abuse, significant psychological/personal disorders, dishonesty, etc. Criminal Justice agencies hire only the best qualified individuals to obtain and maintain public trust and confidence.

Credit Hours Required for Graduation: 90.0-93.0

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 hours

Criminal Justice

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
CRIM2900	Criminal Justice Internship	4.5
	Advisor approved Electives	4.5
		22.5 hours

Nebraska Law Enforcement Focus:

COURSE #	COURSE TITLE	CREDIT HRS
PHED1000	Lifetime Fitness	4.5
PHED1030/2030/2035/2040	Physical Fitness Activities	1.5
Advisor Approved Electives		7.5
Internship at Law Enforcement Training Center:		
CRIM2903	Law Enforcement Internship (Fourteen Weeks)	12.0
		25.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications		4.5
Written Communications		
ENGL1010	Composition I or	4.5
ENGL1015	Composition and Literature	
Mathematics		
MATH1050	Thinking Mathematically or higher (required)	4.5

(Plus two classes from the four areas below; no two classes from the same area).

Science, Social Science, Humanities, and/or Computer Technology	9.0
	22.5 hours

'NLETC Requirements':

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 12 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.

1. *Take and pass the required Test of Adult Basic Education 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 in both eyes*
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

Associate of Applied Science Degree

Types of jobs available:

- Servicing engines; power trains; hydraulic, electrical and electronic systems; air conditioning diagnosis and repair
- Field service worker

This program is offered jointly by Deere Construction & Forestry Equipment and SCC, in cooperation with Deere Construction & Forestry Equipment dealers.

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

Program overview

This program is offered on the Milford Campus. New students are admitted every two years. In addition to meeting general SCC requirements, students are tested to evaluate potential for success in the program.

Please note: If a student's dealership-sponsored employment is terminated for reasons beyond the student's control, such as lack of work, the student may be allowed to seek a different sponsoring dealership to continue in the program. If a student's dealership-sponsored employment is terminated for inappropriate behavior, such as failure to follow policies, poor attendance, lack of cleanliness and/or dishonesty, the student will be deemed "less than competent to perform required tasks" and will not be allowed to continue in the program.

For more information contact:

William E. Vocasek, Program Chair
402-761-8241, 800-933-7223 ext. 8241, bvocasek@southeast.edu

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

Milford Campus

Credit Hours Required for Graduation: 147.5

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 five quarters on campus and two 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" or higher in all JDCE classes is required to progress through the program.

Deere Construction & Forestry Classes

COURSE #	COURSE TITLE	CREDIT HRS
JDCE1130	Deere Orientation	4.5
JDCE1131	Deere Fundamentals & Safety	5.5
JDCE1134	Deere Electrical/Electronics I	9.0
JDCE1340	Deere Theory of Engine Operation	7.0
JDCE1341	Deere Fuel Systems	3.5
JDCE1342	Deere Engine Repair	8.5
JDCE1343	Deere Electrical/Electronics II	7.0
JDCE1133	Deere HVAC	5.5
JDCE1441	Deere Advanced Fuel Systems & Engine Diagnostics	6.0
JDCE1901	Dealer Cooperative Experience	12.0
JDCE2550	Deere Mechanical PowerTrains	7.0
JDCE2551	Deere Hydraulics	6.0
JDCE2552	Deere Hydrostatic Drives	6.0
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 Skid Steer Loaders	1.0
JDCE2766	Deere 4WD Tractors/Articulated Truck	3.5
JDCE2901	Dealer Cooperative Experience	12.0
WELD1185	Diesel Truck, JDAT & JDCE Welding	1.5
WELD1188	Deere Welding II	1.0
		123.5 hours

Optional:

TRUK1101	CDL-Class B Training	2.0

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications		4.5
Written Communications		4.5
Science		
PHYS1150	Descriptive Physics	6.0

(Plus two classes from the four areas below; no two classes from the same area).

Mathematics, Social Science, Humanities, and/or Computer Technology	9.0
	24.0 hours

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.

Students are required to wear program uniforms while in classroom or laboratory settings.

DENTAL ASSISTING

Diploma

Types of jobs available:

Successful graduates will have the opportunity to perform a variety of laboratory, clinical and office tasks. Dental assistants work alongside a dentist to provide dental treatment to patients. They have specialized skills that allow them to keep the patient's mouth clean with suction devices, prepare materials, assist during surgical procedures, and expose and process dental x-rays. Other skills include:

- Polishing teeth
- Sterilizing and disinfecting dental equipment and instruments
- Educating patients regarding oral hygiene
- Communicating post-operative instructions

Program overview

The program is offered only at the Lincoln Campus.

For more information contact:

Susan Asher, Program Chair
402-437-2740, 800-642-4075 ext. 2740, sasher@southeast.edu

Crystal Stuhr, Online Coordinator
402-437-2776, 800-642-4075 ext. 2776, cstuhr@southeast.edu

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

Lincoln Campus and Online

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

Credit Hours Required for Graduation: 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 (C+) or higher. All General Education courses must be passed at the (C) or higher.

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.

Dental Assisting Courses:

COURSE #	COURSE TITLE	CREDIT HRS
*DENT1103	Oral Sciences I	2.0
*DENT1110	Preclinical Concepts	6.5
*DENT1210	Oral Sciences II	4.5
*DENT1211	Dental Assisting Foundations I	4.5
*DENT1212	Oral Hygiene	3.5
*DENT1214	Clinical Concepts	3.5
*DENT1311	Dental Assisting Foundations II	4.0
*DENT1312	Dental Materials I	3.0
*DENT1313	Oral Radiography I	4.5
*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	1.5
*DENT1414	Clinical Education II	6.5
FSDT1350	Basic Nutrition	4.5
MEDA1101	Medical Terminology I	2.0
		65.0 hours

*Clinical track courses

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

Written Communications 4.5
- SPCH1110 Public Speaking or
- SPCH1090 Fundamentals of Human Communication or
- SPCH2810 Business & Professional Communication

Social Science 4.5
- PSYC1250 Interpersonal Relations or
- PSYC1810 Introduction to Psychology

9.0 hours

Special Program Requirements:

Verification of current health insurance policy, completed health statement, hepatitis immunizations, current Healthcare Provider CPR card (contact Program Chair for specific requirements), and current prophylaxis (teeth cleaned) are required prior to entering the clinical track courses DENT1110 and DENT1103.

Note: This program is offered online annually in the fall quarter.

DIESEL AG EQUIPMENT SERVICE TECH

Associate of Applied Science Degree

Types of jobs available:

- Dealership technician

Successful graduates will have a variety of responsibilities, including engine, power train, hydraulic system, electrical & electronic, and air conditioning diagnosis and repair. Students also can expect to work on tillage, planting, spraying, and harvesting equipment. Field service work also is part of the technician's job.

Program overview

This program is offered on the Milford Campus. New students are admitted twice a year in the winter and summer quarters. In addition to meeting general requirements of SCC, students are tested to evaluate potential for success in the Diesel Ag Equipment Service Tech program. Graduates are awarded an Associate of Applied Science degree.

For more information contact:

Lester Breidenstine, Program Chair
402-761-8328, 800-933-7223 ext. 8328, lbreiden@southeast.edu

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

Milford Campus

Credit Hours Required for Graduation: 138.5

The Diesel Ag Equipment Service Tech 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 Ag Equipment Service Tech Courses:

Course offerings and prerequisites will be determined by the program. A grade of "C" or higher in all AGST classes is required to progress through the program.

COURSE #	COURSE TITLE	CREDIT HRS
AGST1120	Basic Electrical / Electronics	2.5
AGST1121	Electrical / Electronic Circuit Diagnostics	4.0
AGST1122	Electrical Charging Systems	2.5
AGST1123	Shop Safety / Shop Tools & Precision Measuring	4.0
AGST1124	Power Trains I	4.0
AGST1125	Theory of Agricultural Equipment Engine Fuel Systems	3.0
AGST1226	Theory of Engine Operation	3.0
AGST1228	Valve Trains	3.5
AGST1230	Diesel Engine Overhaul and Inspection	9.5
AGST1342	Heating, Ventilation & Air Conditioning I	3.0
AGST1344	Ag Equipment Fuel Systems	7.0
AGST1346	AG Equipment Hydraulics Systems	9.0
AGST1901	AG Equipment Cooperative Experience	12.0
AGST2554	AG Equipment Electricity	9.0
AGST2556	AG Equipment Power Trains	5.5
AGST2558	Heating, Ventilation & Air Conditioning II	1.5
AGST2901	AG Equipment Cooperative Experience	12.0
AGST2662	Planting, Seeding, Precision Guidance & Control Systems	7.5
AGST2663	Harvesting, Precision Guidance and Control Systems	7.0
AGST2664	Spraying Equipment, Precision Guidance & Control Systems	3.0
WELD1187	Welding for Ag Equipment	2.0
		114.5
Optional:		
TRUK1101	CDL-Class B Training	2.0

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Science	
PHYS1150 Descriptive Physics	6.0
(Plus two classes from the four areas below; no two classes from the same area).	
Mathematics, Social Science, Humanities, and/or Computer Technology	9.0
	24.0 hours

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.

Students are required to wear program shirts while in classroom or laboratory settings. Shirts may be purchased in the SCC Bookstore.

DIESEL TECHNOLOGY-TRUCK

Associate of Applied Science Degree

Types of jobs available:

- Diesel truck technician

Successful graduates will have a variety of responsibilities, including engine, power train, electrical & electronic, mobile hydraulic, and air conditioning system diagnosis and repair. You can also expect to work on steering and suspension systems, truck and trailer alignment, and truck air brakes.

Program overview

This program is offered on the Milford Campus. New students are admitted twice a year in the winter and summer quarters. In addition to meeting general requirements of SCC, 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:

Lester Breidenstine, Program Chair
402-761-8328, 800-933-7223 ext. 8328, lbreiden@southeast.edu

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

Milford Campus

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

Credit Hours Required for Graduation: 128.0

The Diesel Technology program is certified by the National Automotive Technicians Education Foundation 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" or higher in all DESL classes is required to progress through the program.

COURSE #	COURSE TITLE	CREDIT HRS
DESL1201	Electrical Systems I-Truck	2.5
DESL1211	Batteries & Cranking Motors-Truck	2.5
DESL1221	Electronic Ignition & Charging Systems-Truck	3.0
DESL1231	Power Trains I-Truck	3.5
DESL1251	Theory of Engine Operation-Truck	3.0
DESL1261	Hand & Precision Measuring Tools-Truck	3.5
DESL1271	Theory of Fuel System Operation-Truck	4.0
DESL1281	Valve Trains-Truck	3.0
DESL1301	Engine Overhaul & Inspection-Truck	3.5
DESL1321	Diesel & Gas Fuel Injection-Truck	4.0
DESL1341	Air Brakes-Truck	5.5
DESL1352	Electrical/Electronic Systems I-Truck	4.0
DESL1355	Steering and Suspension-Truck	5.0
DESL1361	Hydraulic Brakes-Truck	3.0
DESL1385	Basic Hydraulics-Truck	2.5
DESL1441	Heating and Air Conditioning I-Truck	3.5
DESL1451	Conventional Transmissions & Clutches-Truck	6.5
DESL1471	Truck Final Drives-Truck	4.0
DESL1481	Preventative Maintenance & Inspection-Truck	5.5
DESL2302	Heating & Air Conditioning II-Truck	2.5
DESL2432	Automatic Truck Transmissions-Truck	3.5
DESL2452	Electrical Systems III-Truck	6.0
DESL2482	Electronic Diesel Engine Diagnostics & Tune-Up-Truck	5.5
DESL2901	Cooperative Experience-Truck	12.0
WELD1185	Diesel Truck, JDAT & JDCE Welding	1.5
WELD1189	Shielded Metal Arc Diesel Welding	1.0
		104.0 hours
Optional		
TRUK1101	CDL-Class B Training	2.0

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications		4.5
Written Communications		4.5
Science		
PHYS1150	Descriptive Physics	6.0

(Plus two classes from the four areas below; no two classes from the same area).

Mathematics, Social Science, Humanities, and/or Computer Technology	9.0
	24.0 hours

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.

Students are required to wear program shirts while in classroom or laboratory settings. Shirts may be purchased in the SCC Bookstore.

This SCC program is Affiliated with ASE
Accredited by NATEF

EARLY CHILDHOOD EDUCATION

Associate of Applied Science Degree, Diploma, Certificate

Types of jobs available:

- Preschool teacher
- Infant and toddler caregiver
- Before/after school activity coordinator
- Professional nanny
- Paraprofessional in public/private elementary schools
- Child care administrator
- Family support worker
- Corporate/public/private child care provider
- Family child care home provider
- Home Visitor
- Family Advocate
- Early Childhood Program owner/operator

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 Arts & Sciences Division (Academic Transfer program) with an early childhood education focus.

Program overview

The Early Childhood Education program is at the Lincoln campus or online. 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) or a Certificate in Home Visitor/Family Advocate, a Diploma in Child Care Professional (early care and education in a group setting) or an Associate of Applied Science degree that includes teaching and administration or an Entrepreneurship focus.

ECED Online

The ECED online courses are designed to provide both theory and practical application of course content. Students are required to observe, implement and record their interactions with children in a variety of early childhood settings. Assignments with a requirement of interaction with children will be submitted through various formats within the online classroom. Practicum field experience will be coordinated with the ECED Practicum Coordinator to assure a meaningful experience in an approved setting.

Special Program Requirement:

1. A criminal background check 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 nonrefundable fee of $45 will be assessed for this CBC.
2. In addition to the criminal background check, each student will receive a child and adult abuse registry check by the State Department of Health and Human Services. Clearance through this check is required in order to take certain courses, access certain laboratory experiences, or complete the program.
3. First Aid/CPR certification is required prior to taking ECED2065 Head Teacher
4. A grade of C or higher is required for all ECED classes with the exception of those requiring a B or higher.

For more information contact:

Bethanie Grass, Program Chair
402-437-2455, 800-642-4075 ext. 2455, bgrass@southeast.edu

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

Lincoln Campus and Online

Credit Hours Required for Graduation:

Certificate:	
In-Home Child Care:	37.5
Home Visitor/Family Advocate:	42.0
Child Care Professional Diploma:	83.5
Associate of Applied Science Degree:	
Early Childhood Education:	119.5
Entrepreneurship Focus:	120.0

Certificate–In-Home Child Care:

This certificate provides relevant curriculum for an in-home setting. Those preparing to be a professional nanny or work in a family childcare setting receive current information on curriculum and methods of implementation for children birth to age eight.

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
ECED1220	Pre-Practicum	1.5
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
		33.0 hours

General Education Requirements: Certificate

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from one of the four following areas)

Oral Communications	
Written Communications	
Mathematics	
Social Science	4.5 hours

Certificate–Home-Visitor/Family Advocate:

This certificate is designed to enhance the preparation, ongoing professional development, and effectiveness of early education program staff who work with families and/or who provide services to children and families through home visitation.

COURSE #	COURSE TITLE	CREDIT HRS
ECED1020	Home Visitor/Family Advocate Portfolio	.5
ECED1060	Observation, Assessment and Guidance	4.5
ECED1110	Infant and Toddler Development	4.5
ECED1120	Preschool Child Development	3.0
ECED1130	Social/Emotional Development and Behavior Guidance	4.5
ECED2050	Children with Exceptionalities	4.5
ECED2070	Family and Community Relationships	4.5
ECED1550	Home Visit Practicum	2.0
HMRS1102	Counseling Theories & Techniques	4.5
HMRS1320	Multicultural Competency	4.5
PSYC1250	Interpersonal Relations (Gen. Ed. Req).	4.5
ECED2810	ECED Home Visitation Seminar	.5
		42.0 hours

ECED REQUIRED CORE COURSES:

(for Diploma and Associate of Applied Science degree)

COURSE #	COURSE TITLE	CREDIT HRS
ECED1010	Introduction to Professional Portfolio Development	.5
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
		56.0 hours

Diploma–Child Care Professional Focus:

The diploma is designed for those interested in working in a support role directly with young children birth to age eight. The courses are designed to prepare students in understanding child development, appropriate curriculum and methods for supporting children's learning and development.

	(ECED Required Core Courses	56.0 hours)
ECED2060	Early Childhood Education Curriculum Planning	4.5
ECED1340	How Children Learn	3.0
ECED2065	Child Care Head Teacher Practicum or	
ECED2901	Child Care Head Teacher Cooperative Experience	8.0
	Elective Credit*	3.0
		18.5 hours

General Education Requirements: Diploma

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below)

Oral Communications	4.5
Written Communications	4.5
	9.0 hours

A.A.S. Early Childhood Education:

The A.A.S. is a vocational degree with a focus on teaching and administration in an early childhood setting. Those working toward this degree study child development birth to age eight, curriculum development and implementation, as well as program administration and leadership.

(ECED Required Core Courses 56)

ECED1130	Social/Emotional Development and Behavior Guidance	4.5
ECED2060	Early Childhood Education Curriculum Planning	4.5
ECED1340	How Children Learn	3.0
ECED2450	ECED Administration	4.5
ECED2065	Child Care Head Teacher Practicum	8.0
ECED2510	ECED Administration Practicum	2.0
ECED2900	Internship or	
ECED2902	Cooperative Experience	7.0
	General Education Requirements*	22.5
	Elective Credit*	7.5
		119.5 hours

A.A.S. ECED Entrepreneurship Focus:

This focus is specifically designed for those interested in owning and/or operating their own early childhood education program. In addition to studying child development, curriculum and methods of supporting children's learning, course studies include specific instruction on preparing for and implementing an effective business plan.

(ECED Required Core Courses 56.0 hours)

ECED2060	Early Childhood Education Curriculum Planning	4.5
ECED2066	Child Care Head Teacher Practicum (E-focus)	5.0
ECED2457	ECED Administration for the Entrepreneur	4.5
ECED2570	ECED Administration for the Entrepreneur Practicum or	
ECED2903	Child Care Head Teacher Co-op Experience	5.0
ENTR1050	Introduction to Entrepreneurship	4.5
ENTR2040	Entrepreneurship Feasibility Study	4.5
ENTR2050	Marketing for the Entrepreneur	4.5
ENTR2070	Entrepreneurship Financial Topics	4.5
ENTR2090	Entrepreneurship Business Plan	4.5
	General Education Requirements*	22.5
		120.0 hours

General Education Requirements: A.A.S.

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5

(Plus three classes from the five areas below; no two classes from the same area).

Mathematics, Science, Social Science, Humanities, and/or Computer Technology	13.5
	22.5 hours

ADDITIONAL ELECTIVE HOURS*

*Students will have to complete additional elective credit hours. Any ECED course not required for specialization Diploma or A.A.S. degree OR any elective approved at the discretion of the academic advisor. See ECED listings for possible elective options.

ELECTRICAL & ELECTROMECHANICAL TECHNOLOGY

Associate of Applied Science Degree, Diploma

ELECTRICAL SYSTEMS FOCUS

Types of jobs available:

- Residential, commercial and industrial construction environments
- Designing, installing, maintaining and upgrading advanced electrical control circuits

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

Types of jobs available:

- Designing, installing, maintaining and upgrading industrial automated systems
- Designs in the machining, welding, fabrication, wiring and installation of new and existing production equipment

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 ext. 8258, kreinsch@southeast.edu

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

Milford Campus

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 and	1.5
INFO1131	Microsoft Excel	1.5
Or if considering transfer to another institution:		
INFO1010	Computer Literacy or	4.5
BSAD1010	Microsoft Applications I	4.5
		76.0 hours

General Education Requirements: Diploma

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

Mathematics		
MATH1050	Thinking Mathematically	4.5
(Plus one class from the following areas).		
Oral Communications, Written Communications, Science, Social Science, and/or Humanities		4.5
		9.0 hours

Electrical Systems Focus

(Diploma courses (76.0) credits plus the following courses and general education hours)

ELEC2534	Programmable Logic Controllers I	5.5
ELEC2546	Electrical Machine Controls	3.0
ELEC2555	Industrial Communications & Alarm Systems	3.0
ELEC2564	Industrial Electronics	9.0
ELEC2614	Industrial Control Systems	12.0
ELEC2624	Programmable Logic Controllers II	13.0
ACFS2020	Career Development	2.5
BSAD1730	Quality Management	2.5
		50.5 hours

Electromechanical Systems Focus

COURSE #	COURSE TITLE	CREDIT HRS
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
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
ACFS2020	Career Development	2.5
BSAD1730	Quality Management	2.5
MACH1121	Manufacturing Processes	5.0
MFGT1456	Manufacturing Processes II	4.5
WELD1184	Welding for Electrical & Electromechanical	3.0

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 and	1.5
INFO1131	Microsoft Excel	1.5
Or if considering transfer to another institution:		
INFO1010	Computer Literacy or	4.5
BSAD1010	Microsoft Applications I	4.5
		127.0 hours

General Education Requirements: A.A.S.

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).	
Oral Communications	4.5
Written Communications	4.5
Mathematics	4.5
MATH1050 or higher	
Science	4.5
PHYS1017 or PHYS1150 or PHYS1410	
(Plus one class from one of the two areas below).	
Social Science or Humanities	4.5
	22.5 hours

ELECTRICIAN CONSTRUCTION - IBEW OPTION

Associate of Applied Science Degree

The curriculum is provided with the cooperation of representatives of SCC and Nebraska representatives of the International Brotherhood of Electrical Workers, IBEW-Local 265. Applicants must meet the stated SCC and IBEW-Local 265 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:
Nathan Watermeier, Construction & Electronics Division Dean
402-761-8266, 800-933-7223 ext. 8266
402-437-2639, 800-642-4075 ext. 2639, nwatermeier@southeast.edu

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

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

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

IBEW Training Center
For members of the International Brotherhood of Electrical Workers (IBEW - Local 265)

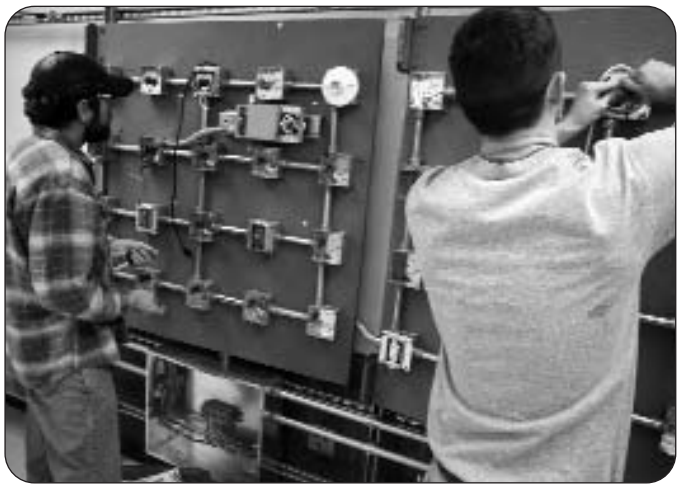
Classes are held at the IBEW Training Center, 6200 S. 14th Street in Lincoln. Prepares students for a career in the commercial and residential electrical construction industry.

Credit Hours Required for Graduation: 117.5

Milford Campus

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 hours



General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5

(Plus three classes from the five areas below; no two classes from the same area).

Mathematics, Science, Social Science, Humanities, and/or Computer Technology	13.5
	22.5 hours

On-the-job 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 hours

ELECTRONIC SYSTEMS TECHNOLOGY

Associate of Applied Science Degree

ELECTRONIC SYSTEMS TECHNICIAN FOCUS

Types of jobs available:

- Audio technician
- Avionics technician
- Car stereo installer/repairer
- Home theater installer/repairer
- Radio/TV broadcast engineer
- Security systems
- Studio technician
- Telephone technician
- Two-way radio installer/repairer
- Video technician

Students focus on the installation, configuration and repair of commercial and consumer electronic products such as computer systems, video and audio systems, AM/FM broadcast, two-way radio communication systems, avionics, security systems and telephone systems.

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 A.A.S. 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

Types of jobs available:

- Electronic systems designer
- Engineering assistant
- Field service technician
- Industrial automation technician
- Network administrator
- Network technician
- PC support technician
- Robotics technician
- Technical manager
- Telemetry technician

Classroom and laboratory activities also prepare technicians to install, configure and repair industrial control systems which include such devices as programmable logic controllers (PLCs), robotics, and vision systems.

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 Pierce, Program Chair
402-437-2548, 800-642-4075 ext. 2548 Lincoln
402-761-8394, 800-933-7223 ext. 8394 Milford, jpierce@southeast.edu

Mike Aalberg, Instructor, Lincoln
402-437-2658, 800-642-4075 ext. 2658, maalberg@southeast.edu

Military Electronics Focus
Nathan Watermeier, Construction/Electronics Division Dean
402-437-2639, 800-642-4075 ext. 2639 Lincoln
402-761-8266, 800-933-7223 ext. 8266 Milford, nwatermeier@southeast.edu

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

Lincoln and Milford Campuses

Credit Hours Required for Graduation:

• Electronic Systems Technician Focus	123.0
• Electronic Systems Military Focus	107.0
• Computers, Automation, and Networking Systems Focus	156.5

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
ELEC2530	Microprocessor Applications	6.0
ELEC2560	WiFi & RF Transmission Systems	3.5
ELEC2570	Systems Troubleshooting	6.0
ELEC2640	Advanced Communication Systems	4.5
ELEC2735	Advanced Microprocessor Applications	4.5
ELEC2750	Advanced Systems Troubleshooting	4.5
ELEC2753	PC Operating Systems	6.5
ELEC2760	Networking Infrastructure (CCNA 1)	4.5
ELEC2860	LAN Switching and Wireless (CCNA 3)	4.0
ACFS2020	Career Development	2.5
		98.5 hours

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 and	1.5
INFO1131	Microsoft Excel	1.5

Or if considering transfer to another institution:

BSAD1010	Microsoft Applications I	4.5
		2.0 hours

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 hours

*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)	100.5
	(General Education requirements)	22.5
COURSE #	COURSE TITLE	CREDIT HRS
ELEC2755	Structured Programming for Electronic Technicians	4.5
ELEC2761	Router Implementation (CCNA 2)	4.0
ELEC2823	Network Operating Systems & Administration	9.0
ELEC2853	Hydraulics and Pneumatics	2.5
ELEC2861	Wide Area Networking (CCNA 4)	4.0
ELEC2863	PLCs and Automation	6.5
ELEC2883	Robotics and Vision Systems	3.0
		33.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Mathematics	
MATH1080 or higher	4.5
Science	
PHYS1017 or PHYS1150 or PHYS1410	4.5

(Plus one class from one of the two areas below).

Social Science or Humanities	4.5
	22.5 hours

EMERGENCY MEDICAL SERVICES/PARAMEDIC

Associate of Applied Science Degree

Types of jobs available:

- Ambulance services
- Hospital settings
- Health education instructor

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.

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. EMS/Paramedic students will complete the coursework in classrooms and laboratories and gain hands-on-training while working in hospitals and with ambulance services.

Graduates of the program receive an Associate of Applied Science degree and may take the National Registry certifying examination.

For more information contact:

Ryan Batenhorst, Program Chair
402-437-2795, 800-642-4075, ext. 2795, rbatenhorst@southeast.edu

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

Lincoln Campus

Credit Hours Required for Graduation: 126.0

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. Courses must be taken in sequence.

Students must successfully complete Anatomy, Physiology, Medical Terminology, Intermediate Algebra (or higher), EMT Part I, and EMT Part II and must be licensed as an EMT in the state of Nebraska before starting EMTL1321 Introduction to Paramedicine.

Initial Program Requirements:

MATH1100	*Intermediate Algebra (or higher)	4.5
BIOS1140	*Human Anatomy with Lab (6.0) and	
BIOS2130	*Human Physiology with Lab (6.0)	
	or	
BIOS1210	*Human Anatomy & Physiology I (6.0) and	
BIOS1220	*Human Anatomy & Physiology II (6.0)	
MEDA1101	Medical Terminology I	2.0
EMTL1301	**EMT Part I	5.0
EMTL1302	**EMT Part II	5.0

Initial Program Requirements: 28.5 hours

* Fullfills General Education Requirement for Math and Science
**EMT Parts I & II are offered through the SCC Continuing Education Division. Please call 402-437-2700 or 800-828-0072 for the Continuing Education Division.

EMTL Core Courses:

EMTL1321	Introduction to Paramedicine	6.0
EMTL1322	Advanced Pharmacology for the Paramedic	6.5
EMTL1323	Patient Assessment and Emergency Cardiac Care for the Paramedic	12.0
EMTL1324	Paramedic Practicum I	3.0
EMTL1325	Medical Emergencies for the Paramedic	11.5
EMTL1326	Paramedic Practicum II	4.0
EMTL1327	Traumatic Emergencies for the Paramedic	8.0
EMTL1328	Paramedic Practicum III	7.0
EMTL1329	Special Consideration and Operations	6.0
EMTL1330	Paramedic Practicum IV	7.0
EMTL1332	Paramedic Field Practicum	8.0
	EMTL Elective	5.0

Core courses: 84.0 hours

General Education Requirements:

Oral Communications (4.5)		
SPCH1110	Public Speaking recommended	4.5
Written Communications (4.5)		
ENGL1010	English Composition I recommended	4.5

(Plus one class from one of the following three areas).

Social Science	4.5
Psychology or Sociology recommended	
Humanities	4.5
Ethics or Spanish or Sign Language recommended	
Computer Technology	4.5
Microsoft Applications recommended	

General Education requirements: 13.5 hours

General Education Requirements may be completed prior to enrolling in Emergency Medical Services/Paramedic core courses.

SPECIAL PROGRAM REQUIREMENTS:

1) A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required *and a completed health statement with record of required immunizations are required for admission.*
2) *All EMTL courses, unless otherwise specified on the course syllabus, must be passed with a C+ in order to progress through the program. Minimum of C in other courses.*
3) *A criminal background check will be required for 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 CBC.*
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.*

ENERGY GENERATION OPERATIONS

Associate of Applied Science Degree

Types of jobs available:

- Bio-diesel production facility operator
- Coal-fired power plant operator
- Ethanol production facility operator
- Natural gas turbine plant operator
- Nuclear power plant operator
- Solar plant operator
- Wind turbine farm operator
- Wind turbine technician
- Reciprocating engine power plant operator

Program overview

Classes are offered on Milford Campus. Flexible scheduling may be available. Contact the program chair for more information.

This program is designed to provide five quarters of common core curriculum for several types of energy generation systems operations. Energy Generation Operators must understand and oversee all aspects of a power generating facility, whether that facility is generating electricity or liquid fuels. Students will study a wide range of necessary topics to gain this broad understanding of plant operations and maintenance. In the 6th quarter, specific types of fuel operations will be covered in detail to prepare students for careers in the type of energy generating plant of their choice.

For more information contact:

John Pierce, Program Chair
402-761-8394, 800-933-7223 ext. 8394, jpierce@southeast.edu

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

Milford Campus

Credit Hours Required for Graduation:

Biofuels Focus	121.5
Fossil Fuels (Coal, Gas Turbine) Focus	115.5
Nuclear Focus	122.0
Wind Technology Focus	112.5

Core Classes

COURSE #	COURSE TITLE	CREDIT HRS
ENER1100	Introduction to Energy Generation and Distribution	4.5
ENER1110	Operator Safety (Rigging, climbing)	3.0
ENER1115	Mechanical & Fluid Fundamentals	4.5
ENER1130	Electrical Schematics	2.0
ENER1210	Electrical Power Theory	3.0
ENER1220	Process Dynamics	2.0
ENER1230	Data Collection (SCADA)	1.0
ENER1235	Piping and Process Drawings	3.0
ENER1250	Emission Control Systems	1.0
ENER1255	Instrumentation & Control Systems (PLC's)	6.0
ENER1900	Internship	3.0
ENER2100	Motor Controls and Switchgear	4.5
ENER2105	Boiler Systems	3.0
ENER2110	Backup Power Generation	3.0
ENER2115	Advanced Operator Safety (First Aid/CPR)	2.0
ENER2120	Steam Turbines	2.0
HVAC1131	Refrigeration Theory I	5.0
MFGT1413	Electrical Fundamentals	5.0
LBST1101	Applied Chemistry I	3.0
LBST1102	Applied Chemistry II	3.0
LBST1422	Survey of Chemistry Laboratory	1.5
LBST2302	Water and Wastewater Technology	3.0
	Fossil Fuel or Wind Technology Core Credits:	68.0
LBST1205/LBST1215	Introductory Biology and Lab (Biofuels Focus)	4.5
	OR	
ENER2135	Atomic Structures (Nuclear Focus)	4.5
	Biofuels or Nuclear Core Credits:	72.5

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Mathematics	
MATH1050 or higher	4.5
Science	
PHYS1017 or PHYS1150 or PHYS1410 or higher	4.5

(Plus one class from one of the two areas below).

Social Science	
ECON1200 Personal Finance	4.5
22.5 hours	

Additional Class Requirements

BSAD1010	Microsoft Applications I	4.5
ACFS2020	Career Development	2.5
	Total Other Credits:	7.0

General Education Core Requirements: 29.5
Total Core Credits: 97.5-102.0 hours

Biofuels Focus

ENER2500	Biofuels Process Fundamentals	3.0
ENER2510	Distillation & Evaporation	4.5
ENER2520	Microbial Ecology	4.5
ENER2530	Process Plant Chemistry	3.0
ENER2540	Biofuels Process Operations	4.5
	Core Credits:	102.0
	Total Credits for Ethanol Fuel Systems A.A.S. degree:	121.5

Fossil Fuels (Coal, Gas Turbine) Focus

ENER2300	Coal Plant Operations	6.0
ENER2310	Coal Plant Safety	3.0
ENER2400	Gas Turbine Systems	3.0
ENER2410	Combined Cycle Operations	3.0
ENER2420	Plant Operations & Troubleshooting	3.0
	Core Credits:	97.5
	Total Credits for Fossil Fuels Generation:	115.5

Nuclear Focus

ENER2200	Introduction to Nuclear Energy	4.5
ENER2210	Nuclear Plant Layout	3.0
ENER2220	Reactor Plant Materials	4.5
ENER2230	Radiation Detection & Protection	3.5
ENER2240	Reactor Safety	4.5
	Core Credits:	102.0
	Total Credits for Nuclear Energy Generation:	122.0

Wind Technology Focus

ENER2700	Introduction to Wind Turbine Systems	1.0
ENER2710	Rotor Systems	2.0
ENER2720	Wind Farm Management	4.5
ENER2730	Wind Turbine Electrical & Fluid Systems	4.5
ENER2735	Wind Turbine Safety	3.0
	Core Credits:	97.5
	Total Credits for Wind Power Generation:	112.5

FIRE PROTECTION TECHNOLOGY

Associate of Applied Science Degree, Certificate

Types of jobs available:

- Municipal fire departments
- State, federal fire agencies
- Airport rescue and fire fighting departments
- Ambulance services
- Fire protection equipment companies

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

Graduates are eligible to apply for certification as Emergency Medical Technician-Basic through the National Registry of Emergency Medical Technicians. Graduates are also eligible to apply for certification as Firefighter I, Firefighter II and Hazardous Materials Operations Level through the Nebraska State Fire Marshal.

Program overview

The program is available at the Lincoln Campus. New students are admitted each quarter. Students may attend either full- or part-time and select from both day and evening class sessions. Courses are based upon National Fire Protection Association Professional Qualification Standards, National Fire Academy Fire and Emergency Services Higher Education model curriculum and International Association of Fire Chiefs Officer Development Handbook course recommendations.

Special Program Requirement:

1. Misdemeanor or felony convictions may prevent a graduate from acquiring emergency medical certification and may make a graduate ineligible for employment.
2. Completion of a medical questionnaire is required prior to participation in courses which require the use of personal protective clothing and self-contained breathing apparatus.
3. All Fire Protection (FIRE) courses must be completed with a C+ or higher to progress through the program.
4. All other required courses must be completed with a C or higher to progress through the program.

For more information contact:

Terry Spoor, Program Chair
402-437-2677, 800-642-4075 ext. 2677, tspoor@southeast.edu

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

Lincoln Campus

Credit Hours Required for Graduation:

Certificate	37.0
Associate of Applied Science Degree	96.0

Certificate

COURSE #	COURSE TITLE	CREDIT HRS
EMTL1301	*EMT Part I	5.0
EMTL1302	*EMT Part II	5.0
FIRE1100	Principles of Emergency Services	4.5
FIRE1211	Structural Firefighter IA	6.0
FIRE1212	Structural Firefighter IB	6.0
FIRE1311	Hazardous Materials Operations I	3.0
FIRE1312	Hazardous Materials Operations II	3.0
		32.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

Written Communications	4.5

A.A.S. degree

EMTL1301	*EMT Part I	5.0
EMTL1302	*EMT Part II	5.0
FIRE1100	Principles of Emergency Services	4.5
FIRE1211	Structural Firefighter IA	6.0
FIRE1212	Structural Firefighter IB	6.0
FIRE1220	Structural Firefighter II	5.0
FIRE1230	Structural Firefighting Operations	4.5
FIRE1311	Hazardous Materials Operations I	3.0
FIRE1312	Hazardous Materials Operations II	3.0
FIRE2110	Fire Behavior and Combustion	4.5
FIRE2120	Building Construction for Fire Protection	4.5
FIRE2130	Fire Prevention	4.5
FIRE2140	Fire Protection Systems	4.5
FIRE2150	Fire & Emergency Services Safety & Survival	4.5
FIRE2520	Fire and Life Safety Educator	4.5
		69.0 hours

*EMT Parts I & II are offered through the SCC Continuing Education Division. Please call (402) 437-2700 or (800) 828-0072 for the Continuing Education Division.

Electives:

Electives** may include but are not limited to:

ACFS2020	Career Development	2.5
FIRE1113	Instructor I	4.5
FIRE2210	Interior Firefighting Survival	4.0
FIRE2310	Hazardous Materials Technician	6.0
FIRE2900	Fire Protection Internship	5.0
		4.5 hours

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

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Mathematics	4.5
Social Science	4.5
(Plus one class from one of the two areas below).	
Science or Humanities	4.5
	22.5 hours

FOOD SERVICE/HOSPITALITY

Associate of Applied Science Degree, Diploma, Certificate

Types of jobs available:

- Culinary Arts graduates cook in clubs, hotels, retirement centers, fine dining restaurants and catering services.
- Food Service Management graduates work in institutions, family restaurants, fast food, health care and hotels performing supervision or entry level management.
- DieteticTechnician 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 ServiceTraining Certificate courses usually work in many types of institutional food services and may be currently employed and updating their skills.
- Students taking the Certificate courses for the Event-Venue Operations Management will gain an in-depth knowledge of the event and venue management industry and a practical awareness of contemporary event and venue operations.

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.

DieteticTechnician students are required to complete a physical examination and earn a Cardiopulmonary Resuscitation card prior to entering the second quarter of the program. Students are required to purchase a professional uniform and appropriate shoes, and provide their own transportation to off-campus practicum and co-op learning sites. A minimum grade of "C" is required for all required Food Service/Hospitality program courses. A minimum grade of "C" is 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 ext. 2465,
jtaylor@southeast.edu

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

Lincoln Campus (some core courses online)

Credit Hours Required for Graduation:

Associate of Applied Science Degree:	113.0
+Diploma:	72.0
•Certificate	40.0

A.A.S. Degree Requirements:

To receive an Associate of Applied Science degree in the Food Service/Hospitality program, students must complete the following requirements:

Food Service/Hospitality Core Classes	48.0 hours
plus the General Education Requirements	24.0 hours
plus the A.A.S. 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 hours

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
FSDT2901	Cooperative Experience or	
FSDT2900	Internship	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	3.0
FSDT2240	Industry Proficiency	1.0
		25.0 hours

Suggested Business Electives

BSAD1070	Customer Service	4.5
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	Introduction to Entrepreneurship	4.5
ENTR1060	Entrepreneurship Opp Analysis	4.5
ENTR2070	Entrepreneurship and Financial Topics	4.5
ENTR2090	Entrepreneurship Business Plan	4.5
		9.0 hours

Additional Electives **7.0**
41.0 hours

Culinary Arts Focus:

The Culinary Arts Focus is accredited by the Accrediting Commission of the American Culinary Federation's Education Foundation. Graduates of this focus who are also American Culinary Federation members at the time of graduation will become certified culinarians.

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
FSDT2901	Cooperative Experience or	
FSDT2900	Internship	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 hours

•Certificate courses
+Diploma courses

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
FSDT2240	Industry Proficiency	1.0
BIOS2130	Human Physiology or	
BIOS1000	Structure & Function of the Human Body	6.0
MEDA1101	Medical Terminology I	2.0
	Additional Electives	6.5
		41.0 hours

Lodging Focus:

FSDT1404	Lodging and the Hospitality Industry	4.5
FSDT1406	Tourism and the Hospitality Industry	4.5
FSDT2154	Food Service/Hospitality Seminar I	1.0
FSDT2901	Cooperative Experience or	
FSDT2900	Internship	5.5
FSDT2402	Fundamentals of Event Planning	4.5
FSDT2240	Industry Proficiency	1.0
BSAD2540	Principles of Management	4.5
OFFT1310	Office Accounting	4.5
		30.0 hours

Suggested Food Service/Hospitality Electives

FSDT1122	Beverage Selection	2.0
FSDT2142	Meal Service II	2.0
FSDT2146	Equipment and Layout	3.0
		2.0 hours

Suggested Business Electives

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	Introduction To Entrepreneurship	4.5
ENTR1060	Entrepreneurship Opp Analysis	4.5
ENTR2070	Entrepreneurship and Financial Topics	4.5
ENTR2090	Entrepreneurship Business Plan	4.5
		9.0 hours
		41.0 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below. No two classes from the same area).

Oral Communications		4.5
Written Communications		4.5
Mathematics		4.5-7.5
Social Science		4.5
Science		
FSDT1350	Basic Nutrition (program requirement)	4.5

(Plus the following two classes).

Computer Technology

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 (or other appropriate course)	1.5
		24.0 hours

Food Service/Hospitality Diploma:

72.0 credit hours

+Diploma courses are marked with a plus sign. Take the Food Service/Hospitality Core Courses, plus two General Education classes and additional FSDT classes to equal 72.0 hours.

Food Service/Hospitality Certificates:

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

• Certificate courses are marked with a bullet.

Take the Food Service/Hospitality Core Courses plus one General Education class, plus other FSDT courses to equal 40 hours.

Food Industry Manager Online Certification

Food Service Training Certificate classes are offered online.

This set of classes for Food Industry Managers' Certification has been granted approval from Dietary Managers Association, 406 Surrey Woods Drive, St. Charles, Ill. 60174, 800-223-1908. Upon successful completion of all courses and FIM Co-ops, the graduate is 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 Industry Manager Certificate Courses:

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
+•FSDT1110	Quantity Food Preparation II	2.0
FSDT1304	Diet Therapy I	1.5
FSDT1350	Basic Nutrition	4.5
FSDT1887	School Food Service	1.0
FSDT1890	Food Service Management Skills	4.0

Students desiring to become a Certified Dietary Manager through the Dietary Managers Association also need to take the following classes.

FSDT1851	FIM Co-op I	.5
FSDT1852	FIM Co-op II	1.0
FSDT1853	FIM Co-op III	1.0
FSDT1854	FIM Co-op IV	1.5

FSDT1887, FSDT1890 and the FIM Co-op courses transfer as electives into the associate degree for the Food Service/Hospitality program.

For more information on FIM classes contact:
Lois Cockerham, 402-437-2467, 800-642-4075 ext. 2467,
lcockerh@southeast.edu

Event–Venue Operations Management Certificate:

This Certificate will equip students with an in-depth knowledge of the event and venue management industry and a practical awareness of contemporary event and venue operations. It will provide a thorough understanding of key concepts and theories in event operations combined with practical skills in key areas such as event conception and implementation, marketing, risk management, client service and venue management.

Suggested course of study:

EVOM1060	Customers and the Event Experience	4.5
ENTR1050	Introduction to Entrepreneurship	4.5
FSDT2402	Fundamentals of Event Planning	4.5
BSAD1070	Customer Service	4.5
EVOM1150	Venue Operations Management	4.5
BSAD2480	Event Marketing	4.5
SPCH2810	Business and Professional Communications	4.5
EVOM2900	Event-Venue Internship	4.5

FORD ASSET

Associate of Applied Science Degree

This training program is offered jointly by Ford Motor Co. and SCC in cooperation with Ford or Lincoln dealers.

Students must secure a Ford or Lincoln dealer to sponsor them during training.

Types of jobs available:

- Entry level technician in a Ford or Lincoln dealership.

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 Co. 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 dealership. Instructors follow a curriculum designed by an advisory committee comprised of representatives from SCC, Ford Motor Co. and Ford or Lincoln dealerships.

Special Program Requirements

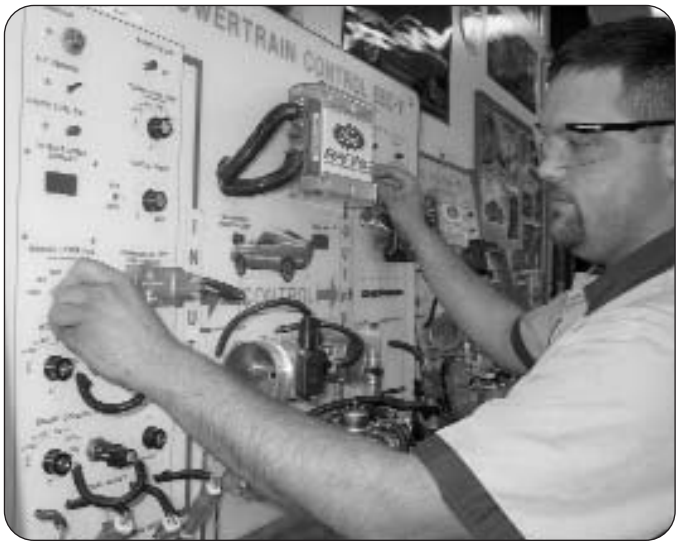
Please note: If a student's dealership-sponsored employment is terminated for reasons beyond the student's control, such as lack of work, the student may be allowed to seek a different sponsoring dealership to continue in the program. If a student's dealership-sponsored employment is terminated for inappropriate behavior, such as failure to follow policies, poor attendance, lack of cleanliness and/or dishonesty, the student will be deemed "less than competent to perform required tasks" and will not be allowed to continue in the program.

For more information contact:

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

Dennis Wagner, Instructor
402-761-8310, 800-933-7223 ext. 8310, dwagner@southeast.edu

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



Milford Campus

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

Credit Hours Required for Graduation: 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 higher in all ASST classes is required to progress through the program.

COURSE #	COURSE TITLE	CREDIT HRS
ASST1110	Ford Shop Orientation	1.5
ASST1170	Ford Shop Safety & Repair	1.5
ASST1173	Ford Fundamentals	2.0
ASST1175	Ford Electrical & Electronic Principles	12.0
ASST1178	Ford Brake Systems	4.0
ASST1360	Engine Performance Theory & Operation	10.0
ASST1362	Ford Climate Control	5.5
ASST1363	Ford Engine Repair	7.5
ASST1901	Dealer Cooperative Experience	12.0
ASST1902	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
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
ASST2901	Dealer Cooperative Experience	12.0
WELD1181	Automotive, ASEP, ASSET, & CAP Welding (M)	1.5
		122.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5

(Plus three classes from the five areas below; no two classes from the same area).

Mathematics, Science, Social Science, Humanities, and/or Computer Technology	13.5-15.0
	22.5-24.0 hours

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.

Students are required to wear program uniforms while in classroom or laboratory settings.

This SCC program is Affiliated with ASE
Accredited by NATEF

GENERAL MOTORS ASEP

Associate of Applied Science Degree

This educational program is offered jointly by General Motors and SCC in cooperation with GM dealers.

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

Types of jobs available:

- Service technician, specialty technician or service writer in a GM dealership.

Program overview

Students spend four quarters as a full-time student on the Milford Campus and the remaining three quarters working in a GM 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, and 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

Please note: If a student's dealership-sponsored employment is terminated for reasons beyond the student's control, such as lack of work, the student may be allowed to seek a different sponsoring dealership to continue in the program. If a student's dealership-sponsored employment is terminated for inappropriate behavior, such as failure to follow policies, poor attendance, lack of cleanliness and/or dishonesty, the student will be deemed "less than competent to perform required tasks" and will not be allowed to continue in the program.

For more information contact:

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

Mark Christensen, Instructor
402-761-8306, 800-933-7223 ext. 8306, mchriste@southeast.edu

Jon Kisby, Instructor
402-761-8302, 800-933-7223 ext. 8302, jkisby@southeast.edu

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

Milford Campus

This program is accredited by the National Automotive Technicians Education Foundation, 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: 143.5-145.0

ASEP - Automotive Service Educational Program A.A.S Degree Courses:

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

COURSE #	COURSE TITLE	CREDIT HRS
ASEP1170	GM Shop Orientation & Safety	2.0
ASEP1173	GM Fundamentals	3.0
ASEP1175	GM Electrical and Electronic Principles	12.0
ASEP1177	GM Brake Systems	4.0
ASEP1360	GM Powertrain Electronic Systems	6.5
ASEP1363	GM Engine Repair	9.5
ASEP1379	GM Heating & Air Conditioning	5.0
ASEP1901	Dealer Cooperative Experience	12.0
ASEP1902	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
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
ASEP2901	Dealer Cooperative Experience	12.0
WELD1181	Automotive, ASEP, ASSET, & CAP Welding (M)	1.5
		121.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5

(Plus three classes from the five areas below; no two classes from the same area).

Mathematics, Science, Social Science, Humanities, and/or Computer Technology	13.5-15.0
	22.5-24.0 hours

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.

Students are required to wear program uniforms while in classroom or laboratory settings.

This SCC program is Affiliated with ASE
Accredited by NATEF

GRAPHIC DESIGN

Associate of Applied Science Degree

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

Types of jobs available:

- Web designer
- Designer for print publications such as newspapers, magazines and catalogs
- Art director in an advertising agency
- Designer for printers
- Billboard/sign designer
- Package designer

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, a workshop portfolio, and personal interview. Applicants must submit a portfolio of eight to 12 original recent works of art at the workshop.

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

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

Graphic design classes will begin in July 2011 and January 2013.

For more information contact:

Merrill Peterson, Program Chair
402-761-8282, 800-933-7223 ext. 8282, mpeterso@southeast.edu

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

Milford Campus

Credit Hours Required for Graduation: 144.0

Graphic Design A.A.S. 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	4.5
EIGT1240	Publication Design	4.5
EIGT1343	Video Production/Editing	4.5
EIGT1354	Color Theory	4.5
EIGT1356	Photography & Digital Imaging	6.0
EIGT1455	Design Portfolio Development	6.0
EIGT1456	Environmental Design	4.5
EIGT1457	Interactive Design	4.5
EIGT1460	3D Package Design	4.5
EIGT1465	Corporate Identity Design	6.0
EIGT1485	Web Design I	6.0
EIGT2567	Web Design II	6.0
EIGT2568	Digital Marketing	4.5
EIGT2575	Graphic Design Portfolio I	8.0
EIGT2585	Print Reproduction Processes	3.0
EIGT2662	Web Design III	6.0
EIGT2664	Graphic Design Portfolio II	8.0
EIGT2665	Web Design IV	6.0
EIGT2900	Graphic Design Internship	2.0
BSAD2520	Principles of Marketing	4.5
		121.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).
Oral Communications 4.5
Written Communications 4.5

(Plus three classes from the five areas below; no two classes from the same area).
Mathematics, Science, Social Science, Humanities, and/or Computer Technology 13.5
22.5 hours

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

Associate of Applied Science Degree

Professionals in the HVAC/R industry design, build, install, service, maintain, troubleshoot and repair indoor comfort heating and cooling systems year-round.

Types of jobs available:

- Maintenance Specialist
- Building Engineer
- Service Technician
- Plant Manager
- Heating System Specialist
- Business Owner
- Steam Fitter
- Service Manager
- Sales Representative

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.

Prior to graduation, students will be required to take the Industry Competency Exam. The ICE test measures industry-agreed standards of basic competencies for entry-level technicians.

A flexible schedule on the Milford campus is available. Please contact the program chair for more information.

For more information contact:

Glenn Pasho, Program Chair
402-761-8261, 800-933-7223 ext. 8261, gpasho@southeast.edu

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

Milford Campus

Credit Hours Required for Graduation: 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
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
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
HVAC2900	Internship or	
HVAC2901	Cooperative Experience	12.0
INFO1000	Computer Essentials	1.0
WELD1183	HVAC Welding Practices	1.5
		108.0 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Science	
PHYS1150 Descriptive Physics	6.0
(Plus two classes from the four areas below; no two classes from the same area).	
Mathematics, Social Science, Humanities, and/or Computer Technology	9.0
	24.0 hours

HUMAN SERVICES

Associate of Applied Science Degree

Types of jobs available:

- Mental health, developmental disabilities, and alcohol and drug counseling areas
- Social services and activities worker
- Areas related to working with youth

Program overview

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

For more information contact:

Program Chair
402-437-2746, 800-642-4075 ext. 2746

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

Lincoln Campus (some core corses online)

This program is accredited by the Council for Standards in Human Service Education, 1935 S. Plum Grove Road, PMB297, Palatine, IL 60067, Web Site: www.cshse.org.

Credit Hours Required for Graduation: 112.5 hours

Human Services Core Courses:

COURSE #	COURSE TITLE	CREDIT HRS
HMRS1101	Human Services Concepts	4.5
+HMRS1102	Counseling Theories and Techniques	4.5
HMRS1105	Critical Thinking in Human Services	4.5
HMRS1320	Multicultural Competency	4.5
+HMRS1357	Multicultural Counseling	4.5
+HMRS1402	Group Theory and Process	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
		40.5 hours

+Required for A & D licensure.

Human Services Courses:

(Select 4 courses from the following list 18.0 credits)

COURSE #	COURSE TITLE	CREDIT HRS
HMRS1201	Health Foundations	4.5
HMRS1202	Behavior Therapy	4.5
HMRS1302	Crisis Intervention	4.5
HMRS1355	Strategies for Relaxation	4.5
HMRS1404	Introduction to Social Work	4.5
HMRS2360	Women's Issues in Human Services	4.5
HMRS2361	Domestic Abuse	4.5
HMRS2362	Child Abuse	4.5
HMRS2363	Death, Dying, Grieving, & Loss	4.5
HMRS2364	Adult Survivors of Child Sexual Abuse	4.5
HMRS2365	Mental Illness & Family Issues	4.5
HMRS2501	Developmental Disabilities	4.5
HMRS2502	Activities and Recreation in Human Services	4.5
HMRS2504	Intellectual Disabilities	4.5
HMRS2510	Clinical Education and Seminar 5	4.5
++HMRS2511	Clinical Education A & D and Seminar 3	5.0
HMRS2516	Family Systems	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
HMRS2610	Clinical Education and Seminar 6	4.5
HMRS2611	Clinical Education A & D and Seminar 4	5.0
	Total Human Services Focus Courses:	18.0 hours

Electives:

Students are required to complete 9 hours of elective coursework. Students may choose from any of the Human Services Courses not used as part of the 18.0 credits listed above or any other College credit classes level 1000 or higher.

Total Electives: 9.0 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications		4.5
Written Communications		4.5
Social Science		
PSYC1810	Introduction to Psychology (no substitution)	4.5

(Plus two classes from the four areas below; no two classes from the same area).

Mathematics
Science
Humanities
Computer Technology

Total General Education requirements: 22.5 hours

Human Services Clinical Courses:

COURSE #	COURSE TITLE	CREDIT HRS
HMRS1109	Pre-Clinical Education	4.5
HMRS1110*	Clinical Education and Seminar 1	4.5
HMRS1210	Clinical Education and Seminar 2	4.5
HMRS1310	Clinical Education and Seminar 3	4.5
HMRS1410	Clinical Education and Seminar 4	4.5
		22.5 hours

Alcohol & Drug Clinical Courses:

HMRS1109	Pre-Clinical Education	4.5
HMRS1110*	Clinical Education and Seminar 1	4.5
HMRS1210	Clinical Education and Seminar 2	4.5
HMRS1311	Clinical Education A & D and Seminar 1	5.0
HMRS1411	Clinical Education A & D and Seminar 2	5.0
		23.5 hours

*Please note: Students need to obtain a First Aid and CPR card before progressing into HMRS1110 Clinical Education and Seminar 1.

Special Program Requirement:
A criminal background check 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 clinical experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

For students interested in pursuing Alcohol & Drug (A & D) Counseling:

1. *A minimum of 300 clinical hours with a LADAC counselor that include 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, HMRS1402, HMRS1403, HMRS2517, and HMRS2518.

+Required for A & D licensure.

++Required for students to obtain both the AAS and licensure in alcohol and drug counseling.

JOHN DEERE TECH

Associate of Applied Science Degree

The John Deere Tech program is offered jointly by John Deere and SCC in cooperation with John Deere dealers. This model program was the first of its kind in the United States.

Students in this program are required to have a sponsoring John Deere dealer. Students are expected to continue employment at the dealership after graduation.

Types of jobs available:

- John Deere dealership technician who works on engines, power trains, hydraulic systems, electrical & electronics, air conditioning diagnosis and repair, tillage, planting, spraying, and harvesting equipment.

Program overview

This program is located on the Milford Campus. During training, students will work for two quarters at their sponsoring dealership. New students are admitted once a year. In addition to meeting general requirements of SCC, 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.

Please note: If a student's dealership-sponsored employment is terminated for reasons beyond the student's control, such as lack of work, the student may be allowed to seek a different sponsoring dealership to continue in the program. If a student's dealership-sponsored employment is terminated for inappropriate behavior, such as failure to follow policies, poor attendance, lack of cleanliness and/or dishonesty, the student will be deemed "less than competent to perform required tasks" and will not be allowed to continue in the program.

For more information contact:

William E. Vocasek, Program Chair
402-761-8241, 800-933-7223 ext. 8241, bvocasek@southeast.edu

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

Milford Campus

Credit Hours Required for Graduation: 156.5-158.0

John Deere Tech Courses:

Course offerings and prerequisites will be determined by the program. A grade of "C" or higher in all JDAT classes is required to progress through the program.

COURSE #	COURSE TITLE	CREDIT HRS
JDAT1140	John Deere Fundamentals & Safety	5.5
JDAT1142	John Deere Orientation	4.5
JDAT1146	John Deere Electrical/Electronics I	9.0
JDAT1242	John Deere Engine Repair	13.0
JDAT1244	John Deere Fuel Systems	3.5
JDAT1246	John Deere Tractor Performance	2.0
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 PowerTrains I	6.5
JDAT1901	Dealer Cooperative Experience	12.0
JDAT2540	John Deere Hydraulics II	13.5
JDAT2542	John Deere PowerTrains II	12.0
JDAT2740	John Deere Hydraulics III	2.5
JDAT2742	John Deere PowerTrains 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
JDAT2901	Dealer Cooperative Experience	12.0
WELD1185	Diesel Truck, JDAT & JDCE Welding	1.5
		134.0 hours
Optional		
TRUK1101	CDL-Class B Training	2.0

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications		4.5
Written Communications		4.5
Science		
PHYS1150	Descriptive Physics	6.0
(Plus two classes from the four areas below; no two classes from the same area).		
Mathematics, Social Science, Humanities, and/or Computer Technology		9.0
		24.0 hours

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.

Students are required to wear program uniforms while in classroom or laboratory settings.

This SCC program is Affiliated with ASE
Accredited by NATEF

LABORATORY SCIENCE TECHNOLOGY

Associate of Applied Science Degree, Diploma

Students in the program 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.

Types of jobs available:

- Laboratory technician working in a variety of laboratories, including quality assurance, analytical chemistry, biochemistry, biotechnology, microbiology, water treatment, wastewater treatment, and hazardous materials/safety.

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.

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 ext. 2486, dmumm@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus (some core classes online)

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:	72.0
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
*LBST2122	Analytical Chemistry for Technicians II	3.0
+LBST2124	Analytical Chemistry for Technicians III	3.0
*LBST2132	Analytical Chemistry II Laboratory	1.0
LBST2134	Analytical Chemistry III Laboratory	1.0
*LBST2162	Biochemistry I	3.0
+LBST2163	Biochemistry II	2.0
*LBST2172	Biochemistry I Laboratory	1.0
LBST2173	Biochemistry II Laboratory	1.5
+LBST2261	Sanitation	2.0
+LBST2265	Applied Microbiology	2.0
LBST2275	Applied Microbiology Laboratory	2.0
*LBST2302	Water and Wastewater Technology	3.0
+LBST2303	Water/Wastewater Analysis	2.0
LBST2313	Water/Wastewater Analysis Laboratory	1.5
+LBST2321	Hazardous Materials	3.0
*LBST2400	Laboratory Skills Competency	0.5
*LBST2406	Quality in the Analytical Laboratory	1.0
*LBST2407	Water and Wastewater Mathematics	1.0
*LBST2501	Practicum I	3.0
LBST2502	Practicum II	3.0
		69.0 hours

LBST2901 Cooperative Experience may be used as a substitution for LBST2501/2502 Practicum, please see program advisor.

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications		4.5
Written Communications		4.5
Mathematics		
MATH1150	College Algebra or higher	4.5
Science		
PHYS1150	Descriptive Physics	6.0
Social Science		4.5
		24.0 hours

Additional Requirements:

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

Computer Electives	5.0
Biology Elective	3.0
Advisor Approved Elective	3.0
	11.0 hours

*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

Associate of Applied Science Degree

Types of jobs available:

- Land surveying technician that surveys the construction of streets, dams, bridges, highways, airports, and parks; survey boundary locations of sub-divisions, private property, and commercial property.
- Civil CAD drafter who draws computer drawings of plans for construction, boundaries, plats, maps for all planning, and conventional drawings for small projects.
- Construction materials inspector who tests construction materials and checks construction work.

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

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 in land surveying, civil CAD drafting, or construction materials inspection.

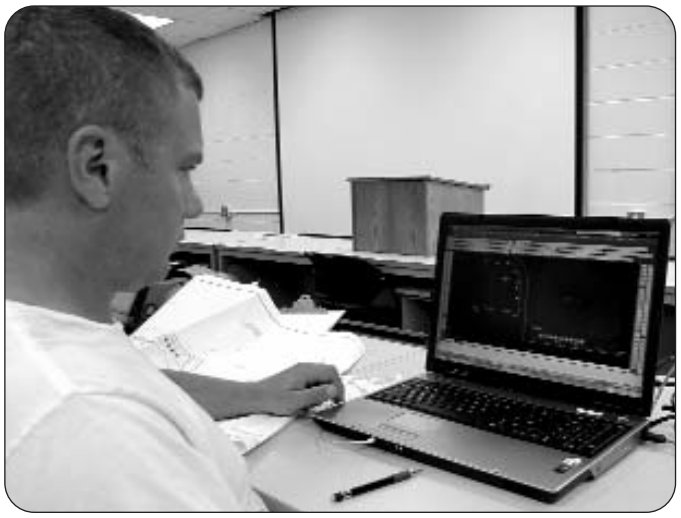
A flexible schedule on the Milford campus is available. Please contact the program chair for more information.

For cost estimates, please request the program estimated expense form. Upon completion of the program, students will qualify for a nine-month work experience toward obtaining their Registered Land Surveyor license.

For more information contact:

Dale Mueller, Program Chair
402-761-8255, 800-933-7223 ext. 8255, dmueller@southeast.edu

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



Milford Campus

Credit Hours Required for Graduation: 129.0

A minimum grade of "C" or higher 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	2.5
LSCE1320	Route and Construction Surveying	5.0
LSCE1324	Concrete Inspection	4.0
LSCE1326	Civil CAD III	8.0
LSCE1900	Internship or	
LSCE1901	Cooperative Experience	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 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications		4.5
Written Communications		4.5
Mathematics		
MATH1080	Applied Algebra & Trigonometry (or higher)	4.5
Social Science		4.5
Computer Technology		4.5
		22.5 hours

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

LONG TERM CARE ADMINISTRATION

Associate of Applied Science Degree, Certificate

Types of jobs available:

- Nursing home administrator
- Assisted living administrator
- Executive director of long term care administration

Program overview

The Associate of Applied Science degree in Long Term Care Administration is intended to meet individual state educational requirements.

An administrator is the chief executive responsible for planning, organizing, leading and supervising the operations of a home for the aged licensed by Health and Human Services. Specific duties include budget administration, personnel activities, supervision, public relations, leading regulatory changes and facility management.

This program is online only and is one of the few programs of its kind in the United States that offer an Associate of Applied Science degree. General Education classes may be taken online or face-to-face. Developed in cooperation with many long term care administrators in the profession this degree supplies a great foundation for individuals who desire advancement in long term care or an administrative position.

Students will need to pass and complete an administrator in training program according to their states' requirements. This is in addition to the student's degree and not part of the curriculum.

After educational and state specific AIT program the student will need to take and pass a national exam, National Association of Long Term Care Administrator Boards (NAB) for licensure requirements. Some States will require a State exam.

Additional fees would be applicable for the State specific AIT and NAB exam paid to them and not the college.

For more information contact:

Program Chair
402-437-2750, 800-642-4075 ext. 2750

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

Special Program Requirement:
A grade of "C" or higher is required for all classes to graduate from this program.

Online (core classes can be face-to-face or online)

Credit Hours Required for Graduation:

Associate of Applied Science Degree:	108.5
Certificate:	36.0

Required Long Term Care A.A.S. Courses:

COURSE #	COURSE TITLE	CREDIT HRS
LTCA1000	Introduction to LTCA	4.5
LTCA1010	Diverse Relationships and Communications	4.5
LTCA1020	Death, Dying, Grieving, Loss and Hospice	4.5
LTCA1030	Dietary Management	2.0
LTCA1040	Introduction to Assisted Living	4.5
LTCA1050	Administration for LTC Facilities	4.5
LTCA1060	Social Services for LTC Facilities	4.5
LTCA1070	Patient Care and Services for LTC Facilities	4.5
LTCA2010	Foundations of Leadership	4.5
LTCA2020	Marketing & Public Relations for Long Term Care	4.5
LTCA2030	Care Management and Ethics	4.5
LTCA2040	Financial Management for LTC Facilities	4.5
LTCA2050	Rules, Regulations and Standards Relating to the Operation of a Health Care Facility	4.5
LTCA2070	Seminar	4.5
OFFT2000	Employment Techniques	4.5
		65.0 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

Oral Communications			
	SPCH1110	*Public Speaking (suggested)	4.5
Written Communications			
	ENGL1010	*Composition I (suggested)	4.5
Mathematics			
	MATH1040	*Business Math (suggested)	4.5
Social Science			
	PSYC1810	*Introduction to Psychology (required)	4.5
Computer Technology			
	BSAD1010	Microsoft Applications I	4.5
			22.5 hours

In addition, students must complete the following courses:

ACCT1200	*Principles of Accounting I	4.5
BSAD1050	*Introduction to Business	4.5
BSAD1090	Business Law I	4.5
ACCT2050	Payroll Accounting	3.0
PSYC2980	Abnormal Psychology	4.5
		21.0 hours
		Total A.A.S. degree: 108.5 hours

LTCA Certificate:

This Certificate is for individuals who already have an associate degree or higher in another program and wish to earn a Certificate for Long Term Care Administration.

COURSE #	COURSE TITLE	CREDIT HRS
LTCA1040	Introduction to Assisted Living	4.5
LTCA1050	Administration for LTC Facilities	4.5
LTCA1060	Social Services for LTC Facilities	4.5
LTCA1070	Patient Care and Services Facilities	4.5
LTCA2040	Financial Management for LTC Facilities	4.5
LTCA2050	Rules, Regulations and Standards Relating to the Operation of a Health Care Facility	4.5
LTCA2070	Seminar	4.5
		31.5 hours

Certificate students are required to complete one general education course to fulfill the Certificate requirements. Recommended classes are: *(choose one)*

SPCH1110	*Public Speaking or	4.5
ENGL1010	*Composition I or	4.5
PSYC1810	*Introduction to Psychology or	4.5
BSAD1010	Microsoft Applications	4.5
		4.5 hours
		Total Certificate hours: 36.0 hours

*Available for transfer at many colleges and universities. Check with your receiving institution for requirements.

MACHINE TOOL TECHNOLOGY

Associate of Applied Science Degree, Diploma, Certificate

Types of jobs available:

- Tool maker
- Die maker
- Mold maker
- Precision machinist
- Machine builder
- CNC programmer
- CNC operator

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

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 ext. 8354, skahler@southeast.edu

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

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

Lincoln and Milford Campuses

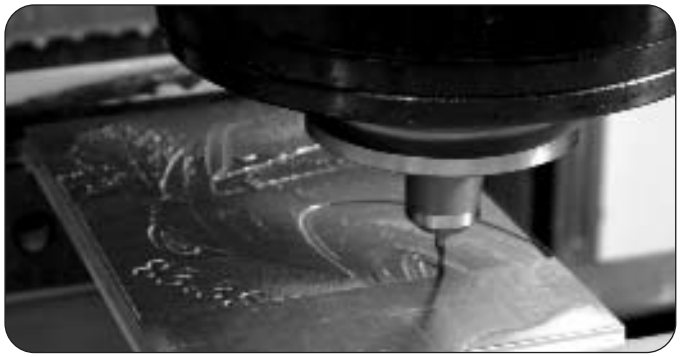
Credit Hours Required for Graduation:

Certificate:	25.0
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 hours

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.



MACH A.A.S. Degree Requirements:

Not all courses may 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 hours

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 hours

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 hours

General Education Requirements:

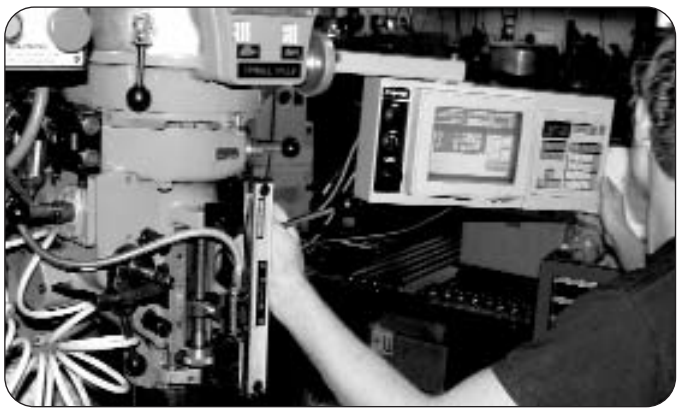
Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Mathematics	4.5

(Plus two classes from the four areas below; no two classes from the same area).

Science, Social Science, Humanities, and/or Computer Technology	9.0
	22.5 hours
Associate of Applied Science degree:	122.0 hours



Intelligent Machine Integration Certificate: (Milford)

This Certificate is for individuals who already have an associate degree or higher in Machine Tool Technology or Manufacturing Engineering Technology and wish to earn a Certificate in Intelligent Machine Integration. Classes will cover automation and advanced CNC concepts for manufacturing environments that are becoming more computer- and network-driven.

COURSE #	COURSE TITLE	CREDIT HRS
THNC2100	Manufacturing Windows Operating Systems	5.5
THNC2120	Manufacturing Networking Fundamentals	5.0
THNC2130	Manufacturing Automation and Integration Theory	4.0
THNC2135	Manufacturing Automation and Integration Lab	2.0
THNC2140	Basic CNC Machining Techniques	3.0
THNC2145	Advanced CNC Machining Techniques	3.5
THNC2150	Partners In THINC Applications	2.0
	Certificate:	25.0 hours

MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY

Diploma

Types of jobs available:

- Professional repair technician
- Self-employed owner/technician

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.

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:

Glenn Pasho, Program Chair
402-761-8261, 800-933-7223 ext. 8261, gpasho@southeast.edu

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

Milford Campus

Credit Hours Required for Graduation: 75.5

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	Electricity for Major Appliances	7.5
MAAP1112	In-Home Customer Relations	3.0
MAAP1114	Electrical Dryer Technology	4.0
MAAP1118	Gas Dryer Technology	3.0
MAAP1120	Dishwasher Technology	5.0
MAAP1124	Top-Loading Washing Machine Technology	5.5
MAAP1126	Front-Loading Washing Machine Technology	6.5
MAAP1128	Electric Range Technology	5.5
MAAP1132	Gas Range Technology	4.5
MAAP1136	Domestic Refrigerator Technology	1.5
MAAP1137	Domestic Refrigerator Mechanical Systems	8.0
MAAP1138	Domestic Refrigerator Sealed Systems	8.5
MAAP1150	Introduction to Major Appliance Technology	3.0
INFO1000	Computer Essentials	1.0
		66.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
SOCIAL SCIENCE	4.5
ECON1200 Personal Finance	
	9.0 hours

MANUFACTURING ENGINEERING TECHNOLOGY

Associate of Applied Science Degree, Certificate

Types of jobs available:

- Product designer
- Operations manager
- Engineering coordinator
- Field engineer
- Machine designer
- CNC programmer
- Product research and development specialist
- Direct manufacturing support specialist
- Quality control and assurance specialist
- Lean manufacturing engineer
- Technical support engineer
- Tooling design and development specialist

SCC has an active student chapter, S218, of the Society of Manufacturing Engineers which helps students create contacts with local industries and potential employers.

Program overview

The program is only available at the Milford Campus. A flexible schedule is available. Please contact the program chair for more information.

For more information contact:

Mark W. Eilers, Program Chair
402 761-8244, 800-933-7223 ext. 8244, meilers@southeast.edu

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

Milford Campus

Credit Hours Required for Graduation:

Certificate:	25.0
Associate of Applied Science Degree:	150.5

Manufacturing engineering technologists like to make things. They also like to make them better, faster and less expensive. 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 the leader. Students use a three-dimensional rapid prototype printer to print a variety of design and prototype projects. Students 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 higher is required in all prerequisite courses.

Manufacturing Engineering Technology A.A.S. 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	Fluid Power for Manufacturing	4.5
MFGT1350	AutoCAD for Manufacturing	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 AutoCAD for Manufacturing	1.5
MFGT1456	Manufacturing Processes II	4.5
MFGT1458	Electrical Drafting	1.5
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
MFGT2620	Programmable Logic Controllers in Work Cell Design	5.0
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
		112.0 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications		4.5
SPCH1110	Public Speaking (recommended)	
Written Communications		4.5
ENGL1010	Composition I (recommended)	
Mathematics		4.5
MATH1050	Thinking Mathematically (or higher) (Prerequisite for MFGT1333, 1413, 2549, 2672, & MACH1370).	
Science		4.5
PHYS1017	Technical Physics or	
PHYS1150	Descriptive Physics (Prereq. for MFGT2566, 2668).	
Computer Technology		4.5
BSAD1010	Microsoft Applications I (Prerequisite for MFGT2670) or	
INFO1010	Computer Literacy	
		22.5 hours

To complete the A.A.S. degree, students also are 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 hours

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

Intelligent Machine Integration Certificate: (Milford)

This Certificate is for individuals who already have an associate degree or higher in Machine Tool Technology or Manufacturing Engineering Technology and wish to earn a Certificate in Intelligent Machine Integration. Classes will cover automation and advanced CNC concepts for manufacturing environments that are becoming more computer- and network-driven.

COURSE #	COURSE TITLE	CREDIT HRS
THNC2100	Manufacturing Windows Operating Systems	5.5
THNC2120	Manufacturing Networking Fundamentals	5.0
THNC2130	Manufacturing Automation and Integration Theory	4.0
THNC2135	Manufacturing Automation and Integration Lab	2.0
THNC2140	Basic CNC Machining Techniques	3.0
THNC2145	Advanced CNC Machining Techniques	3.5
THNC2150	Partners In THINC Applications	2.0
		Certificate: 25.0 hours

MEDICAL ASSISTING

Diploma

Types of jobs available:

Graduates work in offices and clinics of physicians, podiatrists, chiropractors, optometrists and other specialties.

Medical Assistants perform clinical duties such as vital signs, laboratory tests, and electrocardiograms. They draw blood, prepare and administer medication, and assist the physician. They may also perform administrative duties such as, scheduling appointments, billing, coding, and insurance.

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

Program overview

This program offers Lincoln-classroom instruction and Web-based courses.

New students are admitted to the classroom program in the Spring and Fall quarters. New online program students are admitted only during the Spring Quarter. Online students must visit the Lincoln campus three times for competency evaluations.

Southeast Community College, in cooperation with Central Community College, provides an opportunity for students to earn an associate degree in Medical Assisting.

For more information contact:

Kathy Zabel, Program Chair
402-437-2756, 800-642-4075 ext. 2756, kzabel@southeast.edu

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

Lincoln Campus and Online

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board. Commission on Accreditation of Allied Health Education Programs, 1361 Park St., Clearwater, FL 33756, 727-210-2350.

Credit Hours Required for Graduation: 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 (or higher)	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 hours

**Please note: Immediately prior to enrollment in MEDA1401, students must pass the following courses during the same quarter. (MEDA1301, MEDT1161, MEDT1171, MEDT1181 & MEDT1191.)

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

Written Communications		
ENGL1010	Composition I	4.5
Computer Technology		
BSAD1010	Microsoft Applications I	4.5
		9.0 hours

Program Prerequisites:

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.

Special Program Requirements:

1. *A criminal background check 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 CBC.*
2. *Students must complete a health statement before acceptance into the Medical Assisting program.*
3. *Students may be requested by clinical sites to take a drug test.*
4. *Students must pass all required courses for the program with a "C+" or higher to continue through the program.*
5. *A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required prior to enrolling in fourth quarter classes.*

Please note: Felony convictions may prevent a graduate from acquiring certification. Contact the American Association of Medical Assistants Certifying Board for more information.

Health Information Management Systems

Southeast Community College, in cooperation with Central Community College, provides the opportunity for students to receive an associate degree in Health Information Technology or a Diploma in Medical Coding. If interested, see the Academic Transfer program or contact

Linda Delgado at 402-437-2753, ldelgado@southeast.edu

or the Admissions Office on the Lincoln Campus.

MEDICAL LABORATORY TECHNOLOGY

Associate of Applied Science Degree

Types of jobs available:

- Medical laboratory technician performing general tests in various clinical laboratory settings, including blood banking, chemistry, hematology, immunology and microbiology. MLTs perform 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 Laboratory Science.

Program overview

The program is available at the Lincoln Campus and 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. Graduates are eligible to take the national certification examination offered by the American Society for Clinical Pathology Board of Certification, and may transfer these two years of credit to the Clinical Laboratory Science Program, University of Nebraska Medical Center.

For more information contact:

Janis Bible, Program Chair
402-437-2760, 800-642-4075 ext. 2760, jbible@southeast.edu

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

Lincoln Campus

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Road, Suite 720, Rosemont, IL 60018, 773-714-8880, www.naacls.org

Credit Hours Required for Graduation: 124.0

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
MEDT2581	Hemostasis	1.0
MEDT2582	Immunology/Hemostasis Laboratory	2.0
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	2.5
MEDT2690	Clinical Education I	2.0
MEDT2701	Clinical Education II	10.0
MEDT2702	Clinical Seminar I	2.0
MEDT2703	Clinical Education Orientation II	4.0
MEDT2801	Clinical Education III	10.0
MEDT2802	Clinical Seminar II	2.0
	Computer Elective	1.5
		100.0 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications		4.5
*SPCH1090	Fundamentals of Human Communication or	
*SPCH1110	Public Speaking or	
*SPCH2810	Business & Professional Communication	
Written Communications		4.5
*ENGL1010	Composition I	
Mathematics		4.5
MATH1150	College Algebra or higher	
Science		
BIOS2130	Human Physiology & Lab	6.0
Social Science		4.5
		24.0 hours

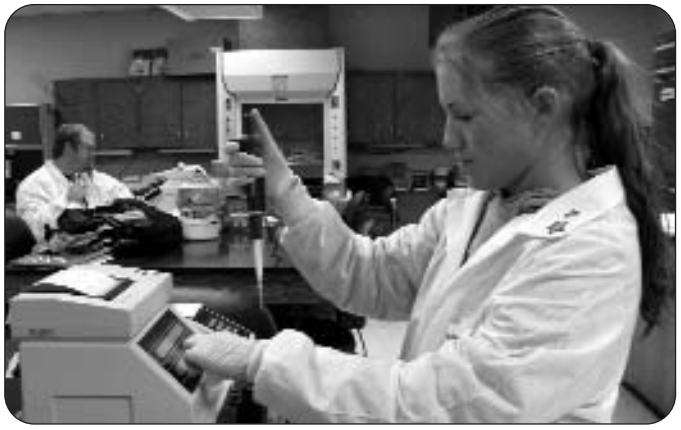
* Recommended for transfer to 4-year institution. UNMC Articulation Agreement.

Special Program Requirements:

1. *A criminal background check 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 CBC.*
2. *A minimum grade of C+ is required in all MEDT courses.*
3. *Students must complete a health statement before acceptance into the Medical Laboratory Technology Program.*
4. *A current Healthcare Provider CPR card (contact Program Chair for specific requirements) and a repeat skin test for tuberculosis and/or a chest x-ray are required prior to Clinical Education I. Flu immunization may be required.*
5. *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 or higher-level general chemistry may be substituted for LBST1421/1422. BIOS1010/1010L may be substituted for LBST1205/1215.



MOTORCYCLE, ATV AND PERSONAL WATERCRAFT TECHNOLOGY

Diploma

Types of jobs available:

- Repair technician who diagnoses and repairs all areas of the vehicle, including engines and transmissions, suspension and brake systems, and electrical/electronic systems.
- Parts counter person

  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.
- Sales associate

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

Program overview

This program is available on the Lincoln Campus with classes beginning in January and July.

For more information contact:

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

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

Lincoln Campus

Credit Hours Required for Graduation: 87.5

Required Diploma Courses:

A grade of "C" or higher is required in all MSTT courses to graduate from the program. 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	Periodic Maintenance and Emission Controls	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	
MSTT1901	Rideability and Electrical Update with Coop	6.0
WELD1176	Automotive and Motorcycle Welding	2.5
		68.0 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below, four classes total).

Oral Communications		4.5
Written Communications		4.5
Science		
PHYS1150	Descriptive Physics	6.0
Advisor Approved Elective		4.5
		19.5 hours

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

Students also are required to wear program shirts while in class or laboratory settings. Shirts are available through the SCC bookstore.

NONDESTRUCTIVE TESTING TECHNOLOGY

Associate of Applied Science Degree

Types of jobs available:

- NDT technician
- NDT inspector
- Sales and marketing specialist
- NDT engineer
- Research and development specialist
- Contractor
- Business owner

Program overview

The program is located on the Milford Campus and is one of the few programs of its kind 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 ext. 8346, rwalbrid@southeast.edu

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

Milford Campus

Credit Hours Required for Graduation: 146.0

The Nondestructive Testing Technology program trains students to examine products and materials for flaws without damaging the products. This program is one of the few nondestructive testing programs in the United States. Listed below are the courses necessary for a full-time student to complete an A.A.S. degree in Nondestructive Testing Technology. Students must attain a grade of "C" or higher in all NDTT courses to receive an A.A.S. degree.

Required NDTT Courses:

COURSE #	COURSE TITLE	CREDIT HRS
NDTT1121	Visual Inspection Methods	4.5
NDTT1133	Manufacturing Processes	10.0
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
WELD1182	Welding Process for NDT	3.0
		114.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Mathematics	4.5

(Plus two classes from the four areas below; no two classes from the same area).

Science, Social Science, Humanities, and/or Computer Technology	9.0
	22.5 hours

In addition students must complete the following courses:

BSAD2540	Principles of Management	4.5
PHYS1017	Technical Physics	4.5
		9.0 hours

OFFICE PROFESSIONAL

Associate of Applied Science Degree, Diploma, Certificate

Types of jobs available:

- 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

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.

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. Soft skills such as teaming, ethics, attitude and professional work habits and responsibilities also are covered.

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

For more information contact:

Sharon Dexter, Program Chair–Beatrice
402-228-8284, 800-233-5027 ext. 1284, sdexter@southeast.edu

Karen Hermsen, Program Chair–Lincoln
402-437-2426, 800-642-4075 ext. 2426, khermsen@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Beatrice and Lincoln Campuses and Online

Credit Hours Required for Graduation:

- Certificate:
  - -General Office Focus: 40.5
  - -Microsoft Office Focus: 40.5
- Diploma:
  - - General Office Focus: 84.5
  - - Medical Transcription Focus: 85.0
- Associate of Applied Science Degree:
  - - Administrative Office Focus: 111.5
  - - Legal Office Focus: 116.0
  - - 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 or Certified Administrative Professional examination awarded through the International Association of Administrative Professionals. All course prerequisites must be passed with a "C" or higher to continue through the program.

Special Program Requirements:
Students who wish to pursue their education in the Office Professional program must complete the college admissions requirements and the special program requirements:

1. *Students will complete the pre-admission COMPASS test administered by SCC. This test will help determine the skills students currently have in math, writing, and reading comprehension. Scores from this test will be used to place students in appropriate math and writing courses as well as any developmental reading program that may be necessary. Developmental courses include the following:*

ENGL0850	Reading Strategies I
ENGL0880	Reading Strategies II
ENGL0950	Beginning Writing
ENGL0980	Intermediate Writing
MATH0900	Math Fundamentals
MATH0950	Beginning Algebra

Your advisor will assist you in interpreting placement scores and determining if you are required to take the prescribed developmental courses.

2. *Students' high school or college 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 higher. Students who cannot validate previous accounting course work will be required to take OFFT1310 Office Accounting.*
3. *Prerequisite competencies required in the program include a typing/keyboarding skill of a minimum of 30 words per minute with three or fewer errors on a three-minute timing. Students who do not meet this requirement will complete Keyboarding I (OFFT1010) and/or Keyboarding II (OFFT1020).*
4. *If your advisor determines that you must take developmental 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	Keyboarding I	2.0
*OFFT1020	Keyboarding II	2.0
OFFT1310	Office Accounting	4.5

A.A.S. Office Professional 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	4.5
*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
*OFFT2901	Cooperative Experience	5.0
*BSAD1020	Microsoft Applications II	4.5
		57.5 hours

Administrative Office Focus Courses:

BSAD1050	Introduction to Business or	
*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
	Advisor Approved Elective (ACCT, BSAD, ECON, ENTR, INSU, or OFFT - may not include OFFT1010, OFFT1020, or OFFT1310 and may not include previously taken courses).	4.5
		31.5 hours

Legal Office Focus Courses:

BSAD1050	Introduction to Business or	
*ACCT1200	Principles of Accounting I	4.5
BSAD1090	Business Law I	4.5
*BSAD1100	Business Law II	4.5
*BSAD2310	Business Ethics	4.5
*OFFT2210	Legal Processes I	4.5
*OFFT2220	Legal Processes II	4.5
*OFFT2310	Financial Computer Applications	4.5
	Advisor Approved Elective (ACCT, BSAD, ECON, ENTR, INSU, or OFFT - may not include OFFT1010, OFFT1020, or OFFT1310 and may not include previously taken courses).	4.5
		36.0 hours

Medical Office Focus Courses:

*BIOS1000	Structure and Function of the Human Body or	
BIOS1210	Anatomy and Physiology (Bea)	6.0
MEDA1101	Medical Terminology I (Linc) and	2.0
*MEDA1201	Medical Terminology II (Linc) or	3.0
OFFT1120	Medical Terminology (Bea)	4.5
*OFFT2650	Computerized Medical Management	3.0
*MEDA1203	Medical Law, Ethics, and Bioethics	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
		33.0/33.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications		4.5
Written Communications		
ENGL1010	Composition I	4.5
Mathematics		
MATH1040	(Business Math) or higher	4.5
Social Science		
PSYC1250	Interpersonal Relations	4.5
Computer Technology		
BSAD1010	Microsoft Applications I	4.5
		22.5 hours

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	4.5
*OFFT2060	Voice Recognition/Transcription	4.5
*OFFT2901	Cooperative Experience	5.0
*BSAD1020	Microsoft Applications II	4.5
		39.5 hours

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
	Advisor Approved Electives	13.5
		36.0 hours

Medical Transcription Focus:

*BIOS1000	Structure and Function of the Human Body or	
BIOS1210	Anatomy and Physiology (Bea)	6.0
MEDA1101	Medical Terminology I (Linc) and	2.0
*MEDA1201	Medical Terminology II (Linc) or	3.0
OFFT1120	Medical Terminology (Bea)	4.5
OFFT2650	Computerized Medical Management	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
*OFFT2340	Records and Information Management	4.5
*OFFT2440	Medical Office Procedures	4.5
		36.5/37.0 hours

(Some courses for this focus are offered only on the Lincoln campus.)

Required General Education Diploma Courses:

BSAD1010	Microsoft Applications I	4.5
PSYC1250	Interpersonal Relations	4.5
		9.0 hours

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	4.5
MATH1040	Business Math	4.5
PSYC1250	Interpersonal Relations	4.5
	Advisor Approved Electives	9.0
		36.0 hours

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 hours

Required General Education Certificate Course:

BSAD1010	Microsoft Applications I	4.5
		4.5 hours

(Course numbers preceded by an asterisk (*) have prerequisites.)

PARTS MARKETING & MANAGEMENT

Associate of Applied Science Degree, Diploma

Types of jobs available:

- Parts manager
- Warranty manager
- Service manager
- Service writer
- General manager
- Self-employed
- Factory representative
- Sales person
- Merchandising representative
- Advertising representative
- Business office manager

Activities may include inventory control, computerized business systems and electronic cataloging, purchasing products, sales and marketing. The paid Cooperative Experience Training offers students opportunities to establish vital contacts with individuals in the field for full-time employment.

Graduates are working in exciting careers in entrepreneurship, management, marketing, sales and service to customers in automotive, agriculture, aviation, industrial, construction, warehousing, or any other business that sells products. Many graduates continue their education in business, marketing and supervision.

Program overview

The program is available only at the Milford Campus. Students focus in automotive, agriculture implement, industrial, trucking and retail business, and in district management.

A flexible schedule on the Milford campus is available. Please contact the program chair for more information.

For more information contact:

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

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

Milford Campus

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 & Management Requirements:

Course offerings and prerequisites will be determined by the program.

Diploma Core Courses:

COURSE #	COURSE TITLE	CREDIT HRS
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
PDSM1901	Cooperative Experience	12.0

Advisor Approved Electives:

BSAD1010	Microsoft Applications I	4.5
BSAD2270	Professional Selling	4.5
BSAD2520	Principles of Marketing	4.5
OFFT1310	Office Accounting	4.5

Diploma General Education Requirements:

ENGL1010	Composition I	4.5
SPCH1110	Public Speaking	4.5
		88.0 hours

A.A.S. Core Classes:

	(Diploma classes 88.0)	
BSAD2400	Principles of Retailing	4.5
BSAD2540	Principles of Management	4.5

A.A.S. Additional General Education Classes:

MATH1040	Business Math	4.5
ECON1200	Personal Finance	4.5
BSAD1050	Introduction to Business	4.5
		22.5 hours

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

This SCC program is affiliated with ASE

PHARMACY TECHNICIAN

Diploma

Types of jobs available:

- Pharmacy technician

Duties 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.

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.

Program overview

This program is available on the Beatrice Campus and online. The program is 12 months, or four quarters in length.

For more information contact:

Elina Pierce, Program Chair
402-228-8247, 800-233-5027 ext. 1247, epierce@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214

Beatrice Campus and Online

This program is accredited through the American Society of Health-Systems Pharmacist, 7272 Wisconsin Ave., Bethesda MD 20814, 301-657-3000, www.ashp.org.

Credit Hours Required for Graduation: 64.5

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. Current students will sit for the national certification exam for pharmacy technicians during the final exam for PHRM1241.

Students must be admitted into the Pharmacy Technician program to be able to take any PHRM classes.

All courses must be passed with a (C) or higher.

Pharmacy Technician Courses:

COURSE #	COURSE TITLE	CREDIT HRS
MEDA1101	Medical Terminology I	2.0
MEDA1202	Communication in Allied Health	4.5
BIOS1000	Structure and Function of the Human Body	6.0
MEDA1407	Medical Calculations	1.0
PHRM1101	Pharmacology/Pharmaceutical Products I	4.5
PHRM1121	Pharmacy Calculations I	4.5
PHRM1131	Pharmacy Operations I	4.0
PHRM1220	Pharmacology/Pharmaceutical Products II	4.5
PHRM1222	Pharmacy Calculations 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
		55.5 hours

General Education Requirements:

Take one general education course from each category below. See page 4 for complete list.

Oral Communications	4.5
Written Communications	4.5
	9.0 hours

Special Program Requirements:

1. *Students must pass College entrance exams to be admitted into the program.*
2. *Prior to entrance to the program, students must turn in a completed health statement, and have a current Healthcare Provider CPR card (contact Program Chair for specific requirements).*
3. *A criminal background check and an Adult and Child Abuse check 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 CBC.*
4. *Before going to a clinical site, SCC's Pharmacy Technician students are required to register and be active on the registry while performing the duties of technicians in the state of Nebraska. (See Registry information below.)*
5. *Computer skills in keyboarding and Windows will be helpful.*

REGISTRY INFORMATION

Beginning September 1, 2007 the Nebraska Department of Health and 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 $25

Other states may have different laws. Consult state statutes.

PHYSICAL THERAPIST ASSISTANT

Associate of Applied Science Degree

Types of jobs available:

- Physical therapist assistant working in a variety of settings, including outpatient clinics or offices; hospitals; inpatient rehabilitation facilities; skilled nursing, extended care, or sub-acute facilities; homes; education or research centers; schools; hospices; industrial, workplace or other occupational environments; fitness centers and sports training facilities.

PTAs provide physical therapy services under the direction and supervision of a physical therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs must complete an associate degree and be licensed, certified, or registered in most states. Care provided by a PTA may include teaching patients/clients exercise for mobility, strength and coordination, training for activities such as walking with crutches, canes, or walkers, massage, and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation.

Program overview

This program is offered on the Lincoln campus.

For more information contact:

Betsy Becker, PT, Program Chair-Lincoln
402-437-2725, 800-642-4075 ext. 2725, bbecker@southeast.edu

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

Lincoln Campus

Credit Hours Required for Graduation: 109.5

"Southeast Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation."

Prerequisite Courses:

Prerequisite courses must be successfully completed prior to admission to the program. PTAS courses begin in the winter quarter.

Oral Communications		4.5
Written Communications		
*ENGL1010	Composition I or higher	4.5
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Mathematics		
*MATH1150	College Algebra or higher	4.5
Science		
	*Human Anatomy w/Lab	6.0
	*Human Physiology w/Lab	6.0
Social Science		
*PSYC1810	Introduction to Psychology	4.5
		30.0 hours

*Meets the General Education Requirement.

Additional Courses:

MEDA1101	Medical Terminology I	2.0
MEDA1201	Medical Terminology II	3.0
		5.0 hours

Should be successfully completed prior to or during the PTA program.

HMRS1320	Multicultural Competency **or**	
SOCI2150	Issues of Unity and Diversity **or**	
SOCI1020	Diversity in Society	4.5
		4.5 hours

Anatomy and physiology courses must have been taken within the last five years. They may be taken at SCC or at any accredited college or university and must meet SCC requirements for course transfer.

Special Program Requirements:

1) *Self-advising Worksheet*
2) *High school graduate or GED;*
3) *Health Statement completed*
4) *Ten hours of job shadowing and submission of a program-provided job shadow information form.*
5) *A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required prior to PTAS1301.*
6) *All courses must be passed with a minimum grade of C+ to progress in the program, and all PTAS classes must be taken in sequence.*
7) *A criminal background check 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 CBC.*
8) *Computer skills in keyboarding and Windows will be helpful.*

Physical Therapist Assistant Core Courses:

COURSE #	COURSE TITLE	CREDIT HRS
PTAS1100	Intro to Physical Therapy	4.5
PTAS1101	Kinesiology with Lab for PTA	6.0
PTAS1102	Pathophysiology for PTA	4.5
PTAS1103	Physical Therapy Skills & Exercise I with Lab	4.5
PTAS1104	Therapeutic Modalities I with Lab	4.5
PTAS1202	Physical Therapy Skills & Exercise II with Lab	4.5
PTAS1203	Therapeutic Modalities II with Lab	4.5
PTAS1204	Documentation in Clinical Services	3.0
PTAS1205	Advanced Procedures with Lab	4.5
PTAS1206	Health Systems & Issues	3.0
PTAS1207	Professional Issues	4.0
PTAS1301	Clinical Education I	4.0
PTAS1302	Clinical Education II	5.0
PTAS1303	Clinical Education III	13.5
		70.0 hours

POLYSOMNOGRAPHIC TECHNOLOGY

Certificate

Types of jobs available:

Polysomnographic technologists monitor the activity of adults and pediatrics in sleep laboratories. They gather medical information, observe patients, collect data, and summarize information for the sleep physicians.

The Polysomnographic technologist can work in two areas of sleep medicine; diagnostics or research. The Polysomnographic technologist can work in a hospital based sleep center or in an independent sleep center. Because most people sleep at night, the technologist must enjoy working nights.

Program overview

Individuals making application to the Polysomnographic Technology program must be a graduate of an accredited Respiratory Care program and/or accredited Registered Nursing program. A Certificate in Polysomnographic Technology is awarded upon completion of the program which is accredited by CAAHEP. Graduates of the program will be eligible to take the Registered Polysomnographic Technologist exam offered by the Board of Registered Polysomnographic Technologists.

The Polysomnographic Technology program is a part-time program that includes 9 credit hours per quarter. The program is two quarters in length (or 6 months). The program is offered online with clinical rotations being completed in an approved sleep disorders center. Students are required to complete 240 contact hours of lab/clinical education and attend a two-day workshop at the SCC campus in Lincoln, Nebraska.

Students will complete a comprehensive program in patient assessment, equipment calibration, data acquisition, diagnostic evaluation, therapeutic modalities and follow-up care of patients.

Students are encouraged to select sleep disorders centers near their home to complete their clinical education. Approval of sleep disorders centers are at the discretion of the faculty and determined on an individual basis.

For more information contact:

Jamie Hosler, Program Director
402-437-2782 or 800-642-4075, ext. 2782, jhosler@southeast.edu

Kelly Cummins, Co-Program Director
402-437-2780 or 800-642-4075, ext. 2780, kcummins@southeast.edu

Or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075, ext. 2600

Online (workshop in Lincoln)

Credit Hours Required for Graduation: 22.5

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 Technologist.

COURSE #	COURSE TITLE	CREDIT HRS
PSGT1000	Polysomnography I	2.0
PSGT1010	Polysomnography Lab	3.0
PSGT1020	Polysomnography Fundamentals	4.0
PSGT2000	Polysomnography II	2.0
PSGT2010	Polysomnography II Lab	1.0
PSGT2020	Seminar Review	1.0
PSGT2030	Clinical Education	5.0
		18.0 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

Written Communications or
Oral Communications 4.5 hours

Students may (submit a transcript to see if they can) receive credit by transfer for a Written or Oral Communications requirement.

If the student credit will not transfer, the student is required to take one General Education course.

Special Program Requirements:

1. *Proof of a current Respiratory or RN state license.*
2. *A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required.*
3. *Completed health statement.*
4. *A criminal background check 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 CBC.*
5. *Complete the online Southeast Community College school orientation.*
6. *A (C+) must be maintained in all courses in order to progress through the program.*
7. *Current students are required to attend a two-day conference at Southeast Community College-Lincoln Campus. Students are responsible for travel and lodging for the two days.*

PRACTICAL NURSING

Diploma

Types of jobs available:

- Licensed practical nurse

Graduates are eligible to apply to take the National Council of Nursing Licensure Examination and apply for licensure in their state of choice. 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.

Please note: Students taking online classes must complete clinicals in Beatrice, Falls City, Geneva or Lincoln, Nebraska.

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 their 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 also is offered in Beatrice, Falls City, Geneva and Lincoln, Neb., on a part-time basis. Total time to complete the program is two 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
402-228-8264, 800-233-5027 ext. 1264, chiggins@southeast.edu

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

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Beatrice and Lincoln Campuses and Online

This program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500 Atlanta, Georgia 30326, www.nlnac.org

Credit Hours Required for Graduation: 76.0

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
MEDA1101	Medical Terminology I	2.0
*LPNS1176	Pharmacology	3.0
LPNS1159	Fundamentals of Practical Nursing	9.0
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
		67.0 hours

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:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Written Communications		4.5
ENGL1010	Composition I	
Science		
FSDT1350	Nutrition	4.5
		9.0 hours

Other courses to improve success in the program:
Math, 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 a current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required.*
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 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 CBC.*

PROFESSIONAL TRUCK DRIVER TRAINING

Certificate

Types of jobs available:

- Professional truck driver

As a professional truck driver, graduates of the program will be employed either as a long-distance over-the-road driver or a local driver. Most 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. Drivers 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.

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 SCC backing range and perimeter road, before progressing to highway driving.

For more information contact:

David Grant, Program Chair
402-437-2695, 800-642-4075 ext. 2695, dgrant@southeast.edu

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

Lincoln Campus

Credit Hours Required for Graduation: 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 Program Requirements 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

Associate of Applied Science Degree

Types of jobs available:

- Radiologic technologists work in a variety of settings, including 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.

Program overview

The 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, 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, Lincoln Program Coordinator/Co-Chair
402-437-2777 or 800-642-4075, ext. 2777, kfindley@southeast.edu

Tracy Buch, Distance Learning Coordinator/Co-Chair
402-437-2779 or 800-642-4075, ext. 2779, tbuch@southeast.edu

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

Lincoln Campus and Online

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: 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+ PRIOR to entry into the program. All Radiography program courses must also be completed with a minimum grade of C+. 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 and they meet program recycle requirements.

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
- Diversity in Society or Introduction to Sociology *
- 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	5.5
RADT1119	Clinical Education I	5.0
RADT1123	Radiographic Procedures II	5.0
RADT1124	Diagnostic Imaging Theory	4.0
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	4.0
RADT1149	Clinical Education IV	7.5
RADT2253	CT Imaging	3.0
RADT2254	Advanced Patient Care Management	1.5
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 hours

Special Program Requirements:

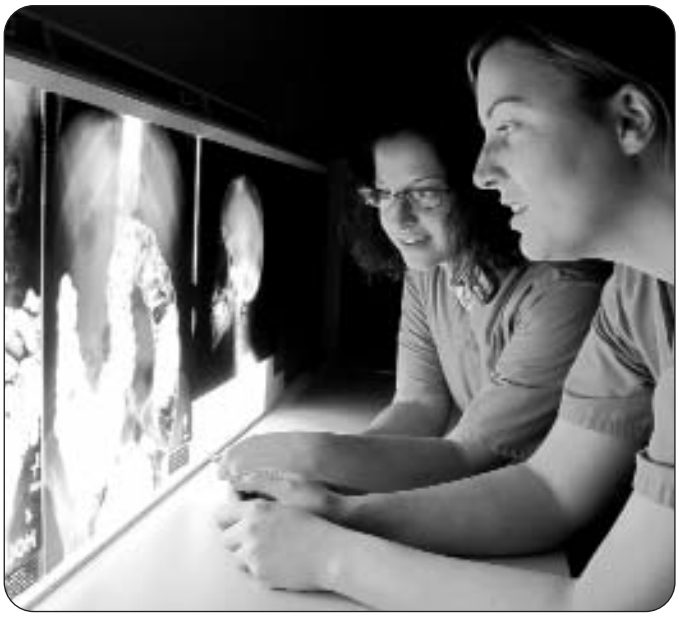
1. *A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required prior to entrance into the program.*
2. *Completed Health statement.*
3. *A criminal background check will be required of each student in this program. Based on the outcome of the background check, 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 CBC.*
4. *Computer skills are necessary. It is highly suggested for students lacking in this area to enroll in a computer technology course.*

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 prior to program eligibility 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.



RESPIRATORY CARE

Associate of Applied Science Degree

Types of jobs available:

- Respiratory therapists work in a variety of settings. Employment of respiratory therapists is expected to increase faster than the average for all occupations through the year 2012 because of substantial growth in the 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 health care services, offices of physicians, outpatient centers, skilled nursing facilities and patients' homes.

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 health care 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 program offers Lincoln classroom instruction and Web-based courses.

For more information contact:

Jill Sand, Program Chair
402-437-2781 or 800-642-4075, ext. 2781, jsand@southeast.edu

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

Lincoln Campus and Online

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com) 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835, www.coarc.com

Credit Hours Required for Graduation: 117.5

Program Prerequisites:
(May be transferred or earned at SCC. These courses must be completed before entry to the program. Contact a program advisor for specific courses.)

- Human Anatomy & Physiology with Lab
- Microbiology with lab
- 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 Anatomy & Physiology	5.0
RESP1113	Respiratory Pharmacology	4.5
RESP1114	Patient Care Principles	4.5
RESP1121	Cardiopulmonary Pathology	4.5
RESP1122	Respiratory Care Procedures II	8.0
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	Respiratory Rehabilitation & Home Care	3.0
RESP1147	Ventilator Management II	1.0
RESP1148	Critical Care Management & Lab	4.0
RESP1149	Clinical Education IV	5.0
RESP2251	Cardiovascular Physiology	4.0
RESP2255	Respiratory Care Professions II	3.0
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
		95.0 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications		4.5
Written Communications		4.5
Mathematics		
Math1100 or higher		4.5
Social Science		4.5
PSYC1250	Interpersonal Relations (4.5) or	
PSYC1810	Introduction to Psychology (4.5) or	
SOCI1010	Introduction to Sociology (4.5)	
(Plus one class from the area below)		
Science		4.5
		22.5 hours

Special Program Requirements:

1. *All Program Prerequisites and General Education requirements must be completed prior to entering the program.*
2. *A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required.*
3. *Completed Health Statement*
4. *All RESP courses must be passed with a minimum grade of (C+) to progress through the program. If a C+ is not achieved, the student will be dropped from the program. The student may reapply to the program the following year if space is available.*
5. *A criminal background check 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 CBC.*
6. *Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. Contact the State Licensing Board if there are questions.*

SURGICAL TECHNOLOGY

Associate of Applied Science Degree

Types of jobs available:

Surgical Technologists are allied health professionals, who are an integral part of the surgical team. The surgical technologist's primary responsibilities are maintaining the sterile field, handing instruments, providing sterile items, anticipating the needs of the team and assisting the surgeon during surgery.

The job outlook for the surgical technologist remains positive. Their main role is to work in the operating room of a hospital, surgery center, specialty center or doctor's office. Other jobs may include surgery scheduler, materials manager, clinical preceptor, education coordinator, tissue/organ procurement technologist, private scrub for a surgeon, sterile processing manager, medical sales representative, surgical first assistant, traveling surgical technologist, clinical instructor, program director, and labor and delivery surgical technologist.

Program overview

The program is available at the Lincoln Campus and online. Online students who live outside of Lincoln can work in conjunction with the local community college in their area to complete the prerequisite, General Education, and other required courses. With program chair approval, a Lincoln face-to-face student may take the didactic portion of courses online.

New program students enter every third quarter. Contact the college admissions office for entry dates.

National Certification Examination will be administered before graduation. Upon verification of graduation from the program chair, each student passing the NCE will receive the official certification certificate from the National Board of Surgical Technologists and Surgical Assistants. The exam is administered through Applied Measurement Professionals Inc.

For more information contact:

Kathleen Uribe, Program Chair
402-437-2785, 800-642-4075 ext. 2785, kuribe@southeast.edu

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

Lincoln Campus and Online

This program is accredited by the Commission on Accreditation of Allied Health Education Programs, www.caahep.org ARC-ST, 6 West Dry Creek Circle, Suite 210, Littleton, CO 80120-8031, 303-694-9262

Credit Hours Required for Graduation: 105.0
All prerequisite, General Education, and other required courses must be completed with a grade of C or higher before enrolling in SURT1600.

Program Prerequisite & General Education Courses:

(May be transferred or earned at SCC. These courses must be completed before entry to the program. Contact a program advisor for specific courses.)

• Human Anatomy with Lab	6.0
• Physiology with Lab	6.0
• Biology of Microorganisms with Lab	6.0
• Written Communications	4.5
• Oral Communications	4.5
• Mathematics	4.5
• Social Science	4.5
• Medical Terminology I	2.0
	38.0 hours

Additional Required Courses:

MEDA1407	Medical Calculations	1.0
		1.0 hour

Surgical Technology Core Courses:

COURSE #	COURSE TITLE	CREDIT HRS
SURT1600	Orientation to Surgical Technology	2.0
SURT1601	Techniques of Surgical Asepsis	3.0
SURT1603	Fundamentals of Surgical Technology I	4.0
SURT1604	Concepts of Surgical Procedures	2.0
SURT1701	Clinical Orientation	4.0
SURT1704	Surgical Procedures & Techniques I	6.0
SURT1705	Principles of Surgical Technology	4.0
SURT1803	Fundamentals of Surgical Technology II	2.0
SURT1804	Surgical Procedures & Techniques II	5.0
SURT1810	Clinical Education I	7.0
SURT2904	Surgical Procedures & Techniques III	5.0
SURT2907	Senior Seminar	2.0
SURT2909	Correlated Patient Study	2.5
SURT2910	Clinical Education II	8.0
SURT2920	Advanced Clinical Studies	5.0
SURT2930	Clinical Education III	4.5
		66.0 hours

Special Program Requirements:

1. *All prerequisites and general education requirements must be completed before admission to the program.*
2. *Completed student Health Statement*
3. *A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required.*
4. *All SURT courses must be passed with a minimum of a C+.*
5. *A criminal background check 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 CBC.*

VISUAL PUBLICATIONS

Associate of Applied Science Degree, Diploma, Certificate

Types of jobs available:

- Visual publicist, illustrator and designer in a variety of areas, including marketing and promotions departments within various industries. Jobs include graphic creation, Web construction, digital pre-flight, digital video production and printing press operation.

Students create illustrations, Flash animations and layouts using specialized computer software. Students learn how to create material for media campaigns for print and Web. Projects include video, posters, brochures, booklets and Web sites.

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

Program overview

The 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 ext. 2675, mkeating@southeast.edu

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

Lincoln Campus (some core courses online)

Credit Hours Required for Graduation:

Associate of Applied Science Degree:	119.5
Diploma:	
- Digital Publishing Focus:	49.5
Certificate:	
- Digital Publishing Focus:	31.5
- Offset Printing Focus:	29.0

VPUB Core Courses:

COURSE #	COURSE TITLE	CREDIT HRS
VPUB1110	Publishing Concepts	4.5
VPUB1111	Platform Manipulation	4.5
VPUB1112	Elements of Design	4.5
VPUB1120	Design to Production	4.5
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	4.5
VPUB2252	Computer Illustration II	4.5
VPUB2254	Web Design III	4.5
VPUB2255	Portfolio Development	3.0
VPUB2260	Design Fieldwork	4.5
VPUB2265	Media Campaign Development	4.5
BSAD1020	Microsoft Applications II or	4.5
INFO1211	Microsoft Access and	2.0
INFO1501	Integrated Applications	3.0
OFFT2000	Employment Techniques	4.5
		97.0 hours

Please note: All VPUB courses must be passed with a "C" to progress through the program.

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below)

Oral Communications		4.5
Written Communications		4.5
Computer Technology		
BSAD1010	Microsoft Applications I OR	
INFO1010	Computer Literacy	4.5
Mathematics		4.5
Social Science		4.5
		22.5 hours

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	4.5
		40.5 hours

General Education Requirements:

Written Communications	4.5
(choose one class from one of the areas below)	
Mathematics or	
Social Science	4.5
	9.0 hours

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 hours

General Education Requirements:

Written Communications	4.5
	4.5 hours

Certificate:

Offset Printing Focus:

VPUB1110	Publishing Concepts	4.5
VPUB1111	Platform Manipulation	4.5
VPUB1120	Design to Production	4.5
VPUB1133	Creative Troubleshooting	2.0
VPUB2260	Design Fieldwork	4.5
OFFT2000	Employment Techniques	4.5
		24.5 hours

General Education Requirements:

Mathematics 4.5

4.5 hours

WELDING TECHNOLOGY

Associate of Applied Science Degree, Diploma, Certificate

Types of jobs available:

- Welding technician
- Welding specialist
- Production welder
- Welding fitter
- Supervisor
- Inspector
- Welding machine operator
- Sales representative

Program overview

The program is available on the Lincoln and Milford campuses and includes classroom instruction and extensive hands-on training. 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 also are widely utilized.

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:

Mark Hawkins, Program Co-Chair-Lincoln
402-437-2694, 800-642-4075 ext. 2694, mhawkins@southeast.edu

Dan Zabel, Program Co-Chair-Lincoln
402-437-2692, 800-642-4075 ext. 2692, dzabel@southeast.edu

Shannon Hansen, Program Chair-Milford
402-761-8226, 800-933-7223 ext. 8226, shansen@southeast.edu

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

Lincoln and Milford Campuses

Credit Hours Required for Graduation:

• Certificate:	36.0
• Diploma:	77.0
• Associate of Applied Science:	121.0

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

WELD Technical Electives:

WELD1120	SMAW Lab III	5.0
WELD1252	GMAW (SS & AL)	4.0
WELD1273	Special Welding Applications**	3.0
WELD2901	Cooperative Experience	12.0
		12.0 hours

**A maximum of 3.0 credit hours of Special Welding Applications can be used toward any award.

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Mathematics	4.5

(Plus two classes from the four areas below; no two classes from the same area).

Science
Social Science
Humanities
Computer Technology 9.0
22.5 hours

Certificate:

Requires 31.5 credit hours of welding core courses plus one General Education course for a total of 36.0 hours. See program advisor.

Diploma:

Requires 68.0 credit hours of welding core courses, and two General Education courses for a total of 77.0 hours. See program advisor.

A.A.S. Degree:

Requires 86.5 credit hours of weld core courses, 12.0 credit hours of weld technical electives, and five General Education courses for a total of 121.0 hours. See program advisor.

Chapter 2 COURSE DESCRIPTIONS

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

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

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

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS
ENGL 2100	Introduction to Literature	B/L	45	-	4.5

ENGL = COURSE PREFIX; 2100 = COURSE #; Introduction to Literature = COURSE TITLE

B/L = OFFERED AT THIS CAMPUS LOCATION; 45 = CLASS HOURS; - = LAB HOURS; 4.5 = CREDIT HOURS

Prerequisite: *ENGL1010 or permission of instructor.*

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

*Please note that those courses with a zero (0) as the first digit of the course number are designated as developmental and may not be used to fulfill degree requirements. Example ENGL 0810.

= A computer icon is visible for courses available online.

ACCT Accounting
ACFS Academic Foundation
AGRI Agriculture Business & Management Technology
AGST Diesel Ag Equipment Service Tech
ANTH Anthropology
ARCH Architectural-Engineering Technology
ARTS Art
ASEP General Motors ASEP
ASST Ford ASSET
AUTB Auto Collision Repair Technology
AUTT Automotive Technology

BIOS Bioscience
BSAD Business Administration

CAPP Chrysler CAP
CHEM Chemistry
CNST Building Construction Technology
CRIM Criminal Justice

DENT Dental Assisting
DESL Diesel Technology
DRAF Computer Aided Design Drafting

ECED Early Childhood Education
ECON Economics
EDUC Education
EIGT Graphic Design
ELEC Electrical & Electromechanical Technology, Electronic Systems Technology
ELET Electrician Construction - IBEW Option
EMTL Emergency Medical Services/Paramedic
ENER Energy Generation Operations
ENGL English
ENGR Engineering
ENTR Entrepreneurship
ESLX English as a Second Language
EVOM Event-Venue Operations Management

FINA Financial Services
FIRE Fire Protection Technology
FSDT Food Service/Hospitality

GEOG Geography
GEOL Geology
GERM German
GLST Global Studies

HIMS Health Information Management Services
HIST History
HLTH Health
HMRS Human Services
HORT Horticulture
HUMS Humanities
HVAC Heating, Ventilation, Air Conditioning & Refrigeration Technology

INFO Computer Information Technology, Computer Programming Technology
INSU Insurance

JDAT John Deere Tech
JDCE Deere Construction & Forestry Equipment Tech
JOUR Journalism

LBST Laboratory Science Technology
LIBR Library Science
LPNS Practical Nursing
LSCE Land Surveying/Civil Engineering Technology
LTCA Long Term Care Administration

MAAP Major Appliance Professional Technology
MACH Machine Tool Technology
MATH Math
MEDA Medical Assisting
MEDT Medical Laboratory Technology
MFGT Manufacturing Engineering Technology
MSTT Motorcycle, ATV & Personal Watercraft Technology
MUSC Music

NDTT Nondestructive Testing Technology
NURA Nursing Assistant
NURS Associate Degree Nursing

OFFT Office Professional

PDSM Parts Marketing & Management
PHED Physical Education
PHIL Philosophy
PHOT Photography
PHRM Pharmacy Technician
PHYS Physical Sciences
POLS Political Science
PSGT Polysomnographic Technology
PSYC Psychology
PTAS Physical Therapist Assistant

RADT Radiologic Technology
RELS Religious Studies
RESP Respiratory Care

SIGN Sign Language
SOCI Sociology
SPAN Spanish
SPCH Speech
SURT Surgical Technology

THEA Theatre
THNC Intelligent Machine Integration
TRUK Professional Truck Driver Training

VPUB Visual Publications

WELD Welding Technology

Course# (online) | Title | Location | Class Hours | Lab Hours | Credit Hours

SPECIAL AND INDIVIDUALIZED COURSES

Special Topics Course (numbered 2799 with program prefix), are one-time course offerings that cover a specific topic that cannot be offered on a consistent basis. The course will need to be approved through the SCC approval process and follow all guidelines affiliated with a regular course, i.e. course syllabus and outline.

Individual Special Topic (numbered 2999 with program prefix), are courses listed in various programs in which a student will be required to do an individual project. The course will be an elective course only, and will also require a course syllabus and outline for the student enrolled in the course.

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.

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.

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.

ACCT2800 Applied Accounting Capstone B/L 45 - 4.5
Prerequisites: ACCT2050, ACCT2100, ACCT2130 & 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 Student Success B/L/M 30 - 3
This course offers students an array of strategies to help them succeed in college.

Course# (online) | Title | Location | Class Hours | Lab Hours | Credit Hours

ACFS0890 Freshman Seminar B/L 15 - 1.5
This course is a basic introduction to college life including academic and personal skills needed for success. It includes a review of study skills, test taking strategies, time and stress management. A portion of the class is devoted to responsible money management and use of credit. Students will develop a personalized college budget plan aimed at minimizing debt at graduation.

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.

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 TECHNOLOGY

AGRI1000 Introduction to Agriculture and Horticulture Technologies B 45 - 4.5
Introduction to the fundamental skills and knowledge-base necessary to succeed in the agriculture industry.

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 - 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 45 - 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 - 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 45 - 4.5
An introduction to the fundamental aspects of horse management.

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 - 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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

AGRI1205 Enterprise Analysis B 45 - 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 Fundamentals of Ag Marketing B 45 - 4.5
Study of new market opportunities in the agriculture industry. Developing a marketing plan and promotionals strategies for agriculture products.

AGRI1216 Agribusiness Management B 45 - 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 45 - 4.5
Prerequisite: AGRI1141 or instructor permission.
Introduction to animal nutrition and foodstuffs. Feed formulation, feed processing, handling, sales and service.

AGRI1257 Live Animal Selection & Carcass Evaluation B 45 - 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 - 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 Advanced Ag Business Management B 51 45 6
Prerequisites: Students should have completed or be currently enrolled in AGRI1131, AGRI1205, and AGRI1216.
Study of business management systems within the total business operation. Methods of acquiring financial resources for agricultural or any 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 Seminar I B 45 - 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.

AGRI2223 Principles of Livestock Feeding B 23 72 4.5
Prerequisite: AGRI1221.
Provides a practical background in feed formulation, feet processing, handling, sales and service. Includes a basic study of livestock performance and feed trials.

AGRI2225 Advanced Leadership Skills B 30 - 3
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
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

AGRI2232 Forage Harvesting & Management B 42 54 6
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
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 Management B 42 54 6
Prerequisites: AGRI1131, AGRI1141, AGRI1153.
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
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 Harvesting & Management B 42 54 6
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 - 4.5
Prerequisite: AGRI1141.
Study of profitable swine production. Consolidates swine production, marketing, meat processing and sales to consumers of pork products.

AGRI2255 Advanced Sheep & Goat Production B 44 - 4.5
Prerequisite: AGRI1141.
Study of profitable sheep production. Issues facing sheep producers and lamb feeders as a national industry working toward common goals.

AGRI2256 Advanced Beef Cattle Production B 45 - 4.5
Prerequisite: AGRI2231.
Study of beef cattle and the interrelationship in the beef production chain.

AGRI2258 Livestock Ultrasound Technology B 25 23 3
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
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 - 4.5
Prerequisite: AGRI1211.
Study and application of commodity marketing strategies 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
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.

AGRI2279 Precision Technology B 45 - 4.5
Prerequisite: AGRI1171 or permission.
Study of precision agriculture technology using hardware and software applications.

AGRI2280 Advanced Crops B 45 - 4.5
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.

AGRI2291 Agribusiness Sales B 45 - 4.5
Prerequisite: Completed 60 credit hours or permission.
Exploration of agribusiness sales. Functions and role of sales representatives. Productive relationships between consumers and sales representatives.

AGRI2795 Special Topics - Cooperatives B 10 - 1.0
Prerequisite: Permission of instructor.
This course is intended for those students with an interest in Ag business. The students will participate in the College Conference on Cooperatives of a similar activity to learn about the history, organization and modern applications of the Cooperative structure.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

AGRI2901 Agribusiness Cooperative Experience B - 420 12
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.

AGRI2999 Individual Special Project B - - .5-4.5
Selected educational experiences that provide intensive study in a topic area above and beyond the regular curriculum. Credit hours will vary. Must have permission of instructor and program chair.

AGST • DIESEL AG EQUIPMENT SERVICE TECH

AGST1120 Basic Electrical / Electronics M 20 20 2.5
Basic principles and applications of electronic circuits, magnetism, electromagnetism, and the safe use of a Digital Multi-meter when measuring Volts, Amperes, and Ohms. Circuit theory exercises with basic math skills will be used to understand Ohm's Law for Series, Parallel, and Series Parallel circuits. The Design, Construction, safe operation and testing of Lead Acid Storage Batteries.

AGST1121 Electrical / Electronic Circuit Diagnostics M 30 30 4
Prerequisites: AGST1120
Basic principles and applications of the safe operation and testing of Cranking, Lighting, and Accessory Circuits and Components. Emphasis is placed on OEM Diagnostic Tools and On-Board Diagnostic procedures used for identifying and repairing faults with CAN BUS Controllers, Sensors, Actuators, Wiring, and Connections in a manner which is safe for the technician and the equipment.

AGST1122 Electrical Charging Systems M 20 20 2.5
Prerequisites: AGST1120
Basic principles of operation and safe procedures for testing and repair of electrical charging circuits. Emphasis will be placed on the diagnosis, testing, and repair of alternators, wiring, connections, gauges, sensors, and controls.

AGST1123 Shop Safety / Shop Tools & Precision Measuring M 30 30 4
General Shop Safety, Hazard Communication, and Forklift Operator Training with Certification. Safe and proper use of power tools, hand tools and common measuring instruments used in the equipment repair shop.

AGST1124 Power Trains I M 35 25 4
Prerequisites: AGST1123
Theory of power transmission from engine to drive wheels, power take off and auxiliary drives. Includes power train effects on engine output, levers, gears, chains, clutches, transmissions, final drives, drive lines, differentials. Procedures for safe disassembly, inspection, adjustment, and reassembly of standard mechanical shift transmissions and differentials will be practiced in the Laboratory.

AGST1125 Theory of Agricultural Equipment Engine Fuel Systems M 25 15 3
Prerequisites: AGST1121 and AGST1123
Theory of operation, construction, safe testing and repair of Diesel Engine Fuel Systems and Air Induction and Exhaust Systems, valve timing and injection timing. Physical and Chemical properties of distillate fuels as well as alternative fuels used in current internal combustion engines. Safe procedures for storage, use and testing of Diesel fuels.

AGST1226 Theory of Engine Operation M 25 25 3
Prerequisites: AGST1125
Theory of operation, design and construction of four stroke cycle engines. Safe and proper operation of engine test equipment; including Dynamometer setup and operation, Cylinder compression, cylinder balance and cylinder leakage testing. Theory of operation, design, construction and safe procedures for repair and maintenance of cooling systems for Ag equipment engines.

AGST1228 Valve Trains M 25 35 3.5
Prerequisites: AGST1226
Theory of operation, design and construction of engine valve trains. Safe and proper use of valve train service tools for disassembly, inspecting, measuring, reconditioning, and adjusting diesel engine cylinder heads and valve operating mechanisms.

AGST1230 Diesel Engine Overhaul and Inspection M 70 80 9.5
Prerequisites: AGST1226 & AGST1228
Complete out-of-frame Diesel Engine overhaul to include the safe and proper use of service methods for disassembly, inspection, measuring, reconditioning, reassembly, adjusting, and performance testing of AG Equipment Diesel engines.

AGST1342 Heating, Ventilation & Air Conditioning I M 25 15 3
Prerequisites: AGST1123
Heating, ventilation, and air conditioning fundamentals, safety and service procedures. Diagnosing, system evaluation, repairing, reclaiming, evacuating, and recharging are exercises in the lab. Certification for handling refrigerant is required as part of this course. The student will be responsible for a fee to receive the certification.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

AGST1344 Ag Equipment Fuel Systems M 50 60 7
Prerequisites: AGST1125.
Theory and design of diesel fuel injection including fuels, pumps, nozzles, governors, fuel flow, filtering, handling and storage. Diagnostics, testing, repair of pumps and nozzles, and common rail (hydraulic) and electronic operated systems. Fundamentals of safety while servicing and repairing fuel systems is emphasized.

AGST1346 AG Equipment Hydraulics Systems M 60 90 9
Prerequisites: AGST1123.
Introduction to Hydraulics Systems and Symbols. Theory, design, principles and applications of pumps, valves, actuators, reservoirs, lines, fittings, filters, and fluids. Theory and function of open, closed, PFC, and combination systems. Safety, diagnostics, testing and repair of hydraulic systems and components.

AGST1901 AG Equipment Cooperative Experience M - 480 12
Prerequisites: AGST1346
On-the-job experience with the student's sponsoring Cooperative Experience employer. Application of skills and concepts learned in previous quarters. Safety is emphasized throughout the work experience. Supervised by Southeast Community College-Milford Campus AG Equipment Service Tech Instructors.

AGST2554 AG Equipment Electricity M 60 90 9
Prerequisites: AGST1901
Review of electrical fundamentals and introduction to basic electronics plus procedures and use of digital multimeter in electrical circuits. An introduction to combine and tractor electrical systems is included as well as troubleshooting techniques for circuit diagnosis using electrical schematics. Function, operation, and testing of semiconductors and transistors. Microprocessor operation, including inputs and outputs. CAN BUS theory of operation and testing is included. Testing of tractor circuits including lighting, accessory, safety, instrumentation and gauges is included in the lab exercises.

AGST2556 AG Equipment Power Trains M 25 90 5.5
Prerequisites: AGST1124
Advanced study of power trains. Safety, theory, design, construction, diagnosis, repair, and testing of farm equipment power trains, particularly those transmissions classified as "on-the-go" shift types. AG equipment CVT/IVT systems included. Lab projects are accepted.

AGST2558 Heating, Ventilation & Air Conditioning II M 5 30 1.5
Prerequisites: AGST1342.
Review of heating, ventilation, and air conditioning fundamentals, safety and service procedures. Diagnosing, system evaluation, repairing, reclaiming, evacuating, and recharging are exercises in the lab.

AGST2662 Planting, Seeding, Precision Guidance & Control Systems M 50 75 7.5
Prerequisites: AGST2901
Theory, design, principles of operation, setup, adjustments, diagnostics and repair of row-crop planting and seeding equipment. Theory, testing and repair of precision guidance and electronic monitoring and control systems. Safety as related to planting and seeding equipment is applied.

AGST2663 Harvesting, Precision Guidance and Control Systems M 50 70 7
Prerequisites: AGST2662
Theory, design, principles of operation, setup adjustment diagnostics, and repair of hay and forage harvesting equipment. Theory, design, principles of operation diagnostics and repair of combine, headers, and attachments. Safety and safe operation while servicing equipment is emphasized.

AGST2664 Spraying Equipment, Precision Guidance & Control Systems M 20 35 3
Prerequisites: AGST2663
Spraying equipment safety, theory, design, principles of operation, set-up, operation, calibration, troubleshooting and repair is included. Precision guidance and control systems are included.

AGST2901 AG Equipment Cooperative Experience M - 480 12
Prerequisites: AGST2558
On-the-job experience with the student's sponsoring Cooperative Experience employer. Application of skills and concepts learned in previous quarters. Safety is emphasized throughout the work experience. Supervised by Southeast Community College-Milford Campus AG Equipment Service Tech Instructors.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ANTH • ANTHROPOLOGY

ANTH1020 Introduction to Cultural Anthropology B/L 45 - 4.5
Introduction to the general topics and theoretical perspectives of cultural anthropology including ethnology, linguistics, applied anthropology, ethnicity, race, political organization, gender, kinship and descent, marriage, and religion.

ANTH1120 General Anthropology B/L 45 - 4.5
A survey of the study of the races, their characteristics, customs, social relationships and work; the cultural and linguistic diversity of living people.

ARCH • ARCHITECTURAL-ENGINEERING TECHNOLOGY

ARCH1103 Materials of Construction M 30 - 3
Fundamental aspects of modern construction materials. Manufacturing, sizes, and application of materials.

ARCH1107 Heating & Air Conditioning Systems I M 30 20 3.5
Co-requisite: ARCH1103.
Methods of calculating heat loss and heat gain for residential buildings according to ACCA Manual J.

ARCH1115 Light Construction Principles M 50 - 5
Co-requisite: ARCH1158.
Methods of light construction on wood frame and masonry structures. Theory of architectural drafting with emphasis on lettering, line work and the procedures related to producing architectural working drawings.

ARCH1150 Computer Aided Drafting I (CAD) M 20 - 2
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
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.

ARCH1208 Heating & Air Conditioning Systems II M 50 - 5
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
Prerequisite: MATH1080.
Basic structural design. Study of mathematics and trigonometry used in determining strength of materials. Wood, concrete, and steel reactions to varying loads.

ARCH1224 Plumbing Systems Drafting M - 80 2.5
Prerequisites: ARCH1158 and MATH1080. Co-requisite: ARCH1225.
Production of drawings of waste, vent and water piping systems that are acceptable to industry standards.

ARCH1225 Plumbing Systems Theory M 50 - 5
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
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
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
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
Techniques of freehand drawing for construction work. How to express ideas graphically to assure correct interpretation.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ARCH1328 Structural Building Systems I M 50 - 5
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1330.
Concepts of heavy structural systems. Structural steel and detailing.

ARCH1329 Structural Building Systems II M 50 - 5
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisites: ARCH1332.
Concepts of heavy structural systems. Reinforced concrete, commercial and industrial wood applications.

ARCH1330 Structural Detailing & Design I M - 50 1.5
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1328.
Methods of graphically representing structures. Drafting and detailing steel structural systems.

ARCH1332 Structural Detailing & Design II M - 50 1.5
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
Prerequisite: ARCH1240.
Exercises in drawing the Floor Plan, Elevations, Section, Details, using the current drafting software.

ARCH1434 Fundamentals of Commercial Architecture M 34 - 3
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
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
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 using Revit® 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
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
Prerequisite: ARCH1208. Co-requisite: ARCH2544.
Methods of calculating heat loss and heat gain of a commercial structure and the layout and sizing of duct work systems.

ARCH2542 Electrical Systems Drafting M - 75 2.5
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
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
Prerequisite: MATH1080.
Basic surveying. Practice in running levels and a topographic survey to aid in a site plan. Computations in determining lot measurements, areas of lots, earth work excavation quantities, and contours prepare the student for the site plan for the sixth quarter project.

ARCH2637 Comprehensive Project Design M 30 - 3
Prerequisites: All courses ARCH1103 through ARCH2546. Co-requisite: ARCH2648, ARCH2639.
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
Prerequisites: All courses ARCH1103 through ARCH2546. Co-requisite: ARCH2648, ARCH2637.
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
The basics of building design utilizing the International Building Codes (IRC). Occupancy classifications means and sizing of egress components and features of fire protection are covered. Minimum of "C" grade for graduation.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ARCH2648 Comprehensive Project Drafting M 28 177 8
Prerequisites: All courses ARCH1103 through ARCH2546. Co-requisite: ARCH2637, 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
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.

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
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.

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 will be covered.

ARTS2799 Special Topics in Art B 15 60 4.5
The purpose of this class is to explore a specific topic in studio art in greater detail, to provide students with a deeper understanding and appreciation of a given medium.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ARTS2804 Arts Practicum B/L 30-60-90 - 1.5-4.5
Under a cooperative experience, students will earn credit by working a minimum of 30-45 hours per quarter in conjunction with staff at an art gallery and/or museum. This practical experience will include, but not be limited to, the selection process, sales, installation, and promotion.

ARTS2999 Individual Special Topics in Art B 15 60 4.5
The purpose of this class is to explore a specific topic in studio art in greater detail, to provide individual students with a deeper understanding and appreciation of a given medium.

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.

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.

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 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.

ASEP1901 Dealer Cooperative Experience M - 480 12
Prerequisites: ASEP1170, 1171, 1173, 1175, 1177.
Coordinated work experience from General Motors dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASEP coordinator.

ASEP1902 Dealer Cooperative Experience M - 480 12
Prerequisites: ASEP1360, ASEP1363, and ASEP1379.
Coordinated work experience from General Motors dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASEP coordinator.

ASEP2528 GM Steering & Suspension Systems M 30 50 4.5
Prerequisite: ASEP1468.
Principles of operations, disassembly procedures, and repair of General Motors steering and suspension systems. Power and manually controlled Integral and Rack and Pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, both on and off the vehicle.

ASEP2529 GM Manual Transmission, Transaxles, Clutch & Transfer Case M 60 30 7
Prerequisite: ASEP1468.
Operating principles and service of General Motors manual transmissions and related drive train components. Diagnosis and repair procedures.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

ASEP2561 GM Diesel Fuel & Emission Control System M 20 10 2
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.

ASEP2743 GM Powertrain Electronic Systems & Drivability Diagnosis M 40 40 5.5
Prerequisite: ASEP2668.
Diagnosis, adjustments and repair procedures using electrical meters, oscilloscopes and GM approved diagnostic test equipment.

ASEP2747 GM Body Electrical & Electronics M 50 30 6
Prerequisite: ASEP2668.
Advanced electrical course covering operation, testing, diagnosis and repair of GM computerized body electrical and electronic systems.

ASEP2748 GM Automatic Transmission & Transaxles M 80 40 9
Prerequisite: ASEP2668.
Operation, diagnosis, adjustment, and repair of the automatic transmissions used in rear-wheel and front-wheel drive General Motors cars. Removal and installation procedures and safety.

ASEP2749 GM New Product Update M 20 - 2
Prerequisite: ASEP2668.
Overview of new product features for current model year. Includes available General Motors New Product information.

ASEP2901 Dealer Cooperative Experience M - 480 12
Prerequisites: ASEP2528, 2529, 2537, 2538 and 2561.
Coordinated work experience from General Motors dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASEP coordinator.

ASST • FORD (ASSET) AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM

ASST1110 Ford Shop Orientation M 15 6 1.5
Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with many basic elements of automotive repair.

ASST1170 Ford Shop Safety & Repair M 15 6 1.5
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.

ASST1173 Ford Fundamentals M 20 10 2
Introduction and use of Ford service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Overview of service manual groups with emphasis on theory of operation of systems and components, Pre-delivery Inspection and Master Tech Training.

ASST1175 Ford Electrical & Electronic Principles M 110 40 12
Study of Electronics Training building from electrical principles and concepts through automotive semiconductors to microprocessors. Batteries, charging systems, starting systems and ignition system principles, operation and testing.

ASST1178 Ford Brake Systems M 30 30 4
Study of operation, diagnosis, and service of disc, drum, and electronic brake systems on late model Ford vehicles.

ASST1360 Ford Engine Performance Theory & Operation M 85 55 10
Prerequisite: ASST1268.
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
Prerequisite: ASST1268.
Study of operation, diagnosis, and service of air conditioning, heating and ventilation systems on late model Ford vehicles.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ASST1363 Ford Engine Repair M 65 35 7.5
Prerequisite: ASST1268.
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.

ASST1901 Dealer Cooperative Experience M - 480 12
Prerequisites: ASST1110, 1170, 1171, 1173, 1175, and 1178.
Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASST1902 Dealer Cooperative Experience M - 480 12
Prerequisites: ASST1360, 1362, and 1363.
Coordinated work experience from Ford dealer in accordance with 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
Prerequisite: ASST1468.
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
Prerequisite: ASST1468.
Study of operation, diagnosis, and service of diesel electronic and emission systems on late model Ford vehicles.

ASST2537 Ford Rear Axle & Driveline M 20 10 2
Prerequisite: ASST1468.
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
Prerequisite: ASST1468.
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.

ASST2728 Ford Steering & Suspension Systems M 50 50 6
Prerequisite: ASST2668.
Study of the principles of operations, disassembly procedures and repair of Ford steering and suspension systems. Power and Manually controlled integral and rack and pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.

ASST2747 Ford Body Electrical & Electronics M 50 15 5.5
Prerequisite: ASST2668.
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
Prerequisite: ASST2668.
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
Prerequisite: ASST2668.
Overview of new product features for current model year. Includes available Ford New Product information.

ASST2901 Dealer Cooperative Experience M - 480 12
Prerequisites: ASST2529, 2531, 2537, and 2538.
Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

AUTB • AUTO COLLISION REPAIR TECHNOLOGY

AUTB1150 Tools and Equipment M 20 - 2
Proper Identification, selection, usage, maintenance, and cost of tools and equipment used in the collision repair and maintenance program.

AUTB1155 Collision Repair Theory M 75 - 7.5
Prerequisite: 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# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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–AUTB1175.
Theory of the automobile electrical storage and wiring system. Wiring troubleshooting processes and automobile lighting.

AUTB1350 Paint Finishes Theory II M 30 - 3
Prerequisites: AUTB1150–AUTB1260.
The study of equipment, preparation, materials, topcoat selection, and application to an overall painting operation will be emphasized. Techniques of spot painting repairs to include color matching and application.

AUTB1355 Estimating Theory M 15 - 1.5
Prerequisites: AUTB1150–AUTB1260.
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: AUTB1150–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: AUTB1150–AUTB1260.
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: AUTB1150–AUTB1260.
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–AUTB1365.
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

AUTB1455 Safety Restraint Systems M 15 - 1.5
Prerequisites: AUTB1150–AUTB1365.
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: AUTB1150–AUTB1365.
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, and AUTB1370.
Advanced practical experiences in spot painting with the concentration on correct color matching and problem solving.

AUTB2550 Suspension & Alignment Theory M 20 - 2
Prerequisites: AUTB1150–AUTB1465.
Evolution and theory of front and rear suspension design. Transaxle and four wheel alignment and its relationship to collision damaged vehicles.

AUTB2555 Automotive Heating& Air Conditioning M 10 - 1
Prerequisites: AUTB1150–AUTB1465.
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
Prerequisites: AUTB1150–AUTB1465.
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: AUTB1150–AUTB1465.
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: AUTB1150–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.

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.

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.

AUTT1202 Steering & Suspension Theory L/M 40 - 4
Theory of automotive steering and suspension components, wheels and tires, balancing and wheel alignment. Class includes active suspension and tire pressure monitor systems.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

AUTT1205 Brake Systems Theory L/M 50 - 5
Theory of automotive disc and drum brake systems including anti-lock, traction and stability control applications.

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.

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.

AUTT1212 Steering & suspension Lab L/M - 60 2
Diagnosis and practical experience of automotive steering and suspension applications. This class includes the replacement of suspension components and 4-wheel alignment.

AUTT1215 Brake Lab L/M - 60 2
Diagnosis and practical experience of automotive brake system applications. This class includes diagnosis and repair of brake systems, R & R of brake pads and shoes and the proper method of bleeding of standard and anti-lock brake systems.

AUTT1221 Engine Theory L/M 50 - 5
Basic construction, physical principles and operation of two and four cycle engines as applied to single and multiple-cylinder engines. Ignition systems, fuel system, lubrication systems, cooling systems and valve trains are covered.

AUTT1222 Engine II L/M 70 130 11
Advanced automotive engine coursework on removal, disassembly, and machining operations for complete major engine overhaul.

AUTT1306 Automotive Ignition Systems L/M 10 15 1.5
Theory, operation and testing of automotive ignition systems is covered. This will include individual component testing, inspection and repair with the use of DVOM meters.

AUTT1406 Automotive Electronics I L/M 30 15 3.5
This course is an advanced auto electronics course covering the automotive wiring and accessories. Emphasis is placed on procedures, testing, diagnosing and repairing automotive systems.

AUTT1408 Advanced Engine Performance L/M 60 90 9
Advanced 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 instructor permission.
Survey of the plant kingdom with a study of representative plants from each of the major plant groups. Structure, relationships, economic importance and natural history of major plant groups.

BIOS1110 Biology of Microorganisms B/L 45 30 6
Comparative study of microorganisms, principles and applications. Structure, function, development and control of pathogenic organisms. Laboratory includes isolation, culturing and staining techniques plus identification of unknown organisms.

BIOS1120 Introduction to Zoology B/L 45 30 6
Prerequisite: BIOS1010 or instructor permission.
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# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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 cardiovascular, respiratory, digestive, urinary, reproductive, endocrine and lymphatic systems. Special senses, immunity, fluid, electrolyte and acid-base dynamics. Important physiology experiments and structural identification experiments.

BIOS2130 Human Physiology & Lab 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/L 60 - 6
Prerequisites: 1000 level Bioscience course and one year of high school algebra or instructor permission.
Study of heredity factors of plants and animals. Genetic mechanisms of evolution; molecular genetics.

BSAD • BUSINESS ADMINISTRATION

BSAD1010 Microsoft Applications I B/L/M 45 - 4.5
Prerequisite: Keyboarding skills and prior computer experience recommended.
Use the Windows operating system and Windows Explorer to manage folders and files. Use of an 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 Word, Excel, Access, and PowerPoint.

BSAD1020 Microsoft Applications II B/L/M 45 - 4.5
Prerequisite: BSAD1010.
Continues efficient use of Windows Explorer. Use of Microsoft Office software suite to continue integration and to learn intermediate features of Word, Excel, Access, and PowerPoint. Students will apply their knowledge of the Microsoft Office software suite to the creation of various application projects.

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.

BSAD1070 Customer Service B/L 45 - 4.5
Students will learn the skills necessary to build and maintain good relationships with internal and external customers and the role the customer service team plays in developing, evaluating, and improving customer service systems. The course will cover basic customer service principles of assessing customer expectations and satisfaction and providing quality service. Problem-solving, challenges of customer service, communication, and customer retention will be covered.

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 1. Study of business law relationships including personal and real property, will, trusts, estates and probate, landlord/tenant law, sales, commercial paper, business organization, credit transactions, insurance, power of attorney , and government regulation, HIPAA, and licensure.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

BSAD1230 Visual Merchandising 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 basicTQM tools used to gather and report data.

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 45 - 4.5
Prerequisite: Writing/English Competency recommended.
This course explores the challenging world of business ethics. By examining issues and scenarios that relate directly to the work environment, students can develop a clearer sense of how their corporate and personal code of ethics relates to operational decisions made on a daily basis. In addition, the course will allow students to examine their individual ethical standards and how those standards influence personal and work decisions.

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.

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 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 Event Marketing B/L/M 45 - 4.5
Develop skills based on a mix of concepts and theories that are unique to marketing of events and venues. Examine strategies for marketing in the events and venue environment. There will be a specific focus on planning, execution and evaluation of sponsorship activities for events, the principles and strategic issues of fundraising in nonprofit organizations, and the planning, marketing, and selling of any type of event from company social functions to major conventions.

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# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

BSAD2900 Internship B/L/M - 200 5
Prerequisites: OFFT2000.
Under the guidance of an internship coordinator, students will receive unpaid practical work experience for development of marketable skills in an approved business setting. Open to Business Administration students only who have a minimum GPA of 2.0.

BSAD2901 Cooperative Experience 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 experience coordinator. Open to Business Administration students only.

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.

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 MasterTech 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.

CAPP1360 Chrysler Electronic Fuel Systems M 70 60 9
Prerequisite: CAPP1268.
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.

CAPP1362 Chrysler Body Electrical and Electronics M 50 30 6
Prerequisite: CAPP1268.
Advanced auto electricity course covering theory, testing, diagnosis, and repair of body electrical accessories, electric windows, power seats, windshield wipers, cruise controls, and computer controlled body electronics.

CAPP1364 Chrysler Advanced Drivability Diagnosis M 60 40 7
Prerequisite: CAPP1268.
Advanced electrical and fuel systems including OBD II, throttle body, multiple port injection systems, sequential fuel injection, turbo chargers, electronic and computer controlled ignition systems, charging systems and cranking systems. Diagnosis, adjustments and repair procedures, using electrical meters, scopes and Chrysler Diagnostic equipment.

CAPP1901 Dealer Cooperative Experience M - 480 12
Prerequisites: CAPP1110–CAPP1177.
Coordinated work experience from Chrysler dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

CAPP1902 Dealer Cooperative Experience M - 480 12
Prerequisites: CAPP1360, CAPP1362, & CAPP1364.
Coordinated work experience from Chrysler 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
Prerequisite: CAPP1468.
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 McPhearson Strut suspensions.Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

CAPP2530 Chrysler HVAC Systems M 50 30 5.5
Prerequisite: CAPP1468.
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
Prerequisite: CAPP1468.
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.

CAPP2740 Chrysler Manual Transmission, Transaxles, Clutch and Transfer Case M 55 40 7
Prerequisite: CAPP2668.
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
Prerequisite: CAPP2668.
Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals and differentials used on late model Chrysler vehicles.

CAPP2742 Chrysler Diesel Fuel and Emission System M 15 15 2
Prerequisite: CAPP2668.
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
Prerequisite: CAPP2668.
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
Prerequisite: CAPP2668.
Overview of new product features for current model year. Includes available Chrysler New Product Information.

CAPP2901 Dealer Cooperative Experience M - 480 12
Prerequisites: CAPP2528–CAPP2531.
Coordinated work experience from Chrysler dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

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. 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 higher.
A continuation of CHEM1090. Topics include the nature of solutions, chemical equilibrium, chemical kinetics, acids and bases, solubility product, qualitative analyses of ions, oxidation and reduction, and electrochemistry.

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.

Note: Computer Aided Design Drafting— see DRAF

Computer Information Technology & Computer Programming — see INFO

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

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 Commercial Construction Communications M 32 - 3
Prerequisite: CNST1223.
Fundamentals of commercial blueprint reading, contractor responsibilities, project specifications and an introduction to LEED construction practices.

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# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

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 ENGL1010 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.

CRIM • CRIMINAL JUSTICE

CRIM1010 Introduction to Criminal Justice B/L 45 - 4.5
Provides an overview of the history, development, and philosophies of crime control within a democratic society. Examines the criminal justice system with emphasis on the police, the prosecution and defense, the courts, and the correctional agencies.

CRIM1020 Introduction to Corrections B/L 45 - 4.5
Outlines corrections in a systematic process showing the evolving changes within institutional and community based corrections. Topics include, but are not limited to, the history of corrections, the influence of social thought and philosophy on the development of corrections, the rights of the incarcerated inmate, and the duties of the correctional officer.

CRIM1030 Courts & the Judicial Process B/L 45 - 4.5
Prerequisite: CRIM1010 or advisor approval.
Surveys the United States judicial system. Topics include, but are not limited to, legal and constitutional concepts, institutions and processes. Coverage includes adult and civil courts.

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. CRIM1010 or advisor approval.
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# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

CRIM2150 Contemporary 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
Prerequisite: CRIM1010 or advisor approval.
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.

CRIM2900 Criminal Justice Internship B/L - 180 4.5
Prerequisite: Successful completion of previous CRIM courses and on condition of being accepted at the training site.
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.

CRIM2903 Law Enforcement Internship B/L - 480 12
Prerequisite: Successful completion of previous CRIM courses and on condition of being accepted into the NLETC program.
Provides instruction in basic law enforcement techniques at the Nebraska Law Enforcement Training Center. Instruction includes, but is not limited to: courtroom performance, traffic enforcement, civil process, techniques of arrest, firearms training, and criminal investigation applications.

Please Note • Deere Construction & Forestry Equipment Tech— See JDCE

DENT • DENTAL ASSISTING

The clinical track portion of the program begins two times each year during the Fall and Spring quarters. The Fall Quarter intakes day and online students, and the Spring Quarter intakes only day students. In order to register for a dental assisting course (DENT), the advisor must sign the registration form first.

DENT1103 Oral Sciences I L 20 - 2
Prerequisite: Declared clinical track students only.
Understanding basic structures of anatomy and physiology of the human body, oral embryology and oral histology with emphasis on relating to dentistry.

DENT1110 Preclinical Concepts L 40 75 6.5
Introduction to the history of the profession of dental assisting, the legal 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 requirements for obtaining certification (CDA) through the Dental Assisting National Board, Inc. Basic skills learned 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 15 3.5
Thorough study of anatomical concepts pertaining to the structures of the face and oral cavity and tooth 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 protective equipment (PPE), standard precautions, and hazard protection as required by OSHA guidelines for health care providers. Laboratory experiences at the UNMC College of Dentistry and at SCC Lincoln Campus.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

DENT1212 Oral Hygiene L 20 30 3
Study methods and supplemental aids for the control of dental disease and demonstration of oral health instructions to a patient. Coronal polish is taught to clinical competency level and pit and fissure sealants is taught to preclinical competency level.

DENT1214 Clinical Concepts L 30 20 3.5
Recognition and management of medical and dental emergencies, assisting with dental examination data gathering, oral pathology and overview of pharmacology and pain control.

DENT1311 Dental Assisting Foundations II L 30 30 4
Principles of the foundation of clinical dentistry are taught. Clinical and dental laboratory infection control practices (OSAP standards) with further development in specialized technical skills including special patient care practices.

DENT1312 Dental Materials I L 15 45 3
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 4.5
Extensive study in oral radiography including: legal and ethical responsibilities, recognizing a diagnostic quality radiograph, production of radiographs, biological effects of radiation, processing of films, patient education and management. Laboratory emphasis on DXTTR manikin.

DENT1314 Clinical Education I L 15 150 6.5
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 while in the dental clinical environment.

DENT1410 Practice Management Skills L 20 30 3
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
Principles and techniques associated with the specialties in dentistry.

DENT1412 Dental Materials II L 15 45 3
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 - 45 1.5
Laboratory projects including intra-oral panoramic radiographic exposure, intra-oral exposures using both traditional radiographs and digital imaging techniques. Emphasis placed on quality control, infection control practices and patient management.

DENT1414 Clinical Education II L 15 150 6.5
Adaptation to a variety of new clinical environments, with higher-level development of chairside and business office skills.

Please Note • Diesel Ag Equipment Service Tech— See AGST

DESL • DIESEL TECHNOLOGY TRUCK

DESL1201 Electrical Systems I-Truck M 23 18 2.5
Basic electrical and electronic principles and applications of magnetism, electromagnetism, and the practice of electrical measurements with analog and digital meters.

DESL1211 Batteries & Cranking Motors-Truck M 24 29 2.5
Prerequisite: DESL1201.
Purpose, theory, construction, operation, and testing of lead acid batteries.Theory of cranking motor operation and its application to modern cranking systems. Lab activities include component and circuit testing with analogue and digital meters. Review of conventional ignition systems.

DESL1221 Electronic Ignition & Charging Systems-Truck M 22 34 3
Prerequisite: DESL1201.
Theory, operation, and testing of electronic ignition systems. Theory of AC type charging systems and their application to modern vehicles. Lab work in charging system diagnosis, proper disassembly procedures, alternator component testing, reassembly, and complete system testing with results compared to specifications.

DESL1231 Power Trains I-Truck M 30 26 3.5
Prerequisite: DESL1261.
Theory of power transmission from engine to rear wheels. Engine measurements and performance, levers, gears, chains, clutches, transmissions, planetary gears, drive lines, differentials, rear axles, and disassembly, inspection, adjustments and reassembly of standard transmissions and differentials.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

DESL1251 Theory of Engine Operation-Truck M 25 15 3
Prerequisites: 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.

DESL1261 Hand & Precision Measuring Tools-Truck M 20 46 3.5
Proper use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube flaring, fittings, and fasteners. Students project utilizing hand tools and measuring instruments.

DESL1271 Theory of Fuel System Operation-Truck M 35 20 4
Prerequisites: DESL1251
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.

DESL1281 Valve Trains-Truck M 21 34 3
Prerequisites: DESL1271
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.

DESL1301 Engine Overhaul & Inspection-Truck M 30 25 3.5
Prerequisites: DESL1281
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.

DESL1321 Diesel & Gas Fuel Injection-Truck M 35 20 4
Prerequisite: DESL1301
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.

DESL1341 Air Brakes-Truck M 30 75 5.5
Prerequisites: DESL1261
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.

DESL1352 Electrical/Electronic Systems I-Truck M 35 20 4
Prerequisites: DESL1321
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.

DESL1355 Steering and Suspension-Truck M 30 60 5
Prerequisites: DESL1341
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.

DESL1361 Hydraulic Brakes-Truck M 20 30 3
Prerequisite: DESL1355
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.

DESL1385 Basic Hydraulics-Truck M 20 15 2.5
Prerequisite: DESL1361
Principles and application of theory design, construction, and testing of hydraulic systems including pumps, actuators, reservoirs, accumulators, lines, fittings, filters and fluids.

DESL1441 Heating and Air Conditioning I-Truck M 30 20 3.5
Prerequisite: DESL1385
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.

DESL1451 Conventional Transmissions & Clutches-Truck M 40 85 6.5
Prerequisites: DESL1352
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.

DESL1471 Truck Final Drives-Truck M 30 40 4
Prerequisites: DESL1451
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

DESL1481 Preventative Maintenance & Inspection-Truck M 30 75 5.5
Prerequisites: DESL1471
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.

DESL2302 Heating & Air Conditioning II-Truck M 15 35 2.5
Prerequisite: DESL2901
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.

DESL2432 Automatic Truck Transmissions-Truck M 25 35 3.5
Prerequisite: DESL2302
Principles, design, and construction of Allison automatic truck transmissions. Lab work in disassembly, inspection, reassembly, adjustment, repair, and testing of the automatic transmission.

DESL2452 Electrical Systems III-Truck M 40 60 6.0
Prerequisite: DESL2432
Electrical principles and concepts, semiconductors and microprocessors. The use of digital multi-meters and wire repairing including weather pack service techniques. Bench and on vehicle diagnostic procedures for present and future diesel electronic systems.

DESL2482 Electronic Diesel Engine Diagnostics & Tune-Up-Truck M 40 50 5.5
Prerequisite: DESL2452
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.

DESL2901 Cooperative Experience-Truck M - 400 12
Prerequisite: DESL1441
On-the-job experience in a diesel repair shop. Practice of skills and knowledge acquired in previous quarters.

DRAF • COMPUTER AIDED DESIGN DRAFTING

DRAF1110 Design Drafting Concepts L 30 - 3
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
Prerequisite: Students may take a CAD placement test 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.

DRAF1215 Architectural Concepts L 30 - 3
A study of commonly used materials and accepted methods of commercial construction. An introduction to construction drawings and documents.

DRAF1220 3-D Solid Modeling L 45 15 5
Prerequisite: DRAF1120 or two years of recent industry AutoCad experience or Career Pathways Advanced Placement credit from high school within the last year.
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.

DRAF1224 Basic Land Desktop L 45 15 5
Prerequisite: DRAF1220.
Land Desktop enables students to create maps, model terrain, label points, perform alignments, define parcels quickly and easily, perform topographic analysis, use realworld coordinate systems, calculate volume totals and roadway geometry more rapidly and accurately.

DRAF1310 3-D Visualization L 15 45 3
Prerequisite: DRAF1330
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
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
Prerequisite: DRAF1110 and MATH1080 or higher.
Theories of forces acting on bodies. Moments of forces, formulas for stresses in materials and structural members.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

DRAF1400 Virtual Building Design with Revit Architecture L 45 15 5
Prerequisites: DRAF1220, DRAF2100.
Using Revit Building software to create Building Information Models and using tools for parametric building design and documentation.

DRAF1500 Advanced Virtual Building Design w/Revit L 45 15 5
Prerequisites: DRAF1400
Using Revit Building software to create Building Information Models and using tools for parametric building design and documentation at an advanced level.

DRAF2100 Commercial Construction Materials L 30 - 3
Prerequisite: DRAF1215 and ENGL1010.
A comprehensive study of common building materials used in many areas and stages of commercial construction.

DRAF2110 Architectural Design L 15 45 3
Prerequisite: DRAF2120.
A study of a variety of design options and how these options apply to the many different areas and stages of commercial design.

DRAF2120 Commercial Building Process L 30 - 3
Prerequisite: DRAF2100 and DRAF1340.
A study of construction procedures and application of mathematical calculations necessary in the commercial construction process.

DRAF2130 Industrial Plastics L 30 - 3
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 Utility Design L 15 45 3
Prerequisite: DRAF1500 and DRAF2120
Electrical, plumbing, mechanical systems, code requirements, calculation methods, related design techniques, symbols, and preparation of working drawings using Revit MEP.

DRAF2150 Structural Steel Design with SDS/2 L 45 15 5
Prerequisites: DRAF1220 and DRAF2120.
Use of SDS/2 software to teach design and detailing of structural steel in a 3-D environment.

DRAF2160 Structural Design with Revit Structure L 45 15 5
Prerequisite: DRAF1500 and DRAF2120
Design of non-steel structural systems, code requirements, calculation methods, related design techniques, symbols, and preparation of working drawings using Revit Structure.

DRAF2180 Professional Practice-Architectural L 15 45 3
Prerequisite: DRAF1500 and DRAF2110
Simulation of circumstances encountered designing and drafting commercial construction plans.

DRAF2190 Construction for Americans with Disabilities L 15 45 3
Prerequisite: DRAF2110.
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
Prerequisite: DRAF1110 and DRAF1220.
Study of the language of geometric dimensioning and tolerancing using ASMEY 14.5 2009. Application of the rules and symbols for G.D.T. (Required course for DRAF2210.)

DRAF2210 Engineering Processes L 15 45 3
Prerequisite: DRAF2200 and DRAF1330.
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
Prerequisite: DRAF1330, DRAF2200, DRAF2130 and DRAF1340.
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
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
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

DRAF2240 Consumer Products-Design L 15 45 3
Prerequisite: DRAF2230.
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 consumer products.

DRAF2260 Jig & Fixture-Design L 15 45 3
Prerequisite: DRAF2210.
Study of the design and economics of work holding devices. Top-down design layout for product relationship to fixture use.

DRAF2520 Electronic Drafting L 15 45 3
Prerequisite: DRAF1110 and DRAF1120.
The use of electronic symbols to create block diagrams and schematic diagrams of electronic circuits. Drawing highway cable designs and cabinet and panel layouts.

DRAF2901 Cooperative Experience Drafting L - 200 3
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 program class each week.

DRAF2902 Cooperative Experience Drafting L - 200 3
Prerequisite: Permission of Program Chair and DRAF2901.
A continuation of the DRAF2901 course giving students an extended opportunity to experience a work situation.

DRAF2999 Individual Special Projects L 15 45 3
Prerequisite: Permission of Program Chair.
Study of a special area in drafting or completion of a special drafting project not previously covered in the curriculum.

ECED • EARLY CHILDHOOD EDUCATION

ECED1010 Introduction to ECED Professional Portfolio Development L 5 - .5
Class must be completed within the first year as a declared student in the ECED Program.
This introduction will identify the purpose and benefits of developing and maintaining a professional portfolio in the field of early childhood education. Instruction will include use of the electronic portfolio materials and effective methods of collecting information.

ECED1020 Home Visitor/Family Advocate Portfolio L 5 - .5
Class must be completed the first quarter of the Certificate program.
This introduction will identify the purpose and benefits of developing and maintaining a professional portfolio in the area of home visitation. Instruction will include portfolio requirements and effective methods of collecting and compiling relevant content.

ECED1050 Expressive Arts L 45 - 4.5
This course focuses on the selection, construction and use of materials, activities and experiences that encourage the young child's creativity and aesthetic appreciation through the visual arts, music, body movement, and dramatic play. Curriculum designed for 3-8 year olds. Grade of "C" or higher required for ECED2065.

ECED1060 Observation, Assessment and Guidance L 45 - 4.5
This course introduces a variety of observation, assessment and guidance strategies used in an early childhood education setting birth through age 8. Grade of "C" or higher required for ECED2065.

ECED1110 Infant and Toddler Development L 45 - 4.5
This course focuses on typical / atypical development of children in the prenatal period of development through age two. Planning curriculum in the domains of physical growth and motor skills, cognition and language, and social / emotional development are examined. Grade of "C" or higher required for ECED2065.

ECED1112 Advanced Infant and Toddler Concepts L 30 - 3
Prerequisite: 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
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 higher required for ECED2065.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ECED1130 Social-Emotional Development and Behavior Guidance L 45 - 4.5
Study the stages of development and the multiple influences that impact social and emotional development of children birth to age eight. Gain an understanding of the adult role in the child's life and a wide range of effective techniques for supporting healthy development. Explore effective methods of guiding behavior and determining appropriate intervention. Grade of "C" or higher required for ECED2065.

ECED1150 Introduction to Early Childhood Education L 45 - 4.5
An overview of early childhood education, history, trends and the philosophies of various programs, diversity, inclusion, licensing standards, current legislation, professionalism and advocacy are examined. Grade of "C" or higher required for ECED2065.

ECED1160 Early Language and Literacy L 45 - 4.5
This course focuses on the development of literacy and language skills for children from birth through age 8. Students will plan and prepare developmentally appropriate literacy and language activities. Grade of "C" or higher required for ECED2065.

ECED1220 Pre-Practicum L 15 - 1.5
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, and have their names cleared through appropriate background checks. A grade of "C" or higher is required to pass.

ECED1221 Infant / Toddler Practicum L - 90 3
Pre/Co-requisite: ECED1110, 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 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 higher is required for ECED majors.

ECED1224 Preschool Math, Science and Social Studies Curriculum L 30 - 3
Planning and implementing developmentally appropriate activities for children. Grade of "C" or higher required for ECED2065.

ECED1230 School Age Child Development L 30 - 3
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 higher required for ECED2065.

ECED1240 Preschool/School Age Practicum L - 90 3
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 higher required for all ECED majors.

ECED1260 Early Childhood Health, Safety and Nutrition L 45 - 4.5
Defines interrelationship of safety, nutritional planning & health and how environmental factors affect young lives. Grade of "C" or higher required for ECED2065.

ECED1270 Integrated Curriculum; Ages 3-8 years L 30 90 6
Prerequisite: ECED1110, 1120, 1230, 1060, 1260.
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 higher required for ECED majors.

ECED1340 How Children Learn L 30 - 3
Theory, methods, and planning techniques for teaching the young child in relation to thinking patterns and learning styles. Grade of "C" or higher required for ECED2065.

ECED1401 Displays in the Early Childhood Classroom L 5 - .5
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
Introducing students to skills and techniques of incorporating computers and other forms of technology into the classroom.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ECED1403 ECED Professional Portfolio Development L 5 - .5
Prerequisite: ECED1010
Focuses on assisting the early childhood educator with beginning 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
Focuses on developing a culture and ethnic awareness for early childhood educators as they respond sensitively to diversity in the classroom.

ECED1405 Portfolio Assessment in the Early Childhood Classroom
L 5 - .5
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
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
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
Focuses on how to establish a stronger relationship with parents by planning and conducting positive, successful home visits.

ECED1409 PPST Preparation L 5 - .5
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
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 higher is required for the In-home Child Care Professional Focus.

ECED1520 Preschool Practicum L - 45 1.5
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 higher required for all ECED majors.

ECED1521 Infant Practicum L - 45 1.5
Pre/Co-requisites: ECED 1110, 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 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 higher required for all ECED majors.

ECED1522 Toddler Practicum L - 45 1.5
Pre/Co-requisites: ECED 1110, 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 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 higher required for all ECED majors.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ECED1545 School Age Practicum L - 45 1.5
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 higher required for all ECED majors.

ECED1550 Home Visit Practicum L 5 45 2
Prerequisite: Program Permission. Open only to declared students graduating with the Home Visitor/Family Advocate Certificate or with program permission. Pre/Co-requisites: ECED1060, 1110, 1120, and 2070.
Supervised experience as a home visitor or family advocate using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. Grade of "B" or higher to meet graduation requirements.

ECED1560 Comprehensive Family Child Care Practicum L - 45 1.5
Open only to declared ECED students. Prerequisites: Program permission required and an overall GPA of 2.5 or higher. Current First Aid/CPR certification. ECED1110, 1120, 1230, 1060, 1260, 1270. Pre- OR Co- requisite: ECED1475. Coenrolled in ECED1220 if this is the first practicum.
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 higher to meet graduation requirements.

ECED1570 Comprehensive Professional Nanny Practicum L - 45 1.5
Open only to declared ECED students. Prerequisites: Program permission required and an overall GPA of 2.5 or higher. Current First Aid/CPR certification. ECED1110, 1120, 1230, 1060, 1260, 1270. Pre- OR Co- requisite: ECED1475. Coenrolled in ECED1220 if this is the first practicum.
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 higher to meet graduation requirements.

ECED1575 In-Home Child Care Professional Practicum L 10 150 6
Prerequisite: 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 higher. Current first aid/CPR certification. ECED1110 and ECED1120.
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. Grade of "B" or higher to meet graduation requirements.

ECED2050 Children with Exceptionalities L 40 15 4.5
This course focuses on the awareness of the theory, development and philosophy of early childhood education programs serving children with 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. Grade of "C" or higher required for ECED2065.

ECED2055 Inclusion in the Early Childhood Classroom
L 45 - 4.5
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
Students will be withdrawn from this class if they have not completed ECED1120, 1230, 1240 and three of the following methods classes: ECED 1050, 1160, 1224, 1260. The fourth methods class must be taken prior to or as a co-requisite with this class.
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. Grade of "C" or higher required for ECED2065.

ECED2065 Child Care Head Teacher Practicum L 30 150 8
ECED2066 Child Care Head Teacher Practicum (E-Focus) L 15 105 5
Open only to declared ECED students. Prerequisites: Program Permission. Overall GPA of 2.5 or higher. Current first aid/CPR certification. ECED1050, 1060, 1110, 1120, 1160, 1220, 1221, 1224, 1230, 1240, 1260, 2060 with a grade of C" or higher. Student must pass a comprehensive competency exam with a 75% or higher before enrolling. A grade of "B" or higher 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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ECED2070 Family and Community Relationships L 45 - 4.5
This course focuses on the development of skills, techniques, and attitudes needed to form successful collaboration with diverse family systems and communities. Ten hours of volunteer service learning required. Grade of "C" or higher to meet graduation requirements.

ECED2450 ECED Administration L 45 - 4.5
Prerequisites: Completion of 50.0 ECED credits or Program Permission, and ENGL1010 or ENGL1015.
It is strongly recommended that students have completed ECED2065 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 education programs. A grade of "B" or higher to meet graduation requirements.

ECED2457 ECED Administration for the Entrepreneur L 45 - 4.5
Prerequisite: Completion of 50.0 ECED credits or Program Permission, and ENGL1010 or ENGL1015. It is strongly recommended that students have completed ECED2065 and their core Behavioral Science and Speech requirements before enrolling in this class.
A study of 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 required in various early childhood education settings. A grade of "B" or higher to meet graduation requirements.

ECED2510 ECED Administration Practicum L - 60 2
Prerequisite: Program permission required to register. ECED2065 with grade of B or higher. Must be taking or have taken ECED2450.
A study of the skills needed for working in a comprehensive early childhood education setting in a leadership position. A grade of "B" or higher to meet graduation requirements.

ECED2570 ECED Administration for the Entrepreneur Practicum L - 150 5
Prerequisite: Program permission required to register. ECED2065 with grade of B or higher. Must be taking or have taken ECED2457.
Practical experience in developing and administrating a quality early childhood education program. A grade of "B" or higher is required to meet graduation requirements.

ECED2607 Individualized Practicum L 15 - .5
ECED2617 L 30 - 1
ECED2627 L 60 - 2
Prerequisite: Program permission
Practicum experiences designed to meet individual and program needs. A grade of B or higher is required.

ECED2800 Early Childhood Education Graduation Seminar L 30 - 3
Prerequisite: 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 higher is required.

ECED2810 ECED Home Visitation Seminar L 5 - .5
Prerequisite: Program Permission. Open only to students graduating with a Home Visitor/Family Advocate Certificate at the end of the current quarter.
Designed for graduating ECED Home Visitor/Family Advocate students to complete and present their portfolio. Through the portfolio and presentation, students will have the opportunity to demonstrate their knowledge and skill in working with and supporting families of young children. A grade of B or higher is required for graduation.

ECED2900 Internship L 10 240 7
Prerequisite: Program Permission required to register. Prerequisites: ECED2510 with a "B" or higher, ECED2070 and four of the five General Ed. core classes. Open only to declared students graduating with an A.A.S. degree. Overall GPA of 2.5 or higher. Current first aid/CPR certification. ECED1112 Advanced Infant and Toddler required for Internship completion in an infant or toddler setting.
Structured temporary work-related (on-the-job training) experience for a college course. Work experience is a non-paid employment situation. Goals planned and implemented based on the needs of the early childhood site including the areas of appropriate environments, child development assessment, curriculum planning, family involvement and staff development. Presentation and discussion of child development topics and student's intern experiences. Site must be licensed or approved child care setting. 10 seminar/lecture hours arranged with instructor/supervisor. A grade of "B" or higher to meet graduation requirements.

ECED2901 Child Care Head Teacher Cooperative Experience L 30 200 8
Prerequisite: Program permission required and an over all GPA of 2.5 or higher. Current First Aid/CPR certification. ECED 1050, 1060, 1110, 1120, 1160, 1220, 1221, 1224, 1230, 1240, 1260 and 2060 with a grade of "C" or higher. Student must pass a comprehensive competency exam with a 75% or higher before enrolling. A grade of "B" or higher to meet graduation requirements.
Practical work experience as a teacher in a licensed site. Site must meet certain guidelines set by the program. Work experience is paid employment. Presentation and discussion of child development topics and practicum experiences.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ECED2902 Cooperative Experience L 10 240 7
Prerequisite: Program permission required to register. Open only to declared students graduating with an A.A.S. degree. Pre-requisites: ECED2510 with a "B" or higher, ECED2070 and four of the five General Ed. core classes. Overall GPA of 2.5 or higher. Current first aid/CPR certification. ECED1112 Advanced Infant and Toddler required for Coop completion in an infant or toddler setting.
Structured temporary work-related (on-the-job training) experience for a college course. Work experience is paid employment. Goals planned and implemented based on the needs of the early childhood site including the areas of appropriate environments, child development assessment, curriculum planning, family involvement and staff development. Presentation and discussion of child development topics and student's coop experiences. Work site and job description must meet program standards. 10 seminar/lecture hours arranged with instructor/supervisor. A grade of "B" or higher to meet graduation requirements.

ECED2903 Child Care Head Teacher Cooperative Experience (E-Focus) L 15 140 5
Prerequisite: Program permission required and an over all GPA of 2.5 or higher. Current First Aid/CPR certification. ECED 1050, 1060, 1110, 1120, 1160, 1220, 1221, 1224, 1230, 1240, 1260 and 2060 with a grade of "C" or higher. Student must pass a comprehensive competency exam with a 75% or higher before enrolling. A grade of "B" or higher to meet graduation requirements.
Practical work experience as a teacher in a licensed site. Site must meet certain guidelines set by the program. Work experience is paid employment. Presentation and discussion of child development topics and practicum experiences.

ECED2999 Individual Special Project L - - .5-3
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. Credit hours will vary, with 30 hours of lab per credit hour.

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. An introduction to how economic concepts and functions impact personal financial decisions. Topics include: economic concepts, banking, saving and investment, credit, major purchases (home/auto), risk management (home, life, health, auto), tax strategies, retirement and estate planning.

ECON2110 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 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-site class 1 hour each week and six hours per week in a school classroom. *Special requirement: A criminal background self-disclosure will be required of all students enrolled in this course. Based on the outcome, a student may be prevented from taking this and other EDUC classes.*

EDUC1310 Introduction to Education B/L 45 - 4.5
Overview of the foundations and the future 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 higher 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 Young Adult Literature B/L 45 - 4.5
(Cross-listed as ENGL2165). Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
Survey of the various genres of adolescent literature. Emphases on evaluation of quality, thematic study and the inter/cross-disciplinary uses of young adult literature.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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 offering programs for children and/or youth. Includes seminar component.

EDUC2971 Professional Practicum Experiences III B/L 15 30 2.5
Prerequisites: EDUC1310, EDUC2970.
Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth. Includes seminar component.

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 variety of black and white drawing media will be explored.

EIGT1122 Introduction to Graphic Design M 40 15 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 functional graphic translations will be explored. An introduction to basic technical procedures will also be studied.

EIGT1126 Typography I M 40 15 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 integration with 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 to the basics of working with Adobe InDesign, Adobe Photoshop, and Adobe Illustrator. This course teaches page layout, methods of formatting and controlling type, working with raster-based and vector-based images, plus methods for efficient file management and production.

EIGT1230 Typography II M 40 15 4.5
Prerequisite: EIGT1126
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 effective typographic methodology.

EIGT1234 Computer Graphics II M 40 60 6
Prerequisite: EIGT1136
Computer Graphics II focuses on digital illustration, advanced layout methods, and image manipulation. Students work with Adobe InDesign, Adobe Photoshop, Adobe Illustrator and QuarkXPress. Projects include photo retouch, photo correction, compositing, illustration, creating informational charts and graphs, and graphics preparation for web.

EIGT1238 Drawing/Illustration II M 30 45 4.5
Prerequisite: EIGT1120.
This course begins with 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 complete spatial compositions.

EIGT1240 Publication Design M 40 15 4.5
Prerequisite: EIGT1126
The aesthetics of type and image is the core of graphic design. Virtually all aspects of the printed word and image are investigated and considered. The class focuses on the process by which visual communication ideas are developed, edited, and presented. Projects include magazine, newsletter, brochure, poster and financial/annual report design with an emphasis on the structure of layout, typography and image.

EIGT1343 Video Production/Editing M 40 15 4.5
Prerequisite: EIGT1234
This course introduces students to the basic principles of video shooting and techniques of video production and editing using Final Cut Express with an emphasis on video use for the internet. Students are guided through the post-production process using Adobe After Effects.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

EIGT1354 Color Theory M 30 45 4.5
Prerequisite: EIGT1234
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
Prerequisite: EIGT1136
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.

EIGT1455 Design Portfolio Development M 40 60 6
Prerequisite: EIGT1230
In this course students will study and explore and plan strategies for the development of their personal design portfolios. An emphasis will be placed on development of creative problem solving and demonstrating effective visual communication in unique and personal ways. Pro bono design projects will be an important element of this course.

EIGT1456 Environmental Design M 40 15 4.5
Prerequisite: EIGT1230
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. An emphasis will be placed on function and craft (execution).

EIGT1457 Interactive Design M 40 15 4.5
Prerequisite: EIGT1485
Interactive Design focuses on development of strong concepts for interactive applications such as kiosks, DVD menus, and portable device applications. This will include the process of developing and effectively communicating an idea through sketches, storyboards, illustrations, and presentations.

EIGT1460 3-D Package Design M 40 15 4.5
Prerequisite: EIGT1465
In this course students 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
Prerequisite: EIGT1230
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.

EIGT1485 Web Design I M 40 60 6
Prerequisite: EIGT1243
Beginning web skills include site planning fundamentals, understanding web standards, content organization, and visual evaluation of web design. Students are introduced to the fundamentals of HTML & CSS as well as the effective use of graphics and type in web design.

EIGT2567 Web Design II M 40 60 6
Prerequisite: EIGT1485
Web Design II introduces the integration of interactivity on the web through the use of Adobe Flash. Students will learn how to use Flash in conjunction with Action script to create simple animations, dynamic navigation, and (RIA) Rich Internet Applications.

EIGT2568 Digital Marketing M 40 15 4.5
Prerequisite: EIGT2567
Digital Marketing explores and evaluates the potential for digital technology, especially the Internet, to enhance the marketing of goods and services. Emphasis is on understanding the various methods and styles used to market on the Internet, and on integrating the digital environment into other elements of the marketing mix. Topics will include building an online strategy, social media and online communities, email marketing, rich media advertising, and viral marketing.

EIGT2575 Graphic Design Portfolio I M 40 105 8
Prerequisite: EIGT1455
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

EIGT2585 Print Reproduction Processes M 30 - 3
Prerequisite: EIGT1234
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
Prerequisite: EIGT2567
Web Design III will familiarize students with working with a client on a web based project while further exploring advanced topics in web design such as the use of databases, eCommerce, (CMS) Content Management Systems, and (SEO) Search Engine Optimization.

EIGT2664 Graphic Design Portfolio II M 40 120 8
Prerequisite: EIGT2575
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.

EIGT2665 Web Design IV M 40 60 6
Prerequisite: EIGT2662
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.

EIGT2900 Graphic Design Internship M - 80 2
Prerequisite: Program Permission.
Practical graphic design work experience for the development of marketable employment skills. The course is under the guidance of the graphic design faculty.

EIGT2999 Directed Independent Study in Graphic Design M - - 1-5
Must have permission of instructor and division dean.

ELEC • ELECTRICAL & ELECTROMECHANICAL TECHNOLOGY

AND

ELECTRONIC SYSTEMS TECHNOLOGY

ELEC1129 DC Electronics L/M 60 60 8
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
Prerequisite: MATH0950.
An in-depth study of electrical concepts, using Ohm's Law and Kirchhoff's Voltage and Current Laws to understand series, parallel and combination circuitry. Magnetism is studied to gain knowledge of D.C. motors, generators and relays. Inductors and capacitor and their operation in DC circuits also are covered. Analyzation, diagnostic and trouble resolutions skills are enhanced using the VOM, DMM, Oscilloscope, power supplies and other lab test equipment.

ELEC1217 AC Principles M 100 100 13
Prerequisites: ELEC1131 and MATH1050.
A study of AC circuits using passive and reactive components, including series resonance and power factor correction circuitry. Single-phase transformers are introduced, along with power supply rectification and filtering. The oscilloscope is utilized to measure phase shift and to make indirect measurements. Introduction to three phase systems concepts also are covered.

ELEC1219 AC Electronics L/M 60 60 8
Prerequisite(s): ELEC1129.
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ELEC1227 Digital Circuits L/M 40 40 5
Prerequisite: ELEC1129.
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
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.

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: Prior computer coursework or experience.
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).

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.

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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

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 ELEC1344 (Motor Controls) with more emphasis on design, troubleshooting and repair of electrical circuits.

ELEC2555 Industrial Communications & Alarm Systems M 25 25 3
Prerequisite: ELEC1217.
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: ELEC2640.
Introduction to the operational theory of audio systems and components. Test specifications, troubleshooting techniques will be covered and reinforced with lab applications. Video systems will be introduced. 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).

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
Prerequisite: ELEC2530. L/M 30 50 4.5
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 55 35 6.5
Prerequisite: ELEC2530.
Current operating systems will be discussed and compared. An emphasis will be placed on their application and their interaction with hardware.

ELEC2755 Structured Programming for Electronic Technicians
Prerequisite: ELEC2530. L/M 30 45 4.5
Programming utilizing an object-oriented programming language. Specialized programming for electronic technicians with an emphasis on programming for industrial controls and computer networking applications.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ELEC2760 Networking Infrastructure (CCNA 1) 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 (CCNA 2) 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
Prerequisites: ELEC2753, ELEC2760. M 70 60 9
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 L/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.

ELEC2860 LAN Switching and Wireless (CCNA 3) 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 (CCNA 4) 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 L/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 Vision Systems L/M 20 30 3
Prerequisites: ELEC2530.
Lecture and lab projects featuring an in-depth study of industrial robotic systems and Smart Image Sensor technology. Programming and interfacing.

ELET • ELECTRICIAN CONSTRUCTION – 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 blue print 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.

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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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 (PLC's) are explored in theory and lab. Alarm and security systems, phone systems, air conditioning and other special control and instrumentation circuits are covered.

ELET1735 Electrical Wiring Applications V - 200 5
Co-requisite ELET1734.
On the Job Training (OJT) to apply construction electrician principles covered in ELET1734.

EMTL • EMERGENCY MEDICAL SERVICES/PARAMEDIC

EMTL1242 Emergency Medical Responder to EMT Bridge Course L 64 48 8
Prerequisite: Emergency Medical Responder, 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 Emergency Medical Responder to Emergency Medical Technician. This course is unique to Nebraska. It is adapted from the EMT curriculum.

EMTL1265 Emergency Medical Responder L 40 20 4.5
Prerequisite: Minimum 18 years of age, high school diploma or GED current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card.
Emergency procedures and skills appropriate for the first person at a medical emergency. Especially appropriate for rescue squad members, law enforcement and fire personnel and persons needing advance first aid skills.

EMTL1301 EMT Part I L 40 30 5
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 needed two weeks after the start of class.
This course is part one of the required training for any person seeking to become a Nebraska state-certified Emergency Medical Technician. The approved EMT curriculum is divided into seven modules. The material covered in this course includes the first 4 modules of the EMT 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 Part II L 35 40 10
Prerequisite: EMT Part I (EMTL1301) and completed Student Health Statement prior to registering.
This course is part two of the required training for any person seeking to become a Nebraska state-certified Emergency Medical Technician. The EMT curriculum is divided into seven modules. The material covered in this course includes the last 3 modules of the EMT Curriculum.
- Module 5 –Trauma Emergencies
- Module 6 – Infants and Children
- Module 7 - Operations

EMTL1321 Introduction to Paramedicine L 50 30 6
Prerequisites: EMTL1301 (EMT-Part I) & EMTL1302 (EMT-Part II), BIOS1140 & BIOS1140L (Human Anatomy & Lab), BIOS2130 & BIOS 2130L (Human Physiology and Lab), and MEDA1101 (Medical Terminology I) or equivalent courses.
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 50 45 6.5
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 90 90 12
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. Students will ACLS certify.

EMTL1324 Paramedic Practicum I L - 90 3
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

EMTL1325 Medical Emergencies for the Paramedic L 90 75 11.5
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. Students will AMLS certify.

EMTL1326 Paramedic Practicum II L - 120 4
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.

EMTL1327 Traumatic Emergencies for the Paramedic L 55 45 8
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. Students will PHTLS certify.

EMTL1328 Paramedic Practicum III L - 210 7
Prerequisites: EMTL1326
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.

EMTL1329 Special Considerations and Operations L 45 45 6
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 - 210 7
Prerequisites: EMTL1328
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. Students will PALS & PEPP certify.

EMTL1332 Paramedic Field Practicum L - 240 8
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 program.

ENER • ENERGY GENERATION OPERATIONS

ENER1100 Introduction to Energy Generation and Distribution M 45 - 4.5
Introduction to the history of electric and fluid power in the U.S. including deregulation. Investor-owned and public utilities are discussed. Methods of commercial power generation including fossil fuels, nuclear power and renewable energy generation. Includes overview of electrical transmission and distribution systems. System reliability and governance are covered.

ENER1110 Operator Safety M 25 15 3
Basic operator-based safety topics including: OSHA 10-hour, Personal Protective Equipment, ladders, body harnesses, confined space, lockout/tagout, MSDS, forklift driving, fire extinguishers, and rigging. Students will perform a supervised climb with fall-arrest-protection to above 20 feet.

ENER1115 Mechanical and Fluid Fundamentals M 45 - 4.5
Prerequisite(s): ENER1100
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 various pumps will be discussed. Functions and characteristics of reboilers, cooling towers, and condensers will be covered in detail.

ENER1130 Electrical Schematics M 20 - 2
Prerequisite(s): ENER1100
An introduction to electrical schematics, how to read them and how to troubleshoot electrical system problems using electrical schematics.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ENER1210 Electrical Power Theory M 30 - 3
Prerequisite: ENER1100, MFGT1413
This course introduces the student to the electrical power produced at an electrical generating station. Includes three-phase generation and transmission, power factor and correction. DC transmission, rectification, inverter systems, and grid transfer.

ENER1220 Process Dynamics M 20 - 2
Prerequisite(s): ENER1255, PHYS1017
The practical application of flow, temperature, pressure, heat, gases, liquids, solids, fluid systems, process dynamics and heat transfer are explored in detail. Case studies are used to explain real process dynamic systems in operation. Practice equipment used in course will include air compressors, pumps, valves, stainers, and traps.

ENER1230 Data Collection (SCADA) M 10 - 1
Prerequisite(s): ENER1235, PHYS1017
This course introduces the student to the process of data collection as it applies to energy generation systems. SCADA (Supervisory Control And Data Acquisition) is used as the primary model of data collection.

ENER1235 Piping and Process Drawings M 30 - 3
Prerequisite(s): ENER1100
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.

ENER1250 Emission Control Systems M 10 - 1
Prerequisite(s): ENER1100
Introduction to types of pollutants, methods of monitoring and reporting requirements for electrical generating plants as well as biofuels plants. Methods of controlling pollution and regulatory agencies are covered.

ENER1255 Instrumentation and Control Systems M 40 60 6
Prerequisite(s): ENER1115, MFGT1413, PHYS1017
Utilizing PLC's (Programmable Logic Controllers), 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 rates, pressures, temperatures, levels and analytic 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 feed-forward.

ENER1900 Internship M - (120) 3
Prerequisite(s): ENER1220, ENER1255
SCC Staff will coordinate site visits so students can work with various energy-generating facilities as an intern as they explore the various businesses in an attempt to choose a focus in their sixth quarter. One week per employer shall be spent in their facilities partnering with seasoned plant operators.

ENER2100 Motor Controls and Switchgear M 40 12 4.5
Prerequisite(s): ENER1255
This course is a study of various types of motors, motor controls, loads, drive systems and related electrical switchgear commonly used in power generating plants as well as any fuels processing system. Variable frequency controllers, contactors, protective relaying, overload protection, current transformers and other critical components are covered.

ENER2105 Boiler Systems M 30 - 3
Prerequisite(s): ENER1220
An introductory course covering boiler operation, inspection, maintenance, and repair. Emphasis throughout is on the vital interrelationship of operation, maintenance, inspection, controls and safety devices.

ENER2110 Backup Power Generation M 30 - 3
Prerequisite(s): ENER1100, MFGT1413
The need for using multiple redundancy backup generation is discussed in detail. The types of backup power include diesel, natural gas and other fuel types. Other topics discussed include black-start, auto-start, load limitations, transfer systems and operational and testing requirements. Gen-sets, special maintenance requirements, synchronizing and switching systems are also covered. Emerging backup technologies are discussed such as UPS, flywheels and others.

ENER2115 Advanced Operator Safety M 15 15 2
Prerequisite(s): ENER1110
Follow-up course to ENER1110, Operator Safety. This course provides OSHA basic safety training as well as CPR and First Aid practices that are desirable for any energy generating facility operator.

ENER2120 Steam Turbines M 20 - 2
Prerequisite(s): ENER1220, ENER1235
This is an introduction to the basic operation and maintenance of steam turbines. Practical system block diagrams are presented for steam turbine systems as used in biofuels and electricity-generating plants. System flow diagrams, block-level troubleshooting techniques are covered.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ENER2135 Atomic Structures M 45 - 4.5
Prerequisite(s): ENER1900, MATH1050, LBST1101
This course discusses the basis of all matter. Students will be introduced to the fundamentals required to understand the atom and its components: the electron, neutron and proton. We will discuss how atoms are held together in both a stable and unstable condition resulting in various isotopes of the elements. Additional topics include atomic structure, chart of the nuclides, nuclear reactions, mass to energy conversion, industrial and science applications of nuclear processes, radioactive decay, half-life determination, and radioactive interaction with matter.

ENER2200 Introduction to Nuclear Energy M 45 - 4.5
Prerequisite(s): ENER2135
This course introduces and develops the concepts necessary for understanding the fission process used in modern power producing nuclear plants. Details will be provided on how the fission process is controlled and how it is affected by the design of the plant over the life of the fuel and how the reaction is affected by neutron absorbing poisons produced or designed into the fuel assemblies. Additional topics will include fissile and non-fissile fuels, the life cycle of a neutron, and the energy produced by the fission of an atom. Disposition of by-products will be explained.

ENER2210 Nuclear Plant Layout M 30 - 3
Prerequisite(s): ENER1220, ENER2135
This course covers the purpose, operation, flow paths and system interactions of basic reactor systems. Emergency operating procedures, automatic control systems, abnormal system conditions, alarm systems are among the many topics covered in this course.

ENER2220 Reactor Plant Materials M 45 - 4.5
Prerequisite(s): ENER1115, LBST1422
This course provides students with an understanding of the various materials used in the operation of a nuclear power plant. Topics include phase balance of materials, mechanical properties and behavior of materials, environmental effects on materials, and nuclear-specific topics such as fuel pellets, fuel rod cladding, control rods, radiation effects on materials, enrichment of radioactive isotopes and fuel pellet fabrication.

ENER2230 Radiation Detection and Protection M 30 15 3.5
Prerequisite(s): MATH1050, ENER2135. Co-requisite: ENER2240.
This course presents the theory, application detection and shielding of the various types of radiation. Topics covered include detection devices such as survey meters, core power detectors and personnel monitoring devices. The course also discusses how exposure to radiation can be minimized and the biological impact of radiation.

ENER2240 Reactor Safety M 45 - 4.5
Prerequisite(s): LBST1422. Co-requisite: ENER2230.
This course includes an explanation of reactor water chemistry fundamentals. We will cover basic concepts related to nuclear plant protection including administrative controls, procedural concepts and automatic reactor plant protection. Concepts related to accident analysis will be covered. Explanation of basic concepts related to transient prevention and mitigation of core damage and accident management is included.

ENER2300 Coal Plant Operations M 60 - 6
Prerequisite(s): ENER2120
Introduction to the general layout and system operations of a typical coal-fueled electric generating plant. Coal-handling systems, emission controls, life-cycle parts monitoring, combustion controls, fire systems and general operations of a coal plant are covered.

ENER 2310 Coal Plant Safety M 30 - 3
Prerequisite(s): ENER2120
Description of safety systems used in a typical coal-fueled electric power plant. Coal dust control systems, fire safety and automatic shut-down systems will be covered.

ENER2400 Gas Turbine Systems M 30 - 3
Prerequisite(s): ENER2100
This course introduces students to the various types of gas turbine generating systems such as micro, heavy frame and aero-derivative systems. Various topics include theory of operation, fuel systems, emission controls, inlet systems, cooling, heating, and filtering. History of gas turbines is covered as well as support systems, combustion controls, life-cycle monitoring and safety in a gas turbine power plant.

ENER2410 Combined Cycle Operations M 30 - 3
Prerequisite(s): ENER2120
This course covers various topics including purge sequences, HRSG (Heat Recovery Steam Generators), purge sequences and co-generation units. Horizontal, vertical and single/multiple drums are discussed. Multiple pressures, once-throughs, start-up processes, duct burners, exhaust gas dynamics, turbulence and emission controls are all addressed.

ENER2420 Plant Operations and Troubleshooting M 30 - 3
Prerequisite(s): ENER2100
A systems-approach to troubleshooting practical and realistic problems operators can expect to encounter in a typical electrical power plant fueled by fossil fuels. Critical and non-critical examples are practiced as students learn to quickly analyze and resolve system failures. Divide and conquer techniques are taught.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ENER2500 Biofuels Process Fundamentals M 30 - 3
Prerequisite(s): ENER1115, ENER1235
Covers the history, rationale, and overall fundamental processes of Biofuels production. A Process Flow Diagram (PFD) of a typical Ethanol Plant will be used to examine the sequence of operation including resident 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.

ENER2510 Distillation and Evaporation M 45 - 4.5
Prerequisite(s): ENER1115, ENER1220, ENER1235
This course covers the theory behind distillation and evaporation. Students will learn the operating parts in a distillation system and how to interpret normal operating conditions. Students will learn how to troubleshoot common operational problems in a distillation and evaporation system. Students will become familiar with safety procedures in starting, cleaning, operating and shutting down a distillation system. Students will become familiar with the evaporative process and its role in processing plants. A distillation simulator will be available for laboratory use.

ENER2520 Microbial Ecology M 30 45 4.5
Prerequisite(s): LBST1205/LBST1215
Introduces students to structure, classification, and ecology of microorganisms, especially as it relates to a Biofuels processing plant. Will include experience in microbiological laboratory practices and techniques as well as study of the enzymes supporting microbial ecology in Ethanol processing facilities.

ENER2530 Process Plant Chemistry M 30 - 3
Prerequisite(s): LBST1422
This course explores the relationship of science, technology, and process management in regards to the operation and optimization of processing plant operations. The course has an emphasis on the science and technology that affect process operations, measures of product quality assurance and control, identify operational deviations, and incorporate process troubleshooting.

ENER2540 Biofuels Process Operations M 30 45 4.5
Prerequisite(s): ENER1220, LBST1205/LBST1215
This advanced process course pulls together the various concepts involving a typical biofuels processing plant. Real-life case studies will be presented as we explore control models used in this business. Topics include feedback, cascade, PID, CIP (Clean In Place), start-up, shut-down and feed-forward. Process troubleshooting concepts will be taught and practiced by students to emulate real-world failures and how to deal with those.

ENER2700 Introduction to Wind Turbine Systems M 10 - 1
Prerequisite(s): Permission
This course is an introduction to the basic concepts and terminology for how wind energy is captured and transformed into electrical power. Topics covered include mechanical physics, electricity and magnetism, fluid dynamics, and aerodynamics. A basic description of wind towers, and electrical generators is included. Small and large wind turbine systems will be included.

ENER2710 Rotor Systems M 20 - 2
Prerequisite(s): Permission
This course introduces students to the construction of rotor blades used in small and large wind turbine systems. Materials used and inspection methods are discussed. The theory of aerodynamics, pitch and yaw systems are explained as they relate to a wind turbine power plant.

ENER2720 Wind Farm Management M 45 - 4.5
Prerequisite(s): Permission
This course focuses on methods used to evaluate land opportunities for developing wind farms, and managing a wind farm in both a field and an office setting. Students learn how to read and analyze topographic and wind maps as a means to assessing the viability of developing wind farms on newly acquired land. Other topics covered include cranes and rigging methods, non-destructive materials testing, networking, and basic meteorological forecasting.

ENER2730 Wind Turbine Electrical and Fluid Systems M 45 - 4.5
Prerequisite(s): Permission
This course presents the fundamentals of wind turbine construction. Emphasis is placed on mechanical and electrical systems in a complete utility-sized wind turbine from fasteners used to propellers, shafts and bearings. Basic alignment is covered with regard to wind turbine structural stability. Classical mechanical physics is used to demonstrate how wind energy is transmitted from propeller to electric generation. The importance of lubrication in maintaining gears and other movable parts is stressed.

ENER2735 Wind Turbine Safety M 20 30 3
Prerequisite(s): ENER2115
This course provides climbing, rigging and rescue training specific for wind turbine technicians. Students will be exposed to high-altitude climbing apparatus, methodologies for safe, competent climbing and rescue skills training.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ENGL • ENGLISH

Placement in English courses will be determined by a placement examination. Your advisor will register you for the appropriate English course.

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. *(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)*

ENGL0840 Language Skills Tune-up B 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. *(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)*

ENGL0845 Language Skills B/L 20 20 3
Prerequisite: Appropriate placement score.
This is the first course in a sequence designed to improve students' language and writing skills and prepare them to be successful in college courses. The course includes group and individualized instruction. Based on student progress, the instructor may strongly recommend a student take ENGL0846. *(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)*

ENGL0846 Language Skills II B/L 20 20 3
Prerequisite(s): Grade of "C" or higher in ENGL0845
This course is designed to improve students' language and writing skills beyond ENGL0845 and to prepare them to be successful in college courses. The course includes group and individualized instruction. An instructor may strongly recommend a student take this course prior to ENGL0950. *(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)*

ENGL0850 Reading Strategies I B/L 45 - 4.5
Prerequisite: Appropriate placement score.
This course is designed to improve students' reading and study skills and to prepare them to be successful in college courses. The course covers reading comprehension and speed, vocabulary building, and study skills. The course includes traditional classroom activities, sustained silent reading, and individualized, self-paced, computer-based instruction. Students will work toward the benchmark level of reading skill established by the College. *(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)*

ENGL0880 Reading Strategies II B/L 45 - 4.5
Prerequisite: Grade of "C" or higher in ENGL0850.
This course is designed for students who require additional time and instruction beyond Reading Strategies I to work toward the benchmark level of reading skill established by the College. The course covers reading comprehension and speed, vocabulary building, and study skills. The course includes traditional classroom activities, sustained silent reading, and individualized, self-paced, computer-based instruction. *(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)*

ENGL0885 Advanced Reading Strategies B/L 45 - 4.5
Prerequisite: Grade of "C" or higher in ENGL0880.
This course is designed for students who require additional time and instruction beyond Reading Strategies II to work toward the benchmark level of reading skill established by the College. The course covers reading comprehension and speed, vocabulary building, and study skills. The course includes traditional classroom activities, sustained silent reading, and individualized, self-paced, computer-based instruction. *(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.*

ENGL0900 Accelerated Reading Brush-Up B/L/M 20 - 2
Prerequisite: Appropriate placement score and advisor recommendation.
This is a self-paced computer-assisted independent study course designed for students whose placement scores in reading are high but still indicate the need for improvement of reading skills in order to be best prepared for college-level courses. Students may register for this course at any time and have until the end of the term during which they register to reach the reading benchmark established by the College. Graded Pass/No Pass.

ENGL0950 Beginning Writing B/L/M 45 - 4.5
Prerequisite: A grade of "C" or higher in ENGL0840 or ENGL0845 or appropriate placement score.
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. *(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)*

ENGL0980 Intermediate Writing B/L 45 - 4.5
Prerequisite: Grade of "C" or higher in ENGL0950 or appropriate placement score.
This is a developmental English course that prepares students to succeed in college-level composition. ENGL0980 does not fulfill the written communications general education requirement in any program. *(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)*

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ENGL1010 Composition I B/L/M 45 - 4.5
Prerequisite: Appropriate placement score OR grade of "C" or higher 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: Prerequisite: Appropriate placement score OR grade of "C" or higher 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 higher in ENGL1010 or ENGL1015 or equivalent.
ENGL1020 students engage in both written work and critical reading to acquire skills in researching, evaluating sources, citing sources appropriately, and recognizing elements of arguments. This course prepares students for professional, academic, and civic engagement beyond the classroom.

ENGL1510 Introduction to Creative Writing B/L 45 - 4.5
Prerequisite: A grade of "C" or higher 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 higher 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 higher 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 higher in ENGL1010 or ENGL1015 or permission of instructor.
This course provides an introduction to the times and art of William Shakespeare through the study of a selection of major plays. Focus is placed on context of his time and society, themes that speak to a modern audience, and making Shakespeare's language accessible.

ENGL2150 Introduction to Women's Literature B/L 45 - 4.5
Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
An examination of women's writing within the contexts of history, culture, environment, and media. Through critical reading, analysis, and writing, students will more fully understand the relevance of women's perspectives to literature and society.

ENGL2160 Children's Literature B/L 45 - 4.5
(Cross-listed as EDUC2160) Prerequisite: A grade of "C" or higher 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 Young Adult Literature B/L 45 - 4.5
(Cross-listed as EDUC2165) Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
Survey of the various genres of adolescent literature. Emphasis on evaluation of quality, thematic study 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 higher 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 higher 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 higher 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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ENGL2470 Asian American Literature B/L 45 - 4.5
Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
Introduction to literature by major Asian American authors studied in its historical and cultural context.

ENGL2520 Fiction Writing B/L 45 - 4.5
Prerequisite: A grade of "C" or higher 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 higher 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 higher in ENGL1010, or ENGL1015, equivalent, or permission of instructor.
Introduction to design principles, style, and strategies for technical writing. Communication formats and styles for various audiences, purposes, and situations are practiced.

ENGL2980 Special Topics in Literature B/L/M 45 - 4.5
Prerequisite: Grade of "C" or higher in ENGL1010, ENGL1015 or permission of instructor.
Topics vary each term. The purpose of this class is to explore a specific topic or period of literature.

ENGR • ENGINEERING

ENGR1010 Introduction to Engineering Design B/L 45 - 3
Prerequisite: Grade of "C" or higher in MATH1150.
Introduction to the engineering profession, engineering problem solving and engineering design with an emphasis on current topics. Course material will be presented using projects and group learning activities.

ENGR1020 MATLAB Programming and Problem Solving B/L 45 - 4.5
Prerequisite: Grade of "C" or higher in MATH1150.
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 30 - 6
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
Prerequisite: Grade of "C" or higher in MATH1700 and PHYS2110.
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.

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.

ENTR2040 Entrepreneurship Feasibility Study B/L/M 45 - 4.5
Students will assess the viability of a new venture business idea to determine if the concept is feasible for business start up and long term growth based on strengths and skills, personal, professional and financial goals. Students will identify and analyze through basic research the present climate for their business idea by completing an industry, target market and competitive analysis. Students will assess the financial needs for startup as well as their own skills, strengths and talents to launch a successful business idea.

ENTR2050 Marketing for the Entrepreneur B/L/M 45 - 4.5
In the course, the student will gain insights essential for marketing their entrepreneurial venture utilizing innovative and financially responsible marketing strategies. Students will develop an understanding of traditional and non-traditional entrepreneurial marketing strategies. Prepare marketing strategies with associated tactics to launch and sustain an entrepreneurial venture

ENTR2060 Entrepreneurship Legal Issues B/L/M 45 - 4.5
Prerequisite(s): Business Law I recommended
The student will explore legal issues related to business entities including sole proprietorship, general partnerships, limited partnerships and corporations. Students will review contract law, articles of incorporations and the filing process, employment law (including FEPA, ADA, FMLA), personnel policies and procedures, the hiring process, job descriptions, disciplinary actions, and business insurance.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

ENTR2070 Entrepreneurship Financial Topics B/L/M 45 - 4.5
Prerequisite(s): OFFT1310 or ACCT1200 recommended
This is a comprehensive course covering financial situations for business. Financial topics will include employee benefits, retirement planning, budgeting, creation of financial statements, and learning how to work with an accounting professional. Other topics will include income tax, sales and use tax, payroll tax, and unemployment tax.

ENTR2090 Entrepreneurship Business Plan B/L/M 45 - 4.5
Prerequisites: ENTR1050 & ENTR2040.
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.

ESLX • ENGLISH AS A SECOND LANGUAGE

ESLX0810 Introduction to College Writing I L 60 - 6
Prerequisite: Successful completion of ESL Level 8, ESLX2443 or COMPASS ESLTest.
A developmental ESL course which helps students build on their foundation of grammar structures, sentence patterns and vocabulary while developing basic reading and writing skills.

ESLX0830 Introduction to College Writing II L 60 - 6
Prerequisites: Successful completion of ESLX0810 or COMPASS ESL Test.
A developmental ESL course which helps students develop more complex sentence structures and vocabulary. Further develops basic reading and writing skills.

EVOM • EVENT-VENUE OPERATIONS MANAGEMENT

EVOM1060 Customers and the Event Experience B/L/M 45 - 4.5
This course will engage students in all aspects of an event, allowing them to understand the motivations and servicing of visitors to leisure, tourist and event destinations, venues and attractions.The course will focus on the retail elements of events such as ticketing and hospitality, the motivation behind purchases, and the importance of service delivery.

EVOM1150 Venue Operations Management B/L/M 45 - 4.5
This course will examine and explore health, safety, security, risk assessment, and emergency planning for events and venues, as well as their practical implementation. Students will gain technical industry knowledge needed to prepare them to work at venues where licensable activities occur.

EVOM2900 Event-Venue Internship B/L/M - 45 4.5
Prerequisites: EVOM1060 & EVOM1150
Students are assigned to work 16 hours per week at an event facility, providing experience in planning, organizing, marketing, sales and event production. Individual objectives will be established for each student.

FINA • FINANCIAL INVESTING

FINA1130 Fundamentals of Investing L 45 - 4.5
Prerequisite: Math Competency met
Focuses on the basic concepts of investing to include: securities markets, securities regulations, securities transactions, investment research, risk/return trade-off, time-value-of-money, portfolio strategies, derivatives, futures.

FIRE • FIRE PROTECTION TECHNOLOGY

FIRE1100 Principles of Emergency Services L 45 - 4.5
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.

FIRE1211 Structural Firefighter IA L 45 45 6
Prerequisites: ENGL0980 or equivalent placement score; MATH0950 or equivalent placement score; and FIRE1100 or program chair approval.
First of two courses preparing students to perform basic fire fighting functions. Includes safety, fire behavior, portable extinguishers, building construction, protective clothing, SCBA, search and rescue, ropes and knots, forcible entry and ventilation. Addresses requirements of NFPA 1001 Standard for Fire Fighter Professional Qualifications Firefighter I.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

FIRE1212 Structural Firefighter IB L 45 45 6
Prerequisite or Corequisite: FIRE 1211
Second of two courses preparing students to perform basic fire fighting functions. Includes ground ladders, water supply, fire streams, fire hose, sprinkler systems, salvage and overhaul, preserving evidence, communications, fire prevention, public education and live fire fighting. Addresses requirements of NFPA 1001 Standard for Fire Fighter Professional Qualifications Firefighter I. Upon successful completion of FIRE1212 and FIRE1312, students are eligible to apply for Firefighter I certification through the Nebraska State Fire Marshal.

FIRE1220 Structural Firefighter II L 35 45 5
Prerequisites: FIRE 1212 or FIRE 1247 or Firefighter I Certification.
Prepares students to perform advanced fire fighting functions. Addresses the requirements of NFPA 1001 Standard for Fire Fighter Professional Qualifications Firefighter II. Upon successful completion students are eligible to apply for Firefighter II certification through the Nebraska State Fire Marshal.

FIRE1230 Structural Firefighting Operations L 25 60 4.5
Prerequisites: FIRE1220 or FIRE1249 or Firefighter II certification
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.

FIRE1240 Interior Firefighting Survival L 30 30 4
Prerequisites: FIRE 1212 or FIRE 1247 or Firefighter I Certification
Provides awareness of firefighter safety and survival during interior firefighting operations. Enables students to conduct self-rescue and work as a member of a rapid intervention team. Topics include firefighter survival needs, fire ground planning and coordination, SCBA emergencies, entanglement hazards, emergency escape maneuvers and rapid intervention team operations.

FIRE1311 Hazardous Materials Operations I L 25 15 3
First of two courses preparing students as hazardous materials first responders. Includes recognition and identification of hazardous materials. Addresses requirements of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents and the United States Department of Occupational Safety and Health Administration for Operations Level Responder.

FIRE1312 Hazardous Materials Operations II L 25 15 3
Prerequisite or Corequisite: FIRE1311
Second of two courses preparing students as hazardous materials first responders. Includes analysis, planning, implementing and evaluating the response to a hazardous materials incident. Addresses requirements of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents and the United States Department of Occupational Safety and Health Administration for Operations Level Responder. Upon successful completion students are eligible to apply for Hazardous Materials First Responder Operations certification through the Nebraska State Fire Marshal.

FIRE2110 Fire Behavior and Combustion L 45 - 4.5
Explores the theories and fundamentals of how and why fires start, spread and are controlled. Addresses physical and chemical properties of fire and thermal dynamics. Explains characteristics of water and other fire extinguishing agents.

FIRE2120 Building Construction for Fire Protection L 45 - 4.5
Explores how features of building construction influence fire behavior and how fire impacts the integrity of structural components. Explains how building design and construction are related to firefighter and life safety, building/fire codes and firefighting tactics.

FIRE2130 Fire Prevention L 45 - 4.5
Provides an overview of fire prevention and protection. Describes the interrelationship of fire codes, plans review, fire safety inspections, fire and life safety education and fire investigation. Explores the role of fire prevention in control of the national fire problem.

FIRE2140 Fire Protection 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.

FIRE2150 Fire and Emergency Services Safety and Survival L 45 - 4.5
Introduces students to the national firefighter life safety initiatives. Based upon the "Everyone Goes Home" initiative of the National Fallen Firefighters Foundation. Includes the 16 Firefighter Life Safety Initiatives, the "Courage to be Safe" program and the "Leadership, Accountability, Culture and Knowledge" concept.

FIRE2220 Fire Protection Hydraulics and Water Supply L 65 15 7
Prerequisite: MATH1090 or MATH1100
Introduces the principles of hydraulics related to water supply systems, fire pumps and conduits. Applies hydraulic principles to firefighting hoses, appliances and nozzles. Prepares students to analyze and solve fire protection water supply problems.

FIRE2230 Fire Investigation I L 45 - 4.5
Prerequisites: FIRE1100, FIRE2110 and FIRE2120
Provides the fundamentals and techniques for initial fire scene investigation. Includes fire scene interpretation, identification of point of origin, fire cause determination, detection and preservation of evidence, scene security, and motives of fire setters.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

FIRE2250 Structural Firefighting Strategy and Tactics L 45 - 4.5
Prerequisite: FIRE 1220 or FIRE1249 or Firefighter II certification or program chair approval
Explains the development and implementation of an initial action plan for structure fires. Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Includes decision making and actions necessary to achieve life safety, incident stabilization and property conservation goals in a safe and effective manner.

FIRE2310 Hazardous Materials Technician L 50 30 6
Prerequisite: FIRE1312 or Hazardous Materials Operations certification
Presents knowledge and skills required for leak and spill control at a hazardous materials emergency. Includes incident analysis, response planning, response implementation, evaluation of progress and incident termination. Addresses requirements of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents and the United States Department of Occupational Safety and Health Administration for Hazardous Materials Technician.

FIRE2410 Fire Apparatus Driver Operator - Pumper L 30 45 4.5
Prerequisites: FIRE1131 or FIRE2220 and FIRE 1212, FIRE 1247 or Firefighter I Certification
Introduces driving and operating fire department pumping apparatus. Includes pumping apparatus inspection, preventative maintenance, routine driving and emergency response driving. Includes hands-on pumping to provide effective water supply for hand lines, master streams, foam appliances, standpipes and automatic fire sprinkler systems. Addresses requirements of NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications for apparatus equipped with a fire pump.

FIRE2510 Fire Inspector I L 45 - 4.5
Prerequisites: FIRE2120, FIRE2130 and FIRE2140
Prepares students to conduct fire and life safety inspections based upon NFPA 101 Life Safety Code and the International Fire Code. Includes methods of determining occupancy and occupant load, identification of types of construction, inspection of fire protection systems, identification of hazardous conditions and code enforcement. Addresses requirements of NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plan Examiner at the Fire Inspector I level.

FIRE2520 Fire and Life Safety Educator L 45 - 4.5
Prerequisite: FIRE2130
Introduction to the coordination and delivery of public fire and life safety education presentations. Includes planning, preparation, presentation and evaluation of public education activities. Addresses requirements of NFPA 1035 Standard for Professional Qualifications for Fire and Life Safety Educator.

FIRE2700 Fire and Emergency Services Instructor I L 45 - 4.5
Prerequisites: FIRE 1212 or FIRE 1247 or Firefighter I Certification
Prepares students to deliver fire and emergency services instruction. Includes planning for instruction, student preparation, lesson delivery, reinforcement through application, student evaluation and summarizing a lesson. Addresses the requirements of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications for Fire Service Instructor I. Upon successful completion students are eligible to apply for Fire Instructor I certification through the Nebraska State Fire Marshal.

FIRE2711 Fire Company Officer IA L 30 - 3
Prerequisite: FIRE1113 or FIRE2700 or Fire Instructor I Certification; and FIRE 1220 or FIRE1249 or Firefighter II Certification
First of two-part delivery to prepare senior firefighters for promotion to company officer. Includes human resource management, administrative duties, and health and safety considerations. Addresses requirements of NFPA 1021 Standard for Fire Officer Professional Qualifications for Fire Officer I.

FIRE2712 Fire Company Officer IB L 30 - 3
Prerequisite: FIRE1116 or FIRE2711
Second of two-part delivery to prepare senior firefighters for promotion to company officer. Includes community and governmental relations, inspection and investigation responsibilities, and emergency service delivery. Addresses requirements of NFPA 1021 Standard for Fire Officer Professional Qualifications for Fire Officer I.

FIRE2720 Fire Company Officer II L 40 - 4
Prerequisite: FIRE1118 or FIRE2712
Prepares company officers for promotion to second level management and supervision responsible for multiple companies. Includes evaluation of company officers, creation of professional development plans, development of a policy or procedure, development of a budget, preparation of reports, conducting a post-incident analysis and analysis of an employee injury incident. Addresses requirements of NFPA 1021 Standard for Fire Officer Professional Qualifications for Fire Officer II.

FIRE2750 Fire and Emergency Services Administration L 45 - 4.5
Prerequisites: FIRE1100
Explores the organization and management of a fire and emergency services organization. Discusses the relationship of government agencies to emergency and fire protection services. Emphasis on ethics and leadership from the perspective of the company officer.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

FIRE2900 Fire Protection Internship L - 200 5
Prerequisite: Program chair approval
Structured temporary work-related (on-the-job training) experience. Provides an understanding of employee expectations within an emergency medical, fire protection or public safety agency or organization.

FIRE2999 Individual Special Projects L - 90 3
Prerequisite: Program chair approval.
Study of selected topic in fire protection technology by doing additional research and development in an area of interest.

FSDT • FOOD SERVICE/HOSPITALITY

FSDT1100 Introduction to the Food Service/Hospitality Industry L 15 - 1.5
Corequisites: 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, other career related topics and portfolio development.

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 and fish.

FSDT1105 Quantity Food Preparation I Lab L - 60 2
Corequisites: FSDT1102 and FSDT1104 or with special permission.
Learning knife skills, basic cooking skills and techniques, stocks, soups, sauces, meat, poultry and fish cookery, making food for basic food preparation techniques and prepare products in quantity to sell as take-home products to customers.

FSDT1108 Food Service Concepts L 15 - 1.5
Introduction to different types of food service operations and employment opportunities. Field trips.

FSDT1110 Quantity Food Preparation II L 20 - 2
Prerequisite: FSDT1102.
Science of foods: vegetables, eggs and breakfast, starches, fruits, hors d oeuvres, salads, baking techniques, quick breads, pastry, cakes, cookies and yeast breads.

FSDT1111 Quantity Food Preparation II Lab L - 60 2
Prerequisites: FSDT1102, FSDT1104 and FSDT1105. Corequisite: FSDT1110 or with special permission.
Learn basic cooking skills and techniques for vegetables, eggs and breakfast, starches, fruits, hors d oeuvres, salads, baking techniques, quick breads, pastry, cakes, cookies and yeast breads. Bakery items will be made in quantity to sell. Increased application of work-improvement techniques.

FSDT1114 Meal Service I L 15 - 1.5
A study of the server's job, types of establishments, and different types of service, including French, Russian, English, American, Banquet, Family-Style, Buffets, and more. Current issues such as embracing diversity, preventing harassment and maintaining a good work place environment, taking reservation, preparing the dining room, greeting and serving the guests to presentation of the check and how to troubleshoot potential problems.

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. Corequisite: FSDT1119.
Study of the principles of purchasing and 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.
Awareness of quantity food purchasing including field trips to various purveyors and speakers.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

FSDT1122 Beverage Selection & Management L 20 - 2
Instruction given in responsible alcohol service techniques and to enhance the knowledge of liquor laws. Discussion on how to taste or drink wine, food with wine, proper maintenance of wine, different varietals, production of wine, beer and spirits, maintenance of alcohol inventories, cost control and profitability.

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. Corequisite: FSDT1126.
Applying principles of management function, including menu planning, inventory, purchasing, forecasting, pricing, marketing, cashiering, 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
Corequisite: 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
Prerequisite: FSDT1105. Corequisite: FSDT1111.
Cake decorating using basic techniques, butter-cream frosting and royal icing.

FSDT1208 Advanced Food Preparation I L 20 - 2
Prerequisite: FSDT1104.
Knife skills, sharpening techniques, French terminology, herb and spice identification, garnish, fabrication of poultry, game, seafood, cheese classification, and origins, leading sauces, soups, tableside cooking.

FSDT1209 Advanced Food Preparation I Lab L - 30 1
Prerequisite: FSDT1104. Corequisite: FSDT1208.
Practice in preparation of specialty food products related to topics discussed in FSDT1208.

FSDT1214 Advanced Food Preparation II L 20 - 2
Prerequisites: FSDT1104, 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, braising and stewing, mystery baskets, ice carving.

FSDT1215 Advanced Food Preparation II Lab L - 30 1
Prerequisites: FSDT1104, FSDT1110, and FSDT1208. Corequisite: FSDT1214.
Advanced practicum preparation of specialty food products related to topics discussed in FSDT1214.

FSDT1304 Diet Therapy I L 15 - 1.5
Introduction to medical nutrition therapy and its importance. Includes working with a healthcare team, nutrition screening and education, continuous quality improvement and menu planning.

FSDT1305 Diet Therapy I Practicum L - 15 .5
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
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, elderly, and school lunch nutrition.

FSDT1309 Nutrition II Practicum L - 30 1
Prerequisite: FSDT1350. Corequisite: 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
Prerequisites: FSDT1350, FSDT1304, FSDT1308.
Continuation of Diet Therapy I emphasizing therapeutic nutrition, techniques of the patient interview and diet history, nutrition screening, enteral and parenteral nutrition, and dietary concerns related to obesity, diabetes, surgery, trauma and burns.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

FSDT1313 Diet Therapy II Practicum L - 30 1
Prerequisite: FSDT1304 and FSDT1308. 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
The study of nutrients, digestion, absorption, metabolism, fitness, consumer concerns, food safety, nutrition throughout the life cycle, including cultural influences on food selection. The relation of nutrition in relation to disease and world hunger is explored.

FSDT1360 Lifetime Fitness L 20 - 2
Study of lifetime physical fitness and wellness relating to fitness components, nutrition, physical conditioning, stress management and behavior modification. Pre-assessment to determine entrance level of student.

FSDT1404 Lodging and the Hospitality Industry L 45 - 4.5
Principles and fundamentals of the lodging industry: characteristics and management of hotel/motel/resort properties including industry accounting, housekeeping, engineering, front desk and guest services.

FSDT1406 Tourism and the Hospitality Industry L 45 - 4.5
Historical, behavioral, societal, and business aspects/career opportunities in restaurant, lodging, tourism and recreation management.

FSDT1851 FIM Co-op I L - 20 .5
Corequisites: FSDT1100 & 1104.
This course explores the food service industry. This includes mission statements and organization, customer satisfaction, food delivery systems, standardized recipes, food quality, ergonomics and production schedules. Students will complete tasks mandated by the Dietary Managers Association. The instructor will be a certified manager or registered dietitian and will act as preceptor.

FSDT1852 FIM Co-op II L - 40 1
Corequisites: FSDT1100 & 1104.
Study of sanitation as it relates to the food service industry including: foodborne illness identification, personal hygiene, food safety systems such as HACCP, facility sanitation, sanitation regulations, crisis management, independent study projects, food science and production, and baking techniques. Students will complete tasks mandated by the Dietary Managers association. The instructor will be a certified manager or registered dietitians and will act as preceptor.

FSDT1853 FIM Co-op III L - 40 1
Corequisite: FSDT1350.
Understand the concepts of nutrients, digestion and nutrition through the lifecycle. Includes cultural influences on food selection. Alternative therapies and menu planning will be explored. Students will complete tasks mandated by the Dietary Managers association. The instructor will be a certified manager or registered dietitian and will act as preceptor.

FSDT1854 FIM Co-op IV L - 60 1.5
Prerequisites: FSDT1304 & 1890.
Covers a variety of management responsibilities including employment laws, staffing concerts, budgets, recipe costing, unions, managing change and diversity, communication, staff development and personal professionalism. Diet therapy and its importance, including and introduction to communication in counseling, role of diet histories, basic therapeutic diets, supplemental nutrition, and nutritional screening will be included. Student will complete preceptor tasks mandated by the Dietary Managers Association. The instructor, a Registered Dietitian, will act as the preceptor.

FSDT1887 School Food Service L 10 - 1
Describes the planning of meals to meet the requirements of USDA school meal patterns, and the involvement of food service personnel in nutritional education.

FSDT1890 Food Service Management Skills L 40 - 4
Covers management responsibilities including: state and federal employment laws, staffing needs, performance standards, employee scheduling, performance reviews, maintaining department budget, recipe cost, change and diversity, recruitment, interviewing, employee unions, communication, manager's role, staff development, and personal professionalism.

FSDT2140 Food Production II L 15 105 5
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
Merchandising, customer relations, menu planning, menu mechanics and a profile of the industry. Development of a restaurant menu.

FSDT2146 Equipment & Layout L 30 - 3
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

FSDT2154 Food Service Hospitality Seminar I L 10 - 1
Corequisite: 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
Corequisite: 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.

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 and prepare menus, and foods made in class for three buffets which are open to the public. Students will prepare rolled-fondant and bread-dough art sculptures.

FSDT2221 Buffet Decorating & Catering Lab L - 30 1
Corequisite: 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 and FSDT1209.
Running a restaurant. Work in all capacities in a working restaurant. Job DESCRIPTIONS include kitchen manager, dining room manager, host/hostess, wait staff, cook, garde manager, pastry chef, dishwasher, cashier.

FSDT2226 Culinary Nutrition L 20 - 2
Prerequisites: FSDT1350 and FSDT1110.
The marriage of gourmet cooking and nutrition. Adopting recipes to meet nutritional modifications. Preparing and evaluating menu items in lab.

FSDT2228 Garde Manger L 10 30 2
Prerequisite: FSDT1208 and FSDT1214.
Students will make cheese, sausages, smoked meats, forcemeats, galantines, terrines, pate and pate en 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, tuiles, tarts, dessert sauces, and isomalt.

FSDT2240 Industry Proficiency L .5 .5 1
Prerequisites: FSDT1126, FSDT1127.
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, HIV/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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

FSDT2350 Sports Nutrition L 45 - 4.5
Prerequisite: Basic Nutrition FSDT1350
The study of nutrition and how it relates to sports performance. The relationship between nutrient timing and recovery and restoration for exercise and training. Fueling strategies to enhance sport performance of various sports is discussed. Ergogenic aids and sports supplements are also explored.

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.

FSDT2900 Food Service Internship L - 220 5.5
FSDT2902 - 180 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.

FSDT2901 Cooperative Experience L - 220 5.5
FSDT - 80 2
FSDT - 120 3
FSDT - 160 4
FSDT - 240 6
FSDT - 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.

FSDT2999 Special Project L - - .5-4
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.

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 for weather and climate. The oceans, their characteristics and impact, a study of land forms, their creation and change, comprise a major portion of the course. The effect of people on the environment is a constant point of study. Map study. Lincoln class includes lab.

GEOL • GEOLOGY

GEOL1010 Physical Geology 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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

GERM2010 Second Year German I L 45 - 4.5
Prerequisite: GERM1020 or equivalent as demonstrated by German placement test and interview with instructor.
Intensive and extensive reading of moderately difficult German prose, review of grammar and conversation.

GERM2020 Second Year German II L 45 - 4.5
Prerequisite: GERM2010 or equivalent as demonstrated by German placement test and interview with instructor.
Reading of more difficult texts. Class discussion and reports on supplementary reading.

GLST • GLOBAL STUDIES

GLST2980 Global Studies L 45 - 4.5
This Study-Abroad course will consist of interdisciplinary 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 SYSTEMS

HIMS1102 CPT Coding L 45 - 4.5
Prerequisites: BIOS1000, MEDA1101 and 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
Prerequisites: BIOS1000, MEDA1101 and MEDA1201. (or permission)
Student will study and apply more advanced and specialized coding principles. Overview of the prospective payment system and the coder's role in that system included. Practical experience provided through the use of exercises and patient records.

HIMS1104 Clinical Education L - 135 4.5
Prerequisites: HIMS1102 and HIMS1103. (or permission)
Practical experience under supervision in hospital setting, physician's office, or clinic.

HIST • HISTORY

HIST1000 Western Tradition I B/L 45 - 4.5
Development of Western civilizations from the origins of the human race to the Renaissance, and the discovery of America, including examination of the political, social, economic, cultural, and religious components.

HIST1010 Western Tradition II B/L 45 - 4.5
Development of Western civilizations from the Reformation to the present, including examination of the political, social, economic, cultural, and religious components.

HIST1810 Survey of Russian History B/L 45 - 4.5
Study of the four major periods of Russian history — the Kievan era, the rise of Moscow, the Romanov period and Soviet Russia. Emphasis on political, social, cultural and economic characteristics.

HIST1820 Survey of Asian History B/L 45 - 4.5
Survey of Asian history. Political, social, cultural and economic development of China, Japan and Southeast Asia from ancient to modern times.

HIST2010 American History I (Early America) B/L 45 - 4.5
Survey of American history from the age of discovery through the Civil War. Emphasis on political, economic, and social problems in the growth of the American nation.

HIST2020 American History II (Late America) B/L 45 - 4.5
Survey of major political, social, cultural and economic developments since 1877. Industrialization and urbanization, the rise of the United States as a world power, the New Deal and World War II, the postwar years, civil rights struggles, the Vietnam era and contemporary America.

HIST2100 World History to 1500 CE B/L 45 - 4.5
Survey of the major political, social, cultural and economic developments of African, American, Asian, European, and Middle Eastern societies from the origins of civilization to the Early-Modern era (1500). Emphasis is placed on the comparison, interaction, and diversity of the world's major regions.

HIST2110 World History since 1500 CE B/L 45 - 4.5
Survey of the major political, social, cultural and economic developments of African, American, Asian, European, and Middle Eastern societies from the Early-Modern era to the present. Emphasis is placed on the comparison, interaction, and diversity of the world's major regions.

HIST2799 Special Topics in History B/L 45 - 4.5
Topics vary each term. The purpose of this class is to explore a specific topic or period in history in greater detail, to provide students with a deeper understanding and appreciation of historical events.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

HIST2960 Survey of African American History L 45 - 4.5
Overview of the major political, social, cultural, and economic themes in the African American experience from the origins of the Atlantic Slave Trade into the late twentieth century.

HLTH • HEALTH

HLTH1010 Introduction to Health B 45 - 4.5
Survey of major health problems, diseases and their prevention; drug and alcohol abuse; family planning and birth control; mental health; consumer protection and physical fitness. Issues of individual health choices.

HMRS • HUMAN SERVICES

HMRS1101 Human Services Concepts L 45 - 4.5
Introduction to the Human Services field including definitions, team planning, community resources, worker roles, and social role valorization.

HMRS1102 Counseling Theories & Techniques L 35 30 4.5
Study of functional theories, principles, and techniques of counseling: active listening and problem-solving. Practice in techniques and theories.

HMRS1105 Critical Thinking in Human Services L 45 - 4.5
Study of critical thinking in verbal and non-verbal problems, using photographs, cartoons, descriptive assignments, report assignments, analyses, and arguments. Course will use reading and writing assignments to connect critical thinking concepts to everyday problems. A practical application of materials will be presented.

HMRS1109 Pre-Clinical Education L 20 75 4.5
Prerequisites: HMRS1102 and HMRS1105. Screening course for entry into clinical education.
Methods of approaching clients, basic communication, and employee values and skills. Seminars will be held every two weeks. Students and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field. Graded pass/no-pass only.

HMRS1110 Clinical Education and Seminar 1 L - 135 4.5
Prerequisites: Current AHA Healthcare Provider CPR, First Aid, 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. A required seminar meets five time per quarter.

HMRS1201 Health Foundations L 45 - 4.5
Health concerns of the Human Services profession. Body systems, functional aids, activities of daily living, seizure management and medications.

HMRS1202 Behavior Therapy L 45 - 4.5
Behavioral techniques in the Human Services field. Skills needed for developing, implementing, and monitoring behavioral programs.

HMRS1210 Clinical Education and Seminar 2 L - 135 4.5
Prerequisites: HMRS1110 and permission or Credit by Waiver.
For course description, refer to HMRS1110 Clinical Education and Seminar 1.

HMRS1302 Crisis Intervention L 45 - 4.5
Prerequisite: HMRS1102.
Models for understanding people and their problems including crisis counseling.

HMRS1310 Clinical Education and Seminar 3 L - 135 4.5
Prerequisites: HMRS1110 and permission or Credit by Waiver.
For course description, refer to HMRS1110 Clinical Education and Seminar 1.

HMRS1311 Clinical Education A & D and Seminar 1 L - 150 5
Prerequisites: HMRS1110, HMRS1210 and permission.
Intensive counseling experience in the field of alcoholism/drug abuse. Under supervision of a certified Alcohol and Drug Abuse counselor, students perform all twelve core functions required for State of Nebraska certification. Seminars will be held every two weeks. Students and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field.

HMRS1320 Multicultural Competency L 45 - 4.5
Prerequisite: HMRS1105
Understanding of self in viewing culture, including dominant and non-dominant culture, power, and privilege. Overview of various culture and groups.

HMRS1355 Strategies for Relaxation L 45 - 4.5
Methods used to increase relaxation, reduce muscular tension, and alleviate stress.Techniques are adaptable to personal or client use. Includes progressive relaxation, imagery, visualization, meditation, rational emotive and self hypnosis strategies.

HMRS1357 Multicultural Counseling L 35 30 4.5
Prerequisites: HMRS1102 and 1320.
Understanding of cultural sameness and differences, and effect on human experience. Historical, political, social, and economic influences. Special counseling techniques applicable to minority groups and variations from traditional counseling.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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
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
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 and Seminar 4 L - 135 4.5
Prerequisites: HMRS1110 and permission.
For course description refer to HMRS1110 Clinical Education and Seminar 1.

HMRS1411 Clinical Education A & D and Seminar 2 L - 150 5
Prerequisites: HMRS1110, HMRS1210 and permission.
For course description refer to HMRS1311, Clinical Education A & D and Seminar 1.

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.

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).

HMRS2510 Clinical Education and Seminar 5 L - 135 4.5
Prerequisites: HMRS1110 and permission.
For course description, refer to HMRS1110 Clinical Education and Seminar 1.

HMRS2511 Clinical Education A & D and Seminar 3 L - 150 5
Prerequisites: HMRS1110, HMRS1210 and permission.
For course description refer to HMRS1311, Clinical Education A & D and Seminar 1.

HMRS2516 Family Systems L 45 - 4.5
A look at family dynamics including co-dependency, family strategies, models of family functioning and family developmental stages. Evaluation and assessment, treatment, and self-help groups will be discussed.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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
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.

HMRS2610 Clinical Education and Seminar 6 L - 135 4.5
Prerequisites HMRS1110 and permission.
For course description refer to HMRS1110 Clinical Education and Seminar 1.

HMRS2611 Clinical Education A & D and Seminar 4 L - 150 5
Prerequisites: HMRS1110, HMRS1210 and permission.
For course description refer to HMRS1311, Clinical Education A & D and Seminar 1.

HORT • HORTICULTURE

HORT1130 Introduction to Horticulture B 45 - 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 - 4.5
Study and identification of a variety of horticulture plants used in landscape design, greenhouses, and nurseries in the Midwest.

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 - 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 - 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 - 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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

HORT2265 Irrigation & Water Management B 42 54 6
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.

HORT2286 Advanced Landscaping B 45 - 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: HORT2265.
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.

HORT2999 Individual Special Project B - - .5-4.5
Selected educational experiences that provide intensive study in a topic area above and beyond the regular curriculum. Credit hours will vary. Must have permission of instructor and program chair.

HUMS • HUMANITIES

HUMS1100 Introduction to the Humanities B/L 45 - 4.5
Prerequisite: Eligible for ENGL1010 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 Contemporary Arts & Ideas B/L 45 - 4.5
Prerequisite: Eligible for ENGL1010 or instructor's approval.
Global and multicultural survey of the fine arts of architecture, drama, music, painting, and sculpture through the 21st 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. Copper and steel pipe soldering, brazing, copper-tube bending, and installation procedures performed by students. Industrial safety, hazard communications, HVACR 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# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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 and current laws, and control transformers 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.
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.
Emphasis on commercial refrigeration controls, electrical wiring schematic, theory application of different refrigeration systems, methods of defrost, basic operation of cuber and flaker ice machines.

HVAC1363 Heat Pump Principles 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.

HVAC1434 Refrigeration Laboratory II M - 100 3
Prerequisite: HVAC1343.
Laboratory application of commercial refrigeration theory. Exposure to the electrical and mechanical operation of refrigeration systems associated with walk-in coolers and freezers, open freezer case, ice machines, reach-in freezers and coolers, computer diagnostic programs, and electrical wiring panels.

HVAC1440 Mechanical Code M 20 - 2
Study of the Mechanical Code and it application to the installation and maintenance of heating, air conditioning and ventilation systems.

HVAC1447 Commercial HVAC Fundamentals & Practices I M 50 - 5
Prerequisite: HVAC1330.
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 humidifies, electronic air cleaners, and programmable thermostats. Firing rates, efficiency measuring, venting and installation procedures studied. Solid state controls discussed to the extent practical.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

HVAC2600 HVAC/R Lab M - 100 3
Prerequisite: HVAC1461.
Lab setting employing the use of residential and light commercial equipment, training panels and interactive computer programs to acquire experience with wiring, function, operation and troubleshooting of heating, ventilation, air conditioning and refrigeration equipment.

HVAC2610 Troubleshooting Techniques Lab M - 50 1.5
Prerequisite: HVAC1461.
Application of servicing and troubleshooting residential and light commercial HVAC/R equipment, both mechanically and electrically. Emphasis is placed on the "hands-on" use of service instruments from the Carrier Corporation Manual, HVAC Servicing Procedures. Additionally, creating electrical ladder (schematics) and wiring training panels and troubleshooting fault simulators will be emphasized. Troubleshooting actual units brought into the shop and service calls off campus will be included as practical.

HVAC2649 Commercial HVAC Fundamentals & Practices II M 50 - 5
Prerequisite: HVAC1447.
Theory and practices of commercial air conditioning system operation. An in-depth study of human comfort, psychrometrics and the engineering principles that apply to heating, ventilating and air conditioning (HVAC). The eight basic processes of HVAC are studied via the psychrometric chart.

HVAC2650 Troubleshooting Techniques M 35 15 4
Prerequisite: HVAC1461.
Theory and application of servicing and troubleshooting as specifically applied to air conditioning and refrigeration systems, both mechanically and electrically.

HVAC2900 Internship M 20 400 12
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. This work experience is a non-paid employment situation. Meeting with supervising instructor two times throughout the quarter. Students will return to campus at the end of the quarter to evaluate the on-the-job training and prepare for full-time employment. Classroom oral presentation and written report of the experience.

HVAC2901 Cooperative Experience M 20 400 12
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. This work experience is paid employment. Meeting with supervising instructor two times throughout the quarter. Students will return to campus at the end of the quarter to evaluate the on-the-job training and prepare for full-time employment. Classroom oral presentation and written report of the experience.

INFO • COMPUTER INFORMATION TECHNOLOGY

AND

COMPUTER PROGRAMMING 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 Computer Information 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 Computer Information Technology program course requirements.

INFO1111 Logic and Design M 50 - 5
An introduction to programming logic and structured program design using object-oriented principles.

INFO1117 Microsoft Windows and Office Suite 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 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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

INFO1131 Microsoft Excel L 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 Computer Information Technology or Computer Programming program students only. Prior computer coursework or experience.
Fundamentals of computer 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: Declared Computer Information Technology or Electronics Systems Technology program students only. 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 or higher.
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.

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 IBMi M 30 20 3.5
Prerequisite: INFO1111 or INFO1214.
Introduction to the IBMi 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 or higher for CIT or INFO1161 and ELEC1317 for Electronics.
Overview of computer system components. Fundamental concepts of installation, interfacing, and preventive maintenance.

INFO1381 Data Communications & Networking L 40 15 4.5
Prerequisites: 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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

INFO1431 Web Page Fundamentals L/M 20 30 3
Prerequisites: INFO1151 and INFO1161 for CIT or INFO1117 for CP.
Overview of basic web page design. Create and edit web pages including text, images, Hyperlinks, tables, forms, cascading style sheets.

INFO1441 Advanced Windows Operating System L 20 30 3
Prerequisite: INFO1381 for CIT or ELEC2760 for Electronics.
Implement and use Windows advanced features to connect, manage, and troubleshoot Windows systems in a workgroup and domain environment.

INFO1443 Help Desk Concepts L 20 - 2
Prerequisites: ENGL1010 or ENGL1015, and the following: INFO1121, INFO1151, INFO1161, and INFO1211.
Terminology, structure, and tools related to help desk operations.

INFO1458 RPG IV M 50 50 6
Prerequisite: INFO1337.
Programming of the IBMi 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 computer hardware problems. Assemble a PC 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.

INFO1501 Integrated Applications L - 90 3
Prerequisites: INFO1121, INFO1131, and INFO1211 for CIT students. INFO1010 and INFO1211 for VPUB students.
Project based course covering advanced topics and integration of word processing, spreadsheet, database, and presentation software.

INFO1511 Advanced Database Concepts L 20 30 3
Prerequisite: INFO1311.
Advanced topics in database management. Topics include database relationships, SQL, and additional work with DBMS software.

INFO1515 Database Administration L 20 30 3
Prerequisite: INFO1311.
Introduction to the database administration concepts using Microsoft SQL Server. Topics include creating and managing databases, tables, indexes, views, stored procedures, triggers, and user-defined functions. Additional topics include installation issues and management tools.

INFO1521 Web Graphics L 15 15 2
Prerequisite: INFO1431.
Techniques for adding graphical information onto a web page using Photoshop.

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, INFO1511, INFO1522, 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.

INFO1585 Virtualization Management L 10 30 2
Prerequisites: INFO1371, INFO1391, and INFO1441.
Setup and manage virtualization software. Create, setup, and manage virtual hardware.

INFO2513 Troubleshooting Techniques L 20 30 3
Prerequisite: 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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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 Linux Operating System L 15 15 2
Prerequisites: INFO1151 and INFO1161.
Fundamental concepts and use of the Linux operating system.

INFO2543 Workplace Communication Skills L 15 15 2
Prerequisites: ENGL1010 or ENGL1015 and the following: INFO1131, INFO1214, INFO1311, INFO1381, INFO1431.
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: INFO1325, 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.

INFO2554 Programming with C++ L 30 45 4.5
Prerequisite: INFO1314.
Object-oriented programming using C++ in a Linux environment.

INFO2558 Systems Analysis & Design M 50 - 5
Prerequisites: INFO1428 and INFO1325.
System concepts and terms, program definition, interviewing techniques, and specific requirements for a computer system. Project groups will design systems for the INFO2638 Applied Business Solutions course.

INFO2564 Visual Basic L 30 45 4.5
Prerequisite: INFO1214.
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.

INFO2574 Visual C# L 30 45 4.5
Prerequisite: INFO1314 or INFO2564.
Fast-paced course in object-oriented Microsoft Visual C# programming.

INFO2585 Windows Server Administration L 40 15 4.5
Prerequisites: INFO1371, INFO1391, and INFO1441.
Skills needed for managing a Windows 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 40 15 4.5
Prerequisite: INFO1491.
Comprehensive examination of the security defenses and countermeasures employed on networks and information systems with a hands-on approach to security and penetration testing using ethical hacking tools and techniques.

INFO2594 Team Program Design L 10 15 1.5
Prerequisites: INFO1414, INFO1525 and INFO2664.
Use proper techniques to develop and document the design of a complete system project.

INFO2611 CIT Practicum L - 90 3
Prerequisite: Permission of Program Chair.
Students spend 90 hours at a work site applying computer knowledge and skills in career interest area. Exact nature of work varies. Individual objectives established for each student.

INFO2620 Networking and Operating System Concepts M 25 25 3
Prerequisite: INFO1151.
Introduction to network and operating system 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# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

INFO2638 Applied Business Solutions M - 200 6.5
Prerequisites: INFO2528, INFO2548 and INFO2558.
This is a capstone course to apply programming languages and system design in the creation of the total application of an Information System. Student groups have, in a previous course, conducted interviews with industry to gather information that is used in the design of their own information system. In the A.B.S. course, students are responsible for creating their own test data, coding and testing the programming operations, creating system and program documentation, and generating time management outputs. A formal presentation on the completed system is required.

INFO2664 Advanced Visual Basic L/M 30 45 4.5
Prerequisites: INFO1311 and INFO2564 for CIT or INFO1217 and INFO2565 for CP.
Advanced programming in Visual Basic.NET stressing object-oriented programming techniques.

INFO2670 Desktop Support L 40 15 4.5
Prerequisites: INFO1463, INFO2543, 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).

INFO2680 XML Web Services with Java M 30 20 3.5
Prerequisite: INFO2514 Java Server Programming
Use Java to develop, deploy and monitor Web services and Web service clients using service-oriented architecture (SOA).

INFO2682 Developing Mobile Applications with Java M 30 20 3.5
Prerequisite: INFO1414 Advanced Java. Co-requisite: INFO2680 XML Web Services with Java.
Develop mobile applications using XML and Java.

INFO2694 Team Program Implementation L 10 60 3
Prerequisite: INFO2594.
Develop projects applying system design and programming languages in the creation of a total computer application.

INFO2695 Advanced Windows Server L 20 30 3
Prerequisite: INFO2585.
In-depth coverage of planning, implementing, configuring, maintaining, and troubleshooting an Active Directory infrastructure using Windows Server.

INFO2697 Networking Capstone L 15 45 3
Prerequisites: INFO2631 and INFO2695.
Project-based course implementing and maintaining network infrastructures.

INFO2698 Programmer Portfolio Development L - 30 1
Prerequisite: 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 computers.

INSU • INSURANCE

INSU1100 Fundamentals of Insurance I L 45 - 4.5
Focuses on the basic concepts in risk management and insurance to include: legal principles in risk and insurance, life and health risks, property and liability insurance and financial.

INSU1120 Principles of Underwriting and Claims L 45 - 4.5
Prerequisite: INSU1100
This course is designed to provide a knowledge foundation about property and casualty underwriting and about claims adjudication. Students will learn to evaluate information for usefulness and profitability of risk and to select proper underwriting techniques for implementing, monitoring, and correcting decisions. Students will learn the claims investigation process and dispute resolution techniques.

INSU1140 Principles of Financial Services and Products L 45 - 4.5
Introduces the structure of the Financial Services Industry and basic concepts relative to that industry. Describes various cash management products and services; identifies the primary types of insurance, annuities, health insurance, property and liability insurance, securities and tax-advantaged saving plans.

INSU1150 Fundamentals of Insurance II L 45 - 4.5
Prerequisite: INSU1100
Focuses on the advance concepts in risk management and insurance to include: employee group life, health and retirement plans and commercial property and liability insurance.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

JDAT • JOHN DEERE TECH

JDAT1140 John Deere Fundamentals & Safety M 45 30 5.5
The proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, tap, dies, screw extractors, thread restoration, tube fittings, and fasteners. Safety, product labels and material safety data sheets, and handling of hazardous materials will be explained. Safe forklift operation will be covered.

JDAT1142 John Deere Orientation M 30 45 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.

JDAT1146 John 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.

JDAT1242 John Deere Engine Repair M 90 132 13
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. Also covered is the basic theory, construction and operation of the engine valve train and the cylinder head, including valve timing and adjustments of actual John Deere engines. Basic repair procedures and operation of valve and seal reconditioning will be performed on actual cylinder heads. Also included are design, construction, operation, and service methods for the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. Lab activities include disassembly, inspection, measurements, reassembly, and adjustments performed on John Deere engines. Shop safety is stressed during lab activities.

JDAT1244 John Deere Fuel Systems M 30 18 3.5
Prerequisites: JDAT1140 through JDAT1146.
Operation, theory, testing, and repair methods for spark ignition engine fuel system along with normal and abnormal combustion theory. Fuel production, testing, storage, and handling are also covered. The theory of diesel fuel injection system includes injection pump and nozzle components, fuel flow, and fuel filtering systems. Maintenance procedures including proper removal, installation, and timing of fuel injection pumps is also covered.

JDAT1246 John Deere Tractor Performance M 20 10 2
Prerequisites: JDAT1140 through JDAT1146.
This course deals with proper performance of John Deere agricultural tractors. Techniques and procedures for determining percentage of tractor slippage and ballast are covered. Engine performance test equipment, procedures, results, and corrections will be covered.

JDAT1440 John Deere Heating/Air Conditioning M 30 30 4
Prerequisites: JDAT1140 through JDAT1370.
Theory, operation, and repair of John Deere air conditioning, heating, and ventilation systems including operation of recovery/recycling equipment. Retrofit procedures for converting equipment from R-12 to R134A refrigerant is also covered. Operation and repair of Climate Control Systems as used on John Deere Agricultural Equipment is included.

JDAT1442 John Deere Electrical/Electronics II M 60 30 7
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
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
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.

JDAT1901 Dealer Cooperative Experience M - 480 12
Prerequisites: JDAT1140 through JDAT1246.
On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in previous quarters. Supervised by Southeast Community College-Milford Campus John Deere Tech Instructors.

JDAT2540 John Deere Hydraulics II M 130 20 13.5
Prerequisites: JDAT1140 through JDAT1448.
John Deere row-crop tractor theories of operation of low pressure, high pressure, and control systems. Theory and function of load sense systems, cooling lube circuits, and pilot oil. Diagnostic testing and repair of hydraulic components and systems.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

JDAT2542 John Deere Power Trains II M 110 40 12
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.

JDAT2740 John Deere Hydraulics III M 21 15 2.5
Prerequisites: JDAT1140 through JDAT2670.
Principles, function, and application of low and high pressure systems as used in four wheel drive, 6000, and 7000 series John Deere tractors. Construction, fluid flow and testing of hydraulic components and systems.

JDAT2742 John Deere Power Trains III M 21 15 2.5
Prerequisites: JDAT1140 through JDAT2670.
Theory of function and operation of power trains as applied to the four wheel drive, 6000, and 7000 series tractors. Two speed planetary, quad-range, and power dividers. Function, repair, and adjustment of the 12 and 24 speed mechanical transmissions, auto-quad, powr-quad, and the 12 speed, 18 speed, and 19 speed powershifts.

JDAT2744 John Deere Tillage and Seeding Equipment M 20 10 2
Prerequisites: JDAT1140 through JDAT2670.
This course covers the theory, design, principles of operation and adjustment, troubleshooting and repair of tillage equipment and planting equipment. Primary, secondary, and row crop tillage tools will be covered as well as row crop planters and grain drills.

JDAT2746 John Deere Harvesting Equipment M 60 30 7
Prerequisites: JDAT1140 through JDAT2670.
This course covers the theory, design, principles of operation and adjustment, and troubleshooting of harvesting equipment. Emphasis will be place 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
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
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 Verifeye (tracing crop from planting to harvest).

JDAT2901 Dealer Cooperative Experience M - 480 12
Prerequisites: JDAT1140 through JDAT2542.
On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in previous quarters. Supervised by Southeast Community College-Milford Campus John Deere Tech Instructors.

JDCE • DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH

JDCE1130 Deere Orientation M 30 45 5.5
This course provides an introduction to the John Deere product line, manuals, time management, engine classifications, and serial numbers. Warranty, shop tickets, and John Deere service department policy and procedures are explained as well as an introduction to John Deere Service ADVISOR and Parts Pro.

JDCE1131 Deere Fundamentals M 45 30 4.5
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.

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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

JDCE1340 Deere Theory of Engine Operation M 60 30 7
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. This course also deals with the performance of Deere engines. Engine performance test equipment, procedures, results, and corrections will be covered. Safety is stressed.

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.

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 multi-meter 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.

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.

JDCE1901 Dealer Cooperative Experience 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 takeoffs, 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.

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.

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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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 Skid Steer Loaders M 10 5 1
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere skid steer loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety is stressed.

JDCE2766 Deere 4WD Tractors/Articulated Trucks M 30 15 3.5
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere 4WD tractors and articulated trucks utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.

JDCE2901 Dealer Cooperative Experience 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.

JOUR • JOURNALISM

JOUR1810 Introduction to Mass Media B 45 - 4.5
Prerequisite: Eligible for ENGL1010 or ENGL1015.
Survey of new media, their roles, organization, personnel and procedures. Introduction to news writing style and technique and new media news production. Writing assignments for campus media outlet.

JOUR1820 Media Writing B 45 - 4.5
Prerequisite: Eligible for ENGL1010 or ENGL1015.
Study of basic techniques of news gathering and news writing in a multimedia environment with an emphasis on publishing in campus and other media outlets.

JOUR1840 Advanced Reporting B 45 - 4.5
Prerequisite: Grade of C or higher in JOUR1820.
Study of advanced techniques of news gathering and news writing in a new media environment with an emphasis on investigative reporting to be published in the campus news source and/or other publications as assigned. Emphasis is on publishable work. Includes assigned work in news writing, photography, audio production, video production, and page design and makeup.

JOUR1880 Multimedia Reporting B 45 - 4.5
Prerequisite: Grade of C or higher in JOUR1840 or instructor permission.
Study of audio-visual technology used by contemporary journalists with an emphasis on audio and video production and editing and page composition to be published in the campus news source and/or other publications as assigned. Emphasis is on publishable work. Includes assigned work in news writing, photography, audio production, video production and page design and makeup.

JOUR2780 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 for new media dissemination.

JOUR2880 Media Editing B 45 - 4.5
Prerequisite: Grade of C or higher in JOUR 1880.
Advanced study of news writing, photography, and print and online page composition to be published in the campus news source and/or other new media publications as assigned. Intended to be a capstone course for journalism students. Includes assigned work in news writing, photography, audio production, video production and print and online page design. Emphasis is on publishable work. May be taken more than once for credit.

JOUR2900 New Media/Journalism Internship B - 135 4.5
Prerequisites: Permission of instructor.
Internship in new media field or location where new media knowledge and skills are the primary requirements. Guidance from professional staff in employment simulation.

JOUR2980 New Media/Journalism Special Topics B 45 - 4.5
Topics vary. The purpose of this course is to explore a specific topic in new media/journalism. Examples might include advanced photojournalism techniques, community journalism, and social media marketing.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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 LBST1111 or equivalent.
Continuation of introductory chemistry. Measurement, stoichiometry, gas laws, solution preparation, chemical equilibrium and acid/base concepts.

LBST1111 Applied Chemistry I Laboratory L - 33 1.5
Laboratory course to accompany LBST1101.
Emphasizes qualitative analysis.

LBST1112 Applied Chemistry II Laboratory L - 33 1.5
Laboratory course to accompany LBST1102.
Practice of concepts learned in LBST1102.

LBST1121 Analytical Chemistry for Technicians I 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.

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
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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 course in basic chemistry principles.Topics include properties and structure of matter, names and formulas of inorganic compounds, significant figures and the metric system, moles and equations, solutions, chemical equilibrium, acids and bases, and organic 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.

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 leaned 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, chroma-tography, 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 LBST1122.

LBST2134 Analytical Chemistry III Laboratory L - 33 1
Laboratory course to accompany LBST2124.
Practice of concepts learned in LBST2124.

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: 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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

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
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 assurances practices for laboratory technicians.Topic 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.

LBST2451 Bioanalysis L 20 - 2
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

LBST2452 Bioanalysis Laboratory L - 30 1
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
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.

LBST2901 Cooperative Experience L - 200 5
Prerequisite: Permission of the program chair.
Part-time employment experience in a laboratory or other appropriate setting. Clock hours, pay and exact nature of work are determined by the employer. Credits in this course can be substituted in full or in part for LBST2501/LBST2502.

LIBR • LIBRARY SCIENCE

LIBR courses are offered in partnership with Central Community College, please see the Academic Transfer program for articulated samples and for contact information.

LPNS • PRACTICAL NURSING

LPNS1155 Transition to Practical Nursing B/L 60 60 8
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.

LPNS1158 Growth and Development B/L 30 - 3
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.

LPNS1159 Fundamentals of Practical Nursing B/L 55 105 9
The focus of this course is on basic principles and procedures within the scope of practice for practical nursing. Students will learn concepts about effects of immobility, thermoregulation, gerontological care, death and dying, parenteral medication administration and parenteral calculations, introduction to perioperative care, wound care, surgical asepsis, urinary needs, basic fluids and electrolytes and IV therapy.

LPNS1176 Pharmacology B/L 30 - 3
Prerequisite: BIOS1000 or BIOS1140 & BIOS2130 or BIOS1210 & BIOS1220.
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
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
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
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
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 TECHNOLOGY

LSCE1110 Land Surveyors Math M 50 - 5
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

LSCE1120 Plane Surveying M 60 90 9
Study of the use of surveying instruments and equipment. Includes units on measurement, beginning instrument use, field notes, and taping procedures. Care of surveying instruments and surveying safety. Applications of trigonometry. Calculations of lengths of boundaries and elevation changes.

LSCE1126 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. This course also covers basic hand-lettering skills, drawing media, and the use of a civil engineering scale.

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. Continuation of study and application of surveying mathematics.

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 Survey Pro RECON data collector 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.

LSCE1232 Highway Plan Reading M 15 35 2.5
Prerequisites: LSCE1110, and BSAD1010 or INFO1010.
Programmed study that teaches the fundamentals of reading and interpreting a complete set of highway plans.

LSCE1320 Route & Construction Surveying M 30 70 5
Prerequisites: LSCE1220, LSCE1232, and MATH1080 or higher.
Field work for topographic details using total station equipment and electronic data collected. Study of circular and vertical curves as employed in construction projects. Lab work includes setting out circular curves and learning safety practices. Unit of study also covers sanitary sewer networks and principles of hydraulics.

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.

LSCE1326 Civil CAD III M 50 100 8
Prerequisite: LSCE1226 and MATH1080 or higher.
This course introduces Land Desktop software, drawings of subdivision plats and computer aided drafting projects. This course provides the applications of design and layout of a basic plan set. Using Land Desktop surface information, design cross section templates and apply to road design. Determine 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 experience. Unit in basic first aid and CPR training along with certification.

LSCE1900 Internship M - 480 12
Prerequisites: LSCE1320, LSCE1324, LSCE1326, and ENGL1010.
On-the- job experience doing surveying, drafting, or materials testing/inspection with employers. Application of skills and knowledge acquired in previous quarters.

LSCE1901 Cooperative Experience M - 480 12
Prerequisites: LSCE1320, LSCE1324, LSCE1326, and ENGL1010.
On-the- job experience doing surveying, drafting, or materials testing/inspection with employers. Application of skills and knowledge acquired in previous quarters.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

LSCE2520 Geodetic Surveying M 90 60 11
Prerequisites: LSCE1320.
Study of control surveys, state plane coordinates, Photogrammetry, and Global Positioning Systems. Application of field work using GPS for construction staking. Applications of trigonometry are used to solve surveying problems. Continuation of study and application of surveying mathematics.

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 AutoDESK Land Development Desktop engineering software including Civil Drafting Design, Land Desktop, Survey, and Map workspaces. Includes a full cycle of field surveying to finish drawing projects. Study and application of ArcGIS desktop software.

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.

LSCE2626 Civil CAD V M 20 30 3
Prerequisites: LSCE2546, LSCE2526, and SPCH1090, 1110 or 2810.
Using Land Desktop software, complete drawings using survey field notes, legal descriptions, and city plat drawings. Draw up a mortgage survey. Continuation in the use of the Survey Pro RECON software. Continuation of hand-lettering projects.

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 work space settings. Surveying field projects in electronic data collection are downloaded into the computer using LDT.

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. Using a property description, students conduct a record history search at the courthouse. Field search for locating surveying points is completed.

LTCA • LONG TERM CARE ADMINISTRATION

LTCA1000 Introduction to Long Term Care 45 - 4.5
This course is the study of individuals who benefit from an integrated continuum of long term care. It is the study of the functions of a long term care facility and its organizational management. The history of long term care also will be examined.

LTCA1010 Diverse Relationships and Communications 45 - 4.5
This course will teach students how to work with diverse ethnic groups, cultures and religions. They will learn communication styles, assertiveness and active listening skills.

LTCA1020 Death, Dying, Grieving, Loss and Hospice 45 - 4.5
This is the study of the process of loss and grief from the perspective of long term care. Recognizing loss, stages of grieving, dying, hospice and death will be examined.

LTCA1030 Dietary Management 20 - 2
This course covers dietary management, staff hygiene and kitchen sanitation, menus and nutritional values, food and food preparation, therapeutic diets, food needs of the elderly, nutrition, assistive devices, enhanced diets, and supplements. The dining experience, frequency of meal service, food safety, inventory, and sanitary conditions also will be discussed.

LTCA1040 Introduction to Assisted Living 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. This course meets the basic education regulatory requirement for assisted living administrators in Nebraska (contact LTCA advisor to see if this meets your state's requirements).

LTCA1050 Administration for Long Term Care Facilities 45 - 4.5
This course explores the roles and responsibilities of a long term care administrator. Emphasis will be on human resources, labor laws, risk management, physical environment compliance, and design.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

LTCA1060 Social Services for Long Term Care Facilities 45 - 4.5
This is the study of people in the final life cycle, pre-retirement to death. Psychological, social and economic needs, as well as feelings, attitudes and theories of the elderly will be examined.

LTCA1070 Patient Care & Services for Long Term Care Facilities 45 - 4.5
Physical, psychological and social aspects of disability, motor and sensory losses, and diseases of the aged will be examined.

LTCA2010 Foundations of Leadership 45 - 4.5
This course studies leadership vs. management, leading individuals, groups, and facility. Different leadership styles will be examined, as well as how to be a successful leader.

LTCA2020 Marketing and Public Relations for Long Term Care 45 - 4.5
This course provides strategies on how to market a long term care facility through marketing principles and public relations within the community.

LTCA2030 Care Management & Ethics 45 - 4.5
This course will cover the skills of assessment, interviewing, presentation, documentation, referral and follow up. The use of computers in record keeping also will be covered. Professional ethics, issues and case studies will be studied.

LTCA2040 Financial Management for Long Term Care Facilities 45 - 4.5
This course is 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.

LTCA2050 Rules, Regulations, & Standards Relating to the Operation of a Health Care Facility 45 - 4.5
This course is an overview of the legislation process, including Medicaid and Medicare, the long term care survey and enforcement process, state regulations, laws governing a long term care administrator, and HIPAA regulations.

LTCA2070 Seminar 45 - 4.5
Review of course material to prepare for National Board Exam.

MAAP • MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY

MAAP1110 Electricity for Major Appliances M 50 80 7.5
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 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 techniques of both electrical and mechanical systems will be practiced.

MAAP1118 Gas Dryer Technology M 20 30 3
Prerequisite: MAAP1110.
The theory and operating principles involved with different brands of residential gas dryers. Advanced troubleshooting techniques of electrical, mechanical and gas burner systems will be practiced.

MAAP1120 Dishwasher Technology M 40 30 5
Prerequisite: MAAP1110.
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 Top-Loading Washing Machine Technology M 40 57 5.5
Prerequisite: MAAP1110.
Washability, soaps, water temperatures, types of clothing, washer designs and water systems. Effective diagnosis and repair of electrical, mechanical and water systems on top-loading machines.

MAAP1126 Front-Loading Washing Machine Technology M 47 71 6.5
Prerequisite: MAAP1110.
Washability, soaps, water temperatures, types of clothing, washer designs and water systems. Effective diagnosis and repair of electrical, mechanical and water systems on front loading machines.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

MAAP1128 Electric Range Technology M 40 45 5.5
Prerequisite: MAAP1110.
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
Prerequisite: MAAP1110.
Operation and servicing of gas ovens and cooktops including both LP and natural gas systems. Venting and ventilation and the measurement for carbon monoxide. Burners, control valves and flame ignition systems.

MAAP1136 Domestic Refrigerator Technology M 15 - 1.5
Prerequisite: MAAP1110.
Residential refrigerator theory of design and operation as applied to top-mount, side-by-side and built-in household refrigerators. Also covering freestanding ice machines, window air conditioners and portable dehumidifiers for residential households and light commercial applications.

MAAP1137 Domestic Refrigerator Mechanical Systems M 60 73 8
Prerequisite: MAAP1110.
Class covers design and service of all control, air circulation, defrost systems, dispensers, doors, and compact icemakers. Class also will cover the access, installation and proper handling of refrigeration units.

MAAP1138 Domestic Refrigerator Sealed Systems M 71 48 8.5
Prerequisite: MAAP1110.
Residential refrigerator sealed system class covering diagnostics, refrigeration cycles, components evaluations and replacements. Also covering proper evacuation and charging procedures during sealed system servicing. This class also includes completion of EPA 608 certification exam.

MAAP1150 Introduction to Major Appliance Technology M 30 - 3
Study of 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 van ride-a-longs with experienced technicians.

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 and MACH1121.
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.

MACH1250 Computer Aided Drafting (CAD) L/M 20 30 3
Fundamentals of Computer Aided Drafting using AutoCAD computer operating system, AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.

MACH1324 Machine Tool Lab III L/M 10 190 7
Prerequisite: MACH1222.
Practice using machine tools. Lathe, milling machine, surface grinder, cylindrical, and cutter grinder. Projects for lab work. Introduction to die and mold construction.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

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.

MACH2650 Special Machining Applications L/M 10 60 3
Prerequisite: Program Chair Permission
Course requirements and objectives arranged by the program chair.

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.

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.

MATH0945 Accelerated Math Brush-Up for MATH0950 B/L/M 20 - 2
Prerequisites: Appropriate placement score and advisor recommendation.
This is a self-paced, computer-assisted, independent study course designed for students whose placement scores in mathematics are high but still indicate the need for improvement of algebra skills in order to be best prepared for MATH0950 Beginning Algebra. Students may register for this course at any time, and have until the end of the term during which they register to reach the reading benchmark established by the College. Graded Pass/No Pass.

MATH0950 Beginning Algebra B/L/M 45 - 4.5
Prerequisite: Grade of "C" or higher in MATH0900 or appropriate score on the math placement test.
Study of operations with integers, solve linear equations and inequalities, solve linear absolute value equations and inequalities, write equations and graphing lines and linear inequalities, solve systems of equations, the Laws of Exponents, and operations with polynomials.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

MATH0965 Accelerated Math Brush-Up for MATH1100 B/L/M 20 - 2
Prerequisites: Appropriate placement score and advisor recommendation.
This is a self-paced, computer-assisted, independent study course designed for students whose placement scores in mathematics are high but still indicate the need for improvement of algebra skills in order to be best prepared for MATH1100 Intermediate Algebra, MATH1080 Algebra & Trigonometry, MATH1040 Business Mathematics, MATH1050 Thinking Mathematically, or PHYS1150 Descriptive Physics. Students may register for this course at any time, and have until the end of the term during which they register to reach the reading benchmark established by the College. Graded Pass/No Pass.

MATH0980 Geometry B/L 45 - 4.5
Prerequisite: Grade of "C" or higher in MATH0950 or equivalent.
Development of spatial awareness and critical thinking skills. Through use of contraction, labs and proofs, discovery of properties of lines, angles, polygons, circles. With the use of Cartesian, coordination of the relationship between algebra and geometry.

MATH0985 Accelerated Math Brush-Up for MATH1150 B/L/M 20 - 2
Prerequisites: Appropriate placement score and advisor recommendation.
This is a self-paced, computer-assisted, independent study course designed for students whose placement scores in mathematics are high but still indicate the need for improvement of algebra skills in order to be best prepared for MATH1150 College Algebra or MATH1180 Elementary Statistics. Students may register for this course at any time, and have until the end of the term during which they register to reach the reading benchmark established by the College. Graded Pass/No Pass.

MATH1040 Business Math B/L/M 45 - 4.5
Prerequisite: Grade of "C" or higher in MATH0950 or appropriate score on the math placement test.
This course is for the student who needs specific math skills to address financial 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: Grade of "C: or higher in MATH0950 or appropriate score on math placement test
This course is designed to help student think mathematically. It will cover various topics including critical thinking, logic, geometry, advanced algebra skills, basic trigonometry, statistics and other contemporary topics.

MATH1080 Algebra & Trigonometry L/M 45 - 4.5
Prerequisite: Grade of "C" or higher in MATH0950 or appropriate score on the 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: Grade of "C" or higher in MATH0950 or appropriate score on the math placement test.
Study of 2nd year algebra at a college level with emphasis on: Techniques for simplifying algebraic expressions, and solving algebraic equations and inequalities, functions their properties and graphs, complex numbers, graphs of quadratic functions, and systems of equations. May not fulfill the math requirement for associate degrees - check with transfer institution.

MATH1150 College Algebra B/L 45 - 4.5
Prerequisites: A grade of "C" or higher in MATH1100 or appropriate score on the math placement test.
A study of college algebra with emphasis on functions in preparation for advanced math and science coursework. Topics include solving equations and inequalities, graphing and modeling using polynomial, rational, exponential, and logarithmic functions; systems of equations, and analytic geometry. A graphing calculator may be required.

MATH1180 Elementary Statistics B/L/M 45 - 4.5
Prerequisite: "C" or higher 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 higher in MATH1150 or appropriate score on the math placement test.
A study of trigonometry in preparation for advanced math and science coursework. Use definitions of trigonometric functions to establish properties, create graphs, establish identities and formulae, and define inverse trigonometric functions. Use trigonometric functions and their inverses to solve trigonometric equations, and applications. Graphing in polar coordinates, and vector arithmetic.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

MATH1300 Precalculus B/L 75 - 7.5
Prerequisites: "C" or higher in MATH1100 or appropriate placement exam score and one year high school geometry, and two years high school algebra.
Intensive review of college algebra and trigonometry. Study of the concept of a function and its graph. Study of certain specific functions: polynomial, rational, exponential, logarithmic and trigonometric functions. Covers analytic trigonometry, some applications of trigonometry, conic sections, and systems of equations. Most study uses three points of view: algebraic, graphical, and numerical. Graphical and numerical approaches using a graphing calculator. A graphing calculator is required for the course.

MATH1400 Applied Calculus B/L 45 - 4.5
Prerequisite: "C" or higher 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 higher 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 higher in MATH1600 or equivalent.
Continuation of MATH1600. Study of antiderivatives, methods of integration; numerical methods, coordinates and conics, differential equations,Taylor series, and an introduction to differentiation and integration of vector valued functions. A graphing calculator or use of mathematical software may be required.

MATH2030 Contemporary Mathematics B/L 45 - 4.5
Prerequisites: A grade of "C" or higher 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, social choice, and size and growth. Topics include networks, critical paths, sampling, central tendency, inference, voting methods, power indices, fair division, growth and form, symmetry and patterns, and tiling.

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, and integration in vector fields. Use of some mathematical software may be required.

MATH2200 Differential Equations B/L 45 - 4.5
Prerequisite: MATH2080.
Introduction to the theory and applications of differential equations using differential equations to model physical problems and techniques to solve linear differential equations, elementary existence theorems, solving systems of linear differential equations, and using Laplace transforms to solve initial value problems.

MEDA • MEDICAL ASSISTING

MEDA1101 Medical Terminology I L 20 - 2
Introduction to medical terminology pertaining to body systems. Will describe directional terms, quadrants, cavities, define, spell and pronounce medical terms and abbreviations used in health care.

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.

MEDA1201 Medical Terminology II L 30 - 3
Prerequisite: MEDA1101.
A continuation of MEDA 1101.Terminology relating to body systems and disorders. Intended to increase medical vocabulary. A continuing system for building a medical vocabulary with emphasis on anatomy, physiology and diseases. Will continue to define, spell and pronounce medical terms and abbreviations used in health care.

MEDA1202 Communication in Allied Health L 45 - 4.5
Prerequisites: For Medical Assisting students and Pharmacy Technician students. MEDA1102 or permission.
For students in the healthcare field to identify effective communication skills, including verbal and nonverbal communication, threats and barriers to communication, and effective communication with health care peers and professionals. Communication differences related to multicultural differences, life stage development and life altering illness will be explored.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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 Academy of Orthopedic Surgeons (AAOS) and 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 laboratory procedures performed in a physician's office. Includes laboratory tests and their acronyms, medical asepsis, and venipuncture techniques.

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, medication administration, pulmonary function testing and handling of instruments for minor surgery. Introduction to physical therapy and radiology.

MEDA1401 Clinical Education L - 240 8
Prerequisites: BSAD1010, ENGL1010, MEDA1301, MEDT1181,MEDT 1171, MEDT1161, MEDT 1191, 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.
An informal course which includes: reviewing and critiquing clinical procedures with correlation of classroom theory, a review of the certification exam course content, completion of the CMA (AAMA) exam, preparation of a cover letter, résumé, teaching brochure and participation in a mock job interview. Includes integration of pharmacological principles, basic nutrition,and safety and emergency practices to the medical office setting.

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 systems. 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 BIOS2130 or instructor approval.
Apply third party guidelines and managed care policies and procedures. Demonstrate basic knowledge of national diagnosis and procedure coding systems. Demonstrate accurate completion of insurance claim forms.

MEDA1406 Basic Pharmacology L 20 - 2
Prerequisite: BIOS1000 or, BIOS1210, or BIOS1140.
An introduction to legal aspects, state and federal regulations, medication resource material, abbreviations and measurements, classifications of medications including desired effects, side effects and adverse reactions, including the relationship between body systems and medications used for treatment in each system.

MEDA1407 Medical Calculations L 10 - 1
Prerequisites: Appropriate score on the math placement, and advisor 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 10 2.5
Introduction to the principles and skills needed to safely perform venipuncture and capillary blood collection techniques and special collection procedures. Quality assurance procedures pertaining to collection and transport of specimens, laboratory safety, ethical and legal issues pertaining to phlebotomy, and anatomy and physiology of cardiovascular system included. Supervised instruction and experience in collection techniques in lab.

MEDT1101 Clinical Laboratory Procedures L 15 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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

MEDT1171 Basic Urinalysis & Microbiology Laboratory L - 30 1
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1161.
Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1181 Basic Hematology for the Office Laboratory L 10 - 1
Prerequisite: Concurrent with MEDA1301.
Study of hematology tests required in medical offices: automated cell counts, hematocrit, hemoglobin, PT/INR, ESR, and basic chemistry tests. Theoretical background for procedures. Blood collection techniques, specimen collection and handling, quality control, and laboratory safety.

MEDT1191 Basic Hematology Laboratory L - 30 1
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1181.
Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1201 Medical Laboratory Measurements L 20 - 2
Prerequisite: 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
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
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
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
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1321.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1401 Clinical Microbiology II L 20 - 2
Prerequisites: MEDT1301 and MEDT1311.
Advanced study of clinical microbiology theory and procedures. Culturing, isolating, and identifying microorganisms from human specimens, utilizing microscopic, biochemical and serological techniques. Antibiotic susceptibility testing of pathogenic bacteria.

MEDT1411 Clinical Microbiology II Laboratory L - 60 2
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1401.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1421 Hematology II L 20 - 2
Prerequisites: MEDT1321 and MEDT1331.
Study of advanced hematology procedures, disease states, and the identification of abnormal cellular constituents of the blood.

MEDT1431 Hematology II Laboratory L - 60 2
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1421.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT2501 Urinalysis L 10 - 1
Prerequisites: MEDT1421 and MEDT1431.
Study of normal and abnormal chemical and cellular constituents of urine.

MEDT2511 Urinalysis Laboratory L - 30 1
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2501.
Skills and laboratory techniques corresponding to the theoretical information presented in the lecture listed above.

MEDT2521 Immunohematology I L 10 - 1
Prerequisites: MEDT1421 and MEDT1431.
Study of the theories and procedures of routine blood bank testing. Blood grouping and antibody detection and identification, the genetics of the clinically important blood groups, and functions of the immune system.

MEDT2531 Immunohematology I Laboratory L - 30 1
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2521.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

MEDT2541 Clinical Chemistry I L 25 - 2.5
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
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
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.

MEDT2581 Hemostasis L 10 - 1
Prerequisites: MEDT1421 and MEDT1431.
Principles of blood coagulation and basic coagulation procedures.

MEDT2582 Immunology/Hemostasis Laboratory L 10 30 2
Must be taken concurrently with the lectures. Laboratory which accompanies MEDT2561 and MEDT2581.
Skills and laboratory techniques corresponding to the theoretical information presented in the lectures.

MEDT2601 Parasitology L 10 - 1
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
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
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
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
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
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 25 - 2.5
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.

MEDT2690 Clinical Education I L - 60 2
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 - 300 10
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
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 35 15 4
Concurrent with MEDT2701.
Review of clinical laboratory theory and technical skills for Clinical Education II and III. Requirements and clinical rotation schedules are presented.

MEDT2801 Clinical Education III L - 300 10
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
Must be taken concurrently with MEDT2801.
Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

MFGT • MANUFACTURING ENGINEERING TECHNOLOGY

MFGT1125 Materials of Industry M 50 - 5
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
Basic industrial drafting; Drawing instruments, lettering, geometric construction, orthographic projections, dimensioning and sectioning, auxiliary views, detail and assembly drawings.

MFGT1250 Industrial Drafting II M 20 55 3.5
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 Fluid Power for Manufacturing M 40 10 4.5
Prerequisite: MATH1050, MFGT1250, MFGT1450.
Theory and operation of automation components, and automation design. Electro-mechanical items such as relays, solenoids, and actuators and many of the fluid power and mechanical devices that are common to automated equipment will be explored. Schematics for fluid power systems will be studied and how to design, build, and control an automated device.

MFGT1350 AutoCAD for Manufacturing M 20 30 3
Fundamentals of the proper use of the AutoCAD software using current American Society Mechanical Engineers (ASME) standards; AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting. Students will learn to use the AutoCAD software to explore, document and validate their designs before they are built.

MFGT1354 Elementary Tool Design M 50 50 6.5
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
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
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
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 20 45 3.5
Prerequisites: MFGT1250, MFGT1450.
Basic programming of Computer Numerical Control Machines is studied. Manual programming and programming with Mastercam X are covered.

MFGT1450 Advanced AutoCAD for Manufacturing M 10 15 1.5
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.

MFGT1456 Manufacturing Processes II M 20 80 4.5
Basic operation of the lathe, milling machine and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

MFGT1458 Electrical Drafting M 10 25 1.5
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
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
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

MFGT2559 Advanced Geometric Dimensioning & Tolerancing M 50 - 5
Prerequisite: MFGT1250.
Study and application of current methods, symbols, and principles of geometric dimensioning and tolerancing as per ASMEY14.5-2009.

MFGT2566 Tool & Product Design M 10 90 4
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.

MFGT2620 Programmable Logic Controllers in Work Cell Design M 50 - 5.0
Prerequisite: MFGT1413
An introduction to logic functions, the programmable logic controller (PLC) and their uses in machine control.

MFGT2635 Plastics: Design & Engineering M 50 - 5
Study of the physical, chemical, and mechanical properties of plastics. Study of molding techniques and processes. Product design considerations and guidelines.

MFGT2643 Strength of Materials M 50 - 5
Prerequisites: PHYS1017 or PHYS1150, MACH1370.
The study of resultant and equilibrant of forces, moments, simple stresses, properties of materials, bolted, riveted and welded joints, centroids, and moment of inertia.

MFGT2668 Design & Production Problems M 5 95 3.5
Prerequisites: PHYS1017 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.

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 advances user to SolidWorks® software. SolidWorks® software is used extensively for the creation of adaptive parametric solid model parts, assemblies, and drawings to industrial standards.

MSTT • MOTORCYCLE, ATV, AND PERSONAL WATERCRAFT TECHNOLOGY

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 PHYS1150.
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, spoked and magnesium wheels. Inspection, service, repair and balance of various tire designs.

MSTT1122 Frames, Suspensions, & Brakes L 15 60 3.5
Prerequisite PHYS1150.
Theory of frame geometry and function of the suspensions units. Proper procedures for maintaining and rebuilding of various types of steering heads, forks, shocks, swing arms and suspension components on motorcycles and ATV's. Theory and operation and proper service procedures of drum and disk brakes.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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, ATV's 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, ATV's, and personal watercraft.

MSTT1133 Periodic Maintenance and Emission Controls L 40 110 7.5
Prerequisite MSTT1122.
Proper procedures for completion of scheduled maintenance and minor engine and chassis service. This course also includes the diagnosis and troubleshooting of engine performance problems and emission control 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 ATV's.

MSTT1141 Engine Rebuild and Overhaul L 20 60 4
Prerequisite MSTT1112.
Disassembly and reassembly 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 MSTT1132.
Advanced electrical update and review covering all systems and diagnosis relating to engine performance and emissions.

MSTT1901 Rideability and Electrical Update with Coop L 40 90 6
Prerequisite: MSTT1132.
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.

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
A study and performance of standard literature in various styles; includes a combination of private and small group instruction. Lab hours consist of required individual practice time. At the instructor's discretion, students may perform in both informal and formal recital settings.

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 composing 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.

MUSC1271 Guitar II B - 30 1.5
Continuation of MUSC1261 Guitar I. Increasing technical facility and functional skills, playing by ear and adding improvisation and harmonization skills. Learn to play ensemble pieces, note reading skills beyond first position, and the development of arpeggio style playing.

MUSC1410/1420, 2390/2400, 2410/2420
College Choir B/L - 30 1.5
Study and performance of standard choral literature for mixed voices. At the director's discretion, students sing in formal and informal performance settings.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

MUSC1430, 1440, 2430, 2440
Vocal Ensemble: After the Storm B - 30 1.5
Participation by audition only. Co-requisite: MUSC1410
A select vocal group with a performance emphasis. Participants sing in a variety of styles and participate in required performances both on and off campus.

MUSC1610 Music Theory I B/L 45 30 6
Introduction to the fundamentals of music, notation, rhythm, meter, scales, keys, intervals, triads, seventh chords, inversion and figured bass. Sight singing, dictation and keyboard.

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
Study and performance of standard literature in various styles; includes a combination of private and small group instruction. Lab hours consist of required individual practice time. At the instructor's discretion, students may perform in both informal and formal recital settings.

MUSC2521/2531, 2541/2551, 2581/2591
Individual Instruction in Guitar B 15 - 1.5
Study and performance of standard literature in various styles; includes a combination of private and small group instruction. Lab hours consist of required individual practice time. At the instructor's discretion, students may perform in both informal and formal recital settings.

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.

MUSC2800 Introduction to World Music B/L 45 - 4.5
Survey various world cultures through a study of their musical systems. Discussion centers on the relationship between the music and its social and cultural context. Content includes music of India, the Middle East, Japan, China, Indonesia, Sub-Saharan Africa, Latin America, and Native America.

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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

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, NDTT1255, and NDTT2040.
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, NDTT1255, and NDTT2040.
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
Prerequisites: NDTT1255 and NDTT2040.
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
Prerequisites: NDTT1255 and NDTT2040.
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 NDTT Mathematics M 45 - 4.5
Introduction to advanced math skills. Common and natural logarithms, industrial application, angles and triangles. Angular measurement, right triangle and oblique triangle trigonometry and vectors. Polar and rectangular coordinates. Capabilities, functions and use of scientific calculators.

NDTT2569 Radiography II & Film Interpretation M 50 100 8
Prerequisites: NDTT1464 and NDTT1470.
Study of industrial radiography with major emphasis on developing skills in technique and procedure development. Code requirements, film interpretation, control of film processing, film reviews and audits, radiation safety administration, and special radiographic techniques. Including lab projects related to interpreting and evaluating radiography of welds, castings, forgings, electrical components and composite materials.

NDTT2570 Eddy Current II M 75 75 10
Prerequisite: NDTT1450.
Continued study of electromagnetic testing. Advanced theory and operation of single and multifrequency, and multiparameter data acquisition systems. Multifrequency data collection and evaluation. System calibration and standardization methods related to phase analysis instrumentation. Data analysis concepts and computer based analysis and reporting systems. Introduction to Remote Field Testing (RFT) theory, instrumentation, calibration or equipment and data acquisition.

NDTT2652 Ultrasonics II M 50 100 8
Prerequisite: NDTT1360. Corequisites: NDTT2675 and NDTT2679.
Continued study of ultrasonic testing. Developing testing techniques and procedures. Instrumentation, calibration methods, code requirements, evaluation procedures. Computer assisted motion control and data acquisition systems.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

NDTT2675 Computer Applications in NDT M 30 45 4.5
Prerequisites: BSAD1010 and NDTT1360. Corequisites: NDTT2652 and NDTT2679.
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
Corequisites: NDTT2652 and NDTT2675.
Development of technical skills for writing qualifiable test procedures. Audit and surveillance procedures and implementation. Quality assurance functions.

NURA • NURSING ASSISTANT

NURA1401 Nursing Assistant B/L 50 50 6.5
Completion of the class meets the Nebraska Department of Health requirements for employment as a Nursing Assistant. The course includes classroom, nursing lab, and clinical experience in a health care facility.

NURS • ASSOCIATE DEGREE NURSING

All prerequisite courses and NURS courses must be passed with a "C+" or higher.

NURS1206 Introduction to Professional Nursing L 20 - 2
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.

NURS1207 Introduction to Nursing Pharmacology L 20 - 2
Prerequisites: BIOS1140, BIOS1110, MATH1150, BIOS2130, CHEM1050.
Students are introduced to pharmacology and math concepts required to provide safe and effective care for individual clients with common disease conditions along the health/illness continuum. Nursing process is applied to pharmacotherapy. Legal aspects, state and federal regulations of drugs are introduced. Pharmokinetics, pharmacotherapy, pharmacodynamics and drugs as they affect various body systems are discussed.

NURS1304 Transition to Associate Degree Nursing L 10 - 1
Prerequisites: BIOS1110, BIOS1140, BIOS2130, CHEM1050, ENGL1010 or ENGL1015, FSDT1350, MATH1150, MEDA1407,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
Prerequisites: MEDA1406/1407, NURS1206, NURS1207, 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
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
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

NURS1308 Pathophysiology through the Lifespan L 60 - 6
Prerequisites: BIOS1140, BIOS2130, CHEM1050, BIOS1110.
This course is designed for students pursuing a career in nursing or other health related fields. Students are introduced to concepts related to mechanisms of the disease process. Foundational concepts of inflammation, immunity, infection and neoplastic alterations are applied to each body system. The relationship of signs and symptoms to specific diseases are discussed. Students will become familiar with terminology directly associated with disease process, i.e, etiology, diagnosis, prognosis, etc. Disease concepts will include specific applications throughout the lifespan, including developmental and genetic alterations. Effects of aging are explained. Students will identify common diagnostic and treatment modalities.

NURS2400 Nursing Assessment L 30 45 4.5
Prerequisite: NURS1304 or NURS1305. Co-requisites: 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
Prerequisite: NURS1305. Co-requisite: NURS2400.
Focuses on the nursing process as a problem solving tool in assisting older clients' adaptation to stress related to chronic and terminal illness. Gerontological principles and rehabilitative aspects of nursing are examined. Pathophysiological concepts, therapeutic nutrition and pharmacology are integrated.

NURS2404 Nursing Concepts III L 30 90 6
Prerequisite: NURS1305/1306/1307. Co-requisites: NURS2400/2403.
Focus on the nursing process applied to clients' adaptive responses to stressors, including hospitalization and the disease process. 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
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
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.

NURS2503 Nursing Pharmacology L 10 - 1
Prerequisite: NURS2404
Students are introduced to pharmacology and mathematical concepts needed to provide safe and effective care for individual clients with complex disease conditions along the health/illness continuum. Nursing process is utilized when planning the pharmacological care of these clients.

NURS2602 Mental Health Nursing Concepts L 30 90 6
Prerequisite: NURS2501 or NURS2502, and NURS2503. 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 and 2502 and 2503. 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. Principles of nursing management are introduced. 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 transition into a professional role.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

OFFT • OFFICE PROFESSIONAL

All prerequisite courses must be passed with a "C" or higher.

OFFT1010 Keyboarding I B/L 30 - 3
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.

OFFT1020 Keyboarding II B/L 30 - 3
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.

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.

OFFT1120 Medical Terminology B 45 - 4.5
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.

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 electronic calendars and e-mail to communicate effectively with team members. Prepare appropriate documents and presentation materials as necessary throughout the project process.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

OFFT2000 Employment Techniques B/L 45 - 4.5
Prerequisites: Declared students only. OFFT1110, OFFT2120, HIMS1103, VPUB1130, or VPUB1134. This class should be taken immediately before Cooperative Experience 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.

OFFT2060 Voice Recognition/Transcription B/L 45 - 4.5
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.

OFFT2120 Business Communication Strategies L 45 - 4.5
Prerequisites: ENGL1010 or ENGL1015 or OFFT1110. Recommend BSAD1010 or INFO1121.
Study of principles of effective written and oral business communication. Communication strategies used in business disciplines.

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. Recommend: OFFT2060.
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 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 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.

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.

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.

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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

OFFT2900 Internship B/L - 200 5
Prerequisite: OFFT2000.
Under the guidance of a internship coordinator, unpaid practical work experience for development of marketable skills in an office position. Open to Office Professional students only with a minimum GPA of 2.0.

OFFT2901 Cooperative Experience B/L - 200 5
Prerequisite: OFFT2000.
Under the guidance of a cooperative experience coordinator, paid practical work experience for development of marketable skills in an office position. Open to Office Professional students only with a minimum GPA of 2.0.

OFFT2999 Special Projects B/L 10 - 1
OFFT2999 Special Projects B/L 20 - 2
OFFT2999 Special Projects B/L 30 - 3
Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; and permission of advisor and program chair.
Study of a particular area in the office technology field, arranged with the student's advisor 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.

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.

PDSM1901 Cooperative Experience 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# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

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.

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.

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.

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: Eligible for ENGL1010
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.

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/
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.

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 Digital Photography and Creative Imaging B 30 30 4.5
Introduction to the fundamentals of digital photography. Technical aspects include image editing, layering, and manipulation using Photoshop. Exploration of creative digital processes.

PHOT2750 Photojournalism B 30 30 4.5
Prerequisite: Grade of C or higher in PHOT1760 or instructor permission.
Study of photojournalism for mass media using digital technology. Textbook study and photography assignments for publication of news, features, sports, studio photography and photo essays. Technical aspects include screening and editing prints using Photoshop software.

PHRM • PHARMACY TECHNICIAN

Pharmacy courses must be taken in sequence.
PHRM1101 Pharmacology/Pharmaceutical Products I B 45 - 4.5
Prerequisites: BIOS1000 or 1140, ENGL1010, or 1015, MEDA1101 and 1202.
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 Calculations I B 45 - 4.5
Prerequisites: BIOS1000 or 1140, ENGL1010, or 1015, MEDA1101 and 1202.
Examination of the qualifications, operational guidelines and job duties of a pharmacy technician.

PHRM1131 Pharmacy Operations I B 20 60 4
Prerequisites: BIOS1000 or 1140, ENGL1010, or 1015, MEDA1101 and 1202.
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: PHRM1101.
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 Calculations II B 45 - 4.5
Prerequisite: PHRM1121.
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: PHRM1131.
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

PHRM1240 Pharmacy Law & Ethics B 30 - 3
Prerequisite: 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 effecting 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
Prerequisite: PHRM1240.
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.

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. This course is taught in an interactive style that integrates lecture and laboratory into one combined session.

PHYS1410 General Physics I B/L 60 30 7.5
Prerequisite: High school trigonometry with "B-" or higher, 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. This course is taught in an interactive style that integrates lecture, laboratory and small-group activities into one combined session.

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. This course is taught in an interactive style that integrates lecture, laboratory and small-group activities into one combined session.

PHYS2110 College Physics I B/L 60 30 7.5
Prerequisites: High school physics and MATH1600, 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. The course is taught in an interactive style that integrates lecture, laboratory, and small group activities into one combined session.

PHYS2120 College Physics II B/L 60 30 7.5
Prerequisites: PHYS2110 or equivalent.
Calculus-based continuation of PHYS2110. Topics covered include waves, sound, light, electricity, magnetism, and modern physics. Emphasis will be placed on both concepts and mathematical problem solving. The course is taught in an interactive style that integrates lecture, laboratory, and small group activities into one combined session.

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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

POLS2900 Internship 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

PSGT • POLYSOMNOGRAPHIC TECHNOLOGY

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 20 - 2
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.

PSGT1010 Polysomnography Lab L 90 - 3
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. Lab compliments the material presented in PSGT1000 and PSGT1020.

PSGT1020 Polysomnography Fundamentals L 40 - 4
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.

PSGT2000 Polysomnography II L 20 - 2
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.

PSGT2010 Polysomnography II Lab L - 30 1
This course provides an advanced hands-on training in polysomnography. Emphasis is on advanced equipment set-up, calibration, assessment, monitoring or sleep disorders. Lab compliments the material presented in PSGT2000.

PSGT2020 Seminar Review L 10 - 1
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.

PSGT2030 Clinical Education L - 150 5
This course provides practical application of theories covered in previous PSGT courses. Emphasis is placed on polysomnography testing and procedures.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

PSYC2799 Special Topics in Psychology B/L/M 45 – 4.5
Prerequisite: Grade of "C" or higher in PSYC1810.
This course will allow students to develop more depth-of-understanding in specific areas of psychology, such as domestic violence, sexuality, psychology of gender, history of psychology, health psychology.

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 SOCI1010 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.

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.

PSYC2960 Life-span Human Development B/L 45 - 4.5
Prerequisites: PSYC1810 or SOCI1010.
Integration of the basic concepts and principles of physical, cognitive and psychosocial development at each major stage of life. Provides an essential background for students in psychology, nursing, education, social welfare and home economics; for workers in community service; and for parents and prospective parents.

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.

PTAS • PHYSICAL THERAPIST ASSISTANT

Please note: Students must be admitted into the program and have completed all prerequisites and additional required courses with a minimum grade of C+ before taking any PTAS courses. Each PTAS course must be taken in sequence and completed with a minimum grade of C+ to continue in the program. Anatomy and Physiology must be taken within five years.

PTAS1100 Intro to Physical Therapy L 40 15 4.5
This course introduces the student to the profession of physical therapy, the role of the physical therapist assistant with the healthcare team and patient observation time. Basic patient care, assistive devices and adaptive equipment, patient positioning and transfers, safety, communication and body mechanics will be discussed.

PTAS1101 Kinesiology with Lab for PTA L 45 45 6
This course focuses on the movement of the musculoskeletal and nervous systems of the body including muscle origins, insertion, actions and nerve innervations. In addition, motion and the effects of forces and levers relative to the body, manual muscle testing and goniometry will be studied.

PTAS1102 Pathophysiology for PTA L 45 - 4.5
Prerequisites: PTAS1100, 1101
An exploration of pathogenesis, prognosis and therapeutic management of the diseases and abnormalities of structure and function and how they affect rehabilitation. Emphasis is placed on conditions most commonly encountered in physical therapy.

PTAS1103 Physical Therapy Skills and Exercise I with Lab L 35 30 4.5
Prerequisites: PTAS1100, 1101
This course includes instruction in the theory and clinical application of therapeutic exercise interventions (range of motion, stretching, resistance and aerobic exercise) for common impairments of the spine and upper and lower extremities, gait training strategies and basic skills of orthotic and supportive devices, adaptive and assistive equipment.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

PTAS1104 Therapeutic Modalities I with Lab L 35 30 4.5
Prerequisites: PTAS1100, 1101
Study of physical agents and therapeutic modalities including massage, cryotherapy, thermal agents, electromagnetic radiation, ultrasound and traction.

PTAS1202 Physical Therapy Skills and Exercise II with Lab L 35 30 4.5
Prerequisites: PTAS1102, 1103, 1104
This course covers further development of therapeutic exercise and skills related to rehabilitation and function.

PTAS1203 Therapeutic Modalities II with Lab L 35 30 4.5
Prerequisites: PTAS1102, 1103, 1104
A continuation of studying principles and clinical application for therapeutic modalities and physical agents including electrotherapeutic, hydrotherapy, wound care, edema and compression therapy interventions.

PTAS1204 Documentation in Clinical Services L 30 - 3
Prerequisites: PTAS1102, 1103, 1104
An in depth practice of documentation in addition to effective verbal communication and ethical and legal issues with documentation are practiced.

PTAS1205 Advanced Procedures with Lab L 35 30 4.5
Prerequisites: PTAS1202, 1203, 1204
Acquaints the student with more advanced rehabilitation techniques for complex patient diagnoses and specialty areas of physical therapy.

PTAS1206 Health Systems and Issues L 30 - 3
Prerequisites: PTAS1202, 1203, 1204
This course familiarizes students with the core values of the profession, communication, conflict resolution and preparation for employment.

PTAS1207 Professional Issues L 40 - 4.0
Prerequisites: PTAS1202, 1203, 1204
This course focuses on various topics related to the clinical practice of a physical therapist assistant including data collection and therapeutic intervention employed, equipment utilized, reimbursement considerations and members of the healthcare team.

PTAS1301 Clinical Education I L - 120 4
Prerequisites: PTAS1102, 1103, 1104
A three-week integrated clinical experience where the student will have the opportunity to apply classroom theory and laboratory practice learned to date to direct patient care in a selected clinical setting. The intent is for the student to provide quality patient care with a high degree of guidance, cueing and assistance from the clinical instructor.

PTAS1302 Clinical Education II L - 150 5
Prerequisite: PTAS1301
A four-week clinical experience where the student will have the opportunity to apply classroom theory and laboratory practice to direct patient care in a selected clinical setting. The intent is for the student to provide quality patient care with guidance, cueing and assistance from the clinical instructor. The level of guidance needed will depend on the complexity of the patient and the environment.

PTAS1303 Clinical Education III L - 400 13.5
Prerequisite: PTAS1302
A 10-week clinical experience where the student will have the opportunity to apply classroom theory and laboratory practice to direct patient care in a selected clinical setting. The intent is for the student to provide quality patient care consistently and efficiently for simple or complex patients with consultation from the clinical instructor (entry-level performance).

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 55 10 5.5
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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 40 - 4
Continuation of the study of fundamental physical principles from mechanics to electromagnetism. Application of these principles to the construction and operation of fundamental x-ray equipment. Analysis of basic x-ray circuit. Construction and operation of tomographic, mobile and fluoro equipment. Comparison of conventional and digital radiology. Overview of PACS system.

RADT1129 Clinical Education II L - 225 7.5
Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of advanced chest and abdomen exams, upper extremity, and GI system.

RADT1133 Radiographic Procedures III L 45 15 5
Anatomy and positioning of lower extremity, pelvic girdle, urinary system, 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. History of radiology. 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 advanced chest and abdomen exams, upper extremity, GI system, and lower extremity.

RADT1143 Radiographic Procedures IV L 45 15 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 50 - 4
Overview of equipment, procedures, techniques, anatomy, and imaging protocol of specialty areas such as 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. Performance of venipuncture and vital signs. Competency evaluations of advanced chest and abdomen exams, upper extremity, GI system, and lower extremity.

RADT2253 CT Imaging L 30 - 3
Study of computed tomography with emphasis on equipment, procedures, techniques, anatomy, and imaging protocol.

RADT2254 Advanced Patient Care Management L 15 - 1.5
Critical thinking and imaging of the pediatric patient. Psychological, social, and economic needs of the elderly. Overview of various cultural groups and cultural competencies.

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. Introduction to new rotational sites. Advanced modality rotation. Competency evaluations of spine, bony thorax, cranial exams, surgical exams, pediatric, trauma, mobile, and advanced contrast procedures.

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. Increase proficiency at rotational sites. CT rotation. Competency evaluations of spine, bony thorax, cranial exams, surgical exams, pediatric, trauma, mobile, and advanced contrast procedures.

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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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. Advanced modality rotation. Rotational sites. Competency evaluations of spine, bony thorax, cranial exams, surgical exams, pediatric, trauma, mobile, advanced contrast procedures, and CT exams.

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. Overnight shifts. Competency evaluations of spine, bony thorax, cranial exams, surgical exams, pediatric, trauma, mobile, advanced contrast procedures, and CT exams. Complete all ARRT required competencies.

RELS • RELIGIOUS STUDIES

RELS2610/
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.

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+ before continuing in the Respiratory Care program.

RESP1111 Respiratory Anatomy & Physiology L 50 - 5
An in-depth study of the cardiopulmonary system including anatomy, ventilation, diffusion of pulmonary gases, hemodynamic measurements, ventilation/perfusion relationships, oxygen and carbon dioxide transport, acid-base balance with an emphasis on clinical application.

RESP1113 Respiratory Pharmacology L 45 - 4.5
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
Development of assessment skills in regards to patient history, physical exam and laboratory studies with 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 60 60 8
Theory and practice of the fundamentals of medical gases, humidity, bland and therapeutic aerosol application, oxygen monitoring, lung volume expansion therapy, bronchial pulmonary hygiene techniques, basic and advanced airway management. Lab is concurrent with lecture. Lab complements the material presented in lecture and RESP1121 as well as material learned in previous courses.

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.

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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

RESP1139 Clinical Education III L - 150 5
Practice of basic respiratory care procedures to include medical gas, aerosol/humidity therapy, aerosolized drug therapy, resuscitation, airway management, lung volume expansion therapy, and bronchial hygiene therapy. Includes clinical conferences and case studies.

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 Rehabilitation & Home Care L 30 - 3
Overview of pulmonary rehabilitation, subacute care, and home care principles and practices.

RESP1147 Ventilator Management II Lab L 30 - 1
Extended lab study of advanced mechanical Ventilation from RESP1132 Mechanical Ventilation. Lab includes advanced patient assessment, advanced modes of ventilation, high frequency ventilation, and advanced therapies. Extensive use of case studies, patient scenarios and ventilator interaction will be utilized.

RESP1148 Critical Care Management L 40 - 4
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. Extensive use of case studies, patient scenarios and ACLS algorithms.

RESP1149 Clinical Education IV L - 150 5
Practice in adult critical care, basic pulmonary function testing, arterial bloods gases, EKGs, mechanical ventilation, and emergency airway management. Includes clinical conferences and student case study presentations.

RESP2251 Cardiovascular Physiology L 40 - 4
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 30 - 3
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.

RESP2257 Cardiopulmonary Procedures Lab L - 45 1.5
Includes detailed examination of cardiovascular anatomy, non-invasive and invasive hemodynamic monitoring.

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, invasive 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 an awareness development of a number of patient education programs in health care agencies and the community.

RESP2267 Clinical Simulations Lab L - 45 1.5
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

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, investigative 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.

SOCI2799 Special Topics in Sociology B/L 45 - 4.5
Prerequisite: Grade of "C" or higher in SOCI1010.
This course will allow students to develop a more in-depth understanding in a specific area of sociology.

SPAN • SPANISH

SPAN1010 Elementary Spanish I B/L 75 30 7.5
Prerequisites: Spanish placement test.
First of a four level class that allows 21st century language learners to achieve communicative competence in Spanish and establish community connections in and out of the classroom through local and global Spanish-speaking communities. Technology is incorporated to enhance language skills. The class emphasizes an interactive, proficiency-oriented approach to learning language and culture (laboratory required).

SPAN1020 Elementary Spanish II B/L 75 30 7.5
Prerequisites: SPAN1010 (Spanish I) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010 or ENGL1015.
Second class in the four level language sequence that allows 21st century language learners to further develop proficiency in Spanish while expanding community connections in and out of the classroom through local and global Spanish-speaking communities. Technology is incorporated to enhance language skills. The class emphasizes an interactive, proficiency-oriented approach to learning language and culture (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 level in the language sequence that builds students' language proficiency by refining receptive and productive skills while encouraging students to compare, contrast and develop an appreciation of the cultural diversity of Spanish speaking communities. Technology is incorporated in this class to enhance language skills (laboratory required).

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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 Spanish-speaking local and global communities.Technology is incorporated in this class to enhance language skills. Conducted primarily in Spanish. (laboratory 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.
Class designed to foster oral proficiency through active student participation.The activities elicit student ideas and opinions, engaging students to respond to each other on a variety of discussion topics. Students learn to recognize and appreciate cultural diversity as they explore behaviors and values of various local and global Spanish-speaking communities.

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.
This class helps students to process information and write texts that require higher order thinking skills developed through integrated process strategies (listening, speaking, reading and writing).The writings explore cultural themes and concepts drawn from the learner's own cultural perspective.These ideas are conveyed at the intermediate linguistic level with 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 class that covers the same material as SPAN 2010 and 2020 and counts as 2010-2020 in satisfying the liberal education requirements for 21st century language learners. The class emphasizes an interactive, proficiency-oriented approach to learning language and culture (laboratory required).

SPCH • SPEECH

SPCH1090 Fundamentals of Human Communication B/L/M 45 - 4.5
Prerequisite: Eligible for ENGL1010.
This course provides a theoretical basis and practical experience in basic interpersonal, small group, and public communication skills. Topics include the communication process, self-concept, verbal and nonverbal communication, perception, listening, interpersonal and group communication, conflict management, interviewing, audience analysis and strategies for adapting delivery/message to audience needs during a presentation and public speaking. Students will perform at least three research-based oral presentations before an audience.

SPCH1110 Public Speaking B/L/M 45 - 4.5
Prerequisite: Eligible for ENGL1010.
This course provides both theoretical basis and practical instruction for speaking effectively in public. Emphasis on training in basic speech skills including: development of voice, topic selection, audience analysis, speech preparation and organization, researching, strategic and creative language use, effective listening and delivery skills, strategies for adapting delivery/message to audience needs during the presentation, and common types of public presentations, while acknowledging the influence of various cultural and ethnic backgrounds. Students will perform at least three research-based oral presentations before an audience.

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 ENGL1010.
The study of communication to function successfully with others in the work
place. Focus on the basic processes of communications including: communication and cultural diversity, developing interpersonal relationships, interviewing techniques, working in small groups and teams, managing effective meetings, and various types of presentations (including individual and group). Students will perform at least three research-based oral presentations before an audience.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

SURT • SURGICAL TECHNOLOGY

SURT1600 Orientation to Surgical Technology L 20 - 2
Prerequisite: Admission to the Surgical Technology Program.
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 30 3
Prerequisite: Admission to the Surgical Technology Program.
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 40 - 4
Prerequisite: Admission to the Surgical Technology Program.
Study of instruments, supplies, and equipment used in the perioperative process of surgery.

SURT1604 Concepts of Surgical Procedures L 20 - 2
Prerequisite: Admission to the Surgical Technology Program.
Study of the resection concept, abdominal incisions, commonly used instruments, sutures and needles required for basic surgical procedures.

SURT1701 Clinical Orientation L 25 45 4
Prerequisite: SURT1601.
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
Prerequisite: SURT1604.
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
Prerequisite: SURT1603.
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.

SURT1803 Fundamentals of Surgical Technology II L 20 - 2
Prerequisite: SURT1603.
Introduction to specialized modalities in surgery including endoscopy, orthopedic implants, power equipment, fixation devices for bone fractures, basic physics and electricity theories, special surgical equipment, bone fracture, bone healing and casting materials that are used in surgery to promote optimum patient care.

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 and maxillofacial reconstruction systems.

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
Prerequisite: SURT1810.
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 20 15 2.5
Prerequisite: SURT1810.
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

SURT2920 Advanced Clinical Studies L 30 60 5
Prerequisite: SURT2910.
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

THEA1010 Introduction to Theatre B/L 45 - 4.5
Introduction to the forms and functions of the dramatic arts within an historical perspective, including theatre skills, dramatic literature and analysis.

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, theatre games, improvisation and scene work. Familiarizes the student with the history and development of acting theories using selected examples of its various cultural contracts.

THEA1850/1860/2850/2860/2880 Theatre Production B 30-60-90 - 1.5-3-4.5
Prerequisite: By permission of play director.
Introduction to theory and principles of theatre production. Public performance produced. Repeat this class for additional credit.

THEA1851/1861/1871/1881, THEA2851/2861/2871/2881 Theatre Practicum B 30-60-90 - 1.5-4.5
Prerequisite: Permission of instructor.
Practicum is a practical learning experience in selected areas of theatre production. Under a cooperative educational experience and agreement between the College and an outside theatre production, students are able to earn credit for practical theatre production experience. Experience may include but will not be limited to design, construction and promotion. Students will work a minimum of 15/30/45 hours per quarter in conjunction with community acting group and its staff. Repeat this class for additional credit.

THNC • INTELLIGENT MACHINE INTEGRATION

THNC2100 Manufacturing Windows Operating Systems M 45 30 5.5
Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology.
This course looks at the theory and operation of PCs and other manufacturing devices that use Microsoft Windows as an operating system. The course deals with some of the administrative elements of operating and maintaining a Windows-based PC, machine tool, or other manufacturing device.

THNC2120 Manufacturing Networking Fundamentals M 40 35 5
Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology.
This course is the study of the theory and operation of Local Area Networks. It covers some of the administrative elements of constructing and maintaining a LAN in an environment where machine tools and other network-capable devices are present.

THNC2130 Manufacturing Automation and Integration Theory M 40 10 4
Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology.
This course examines the theory and operation of automation components and automation design, including electromechanical items such as relays, solenoids and actuators. Many of the electrical and pneumatic devices common to automated equipment will be explored. Schematics for both fluid power and electricity will be explored, as well as how to design, build and control an automated device.

THNC2135 Manufacturing Automation and Integration Lab M 5 50 2
Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology.
This course will apply the theory and operation of automation components and automation design. Students will take the theory-based knowledge learned from THNC2130 and apply it in a lab setting where they will be required to build a lab project that uses fluid power components. Projects are predetermined.

THNC2140 Basic CNC Machining Techniques M 25 25 3
Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology.
This course examines the theory and application of basic CNC machining techniques. Standard programming options on an Okuma CNC machine tool will be explored. Time will be spent learning about G and M codes and tool-set-up parameters.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

THNC2145 Advanced CNC Machining Techniques M 30 20 3.5
Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology.
This course examines the theory and application of advanced CNC machining techniques. Unique programming options on an Okuma CNC machine tool will be explored. Time will be spent learning about tool-life-parameters. Data collection from the machine tool also will be explored.

THNC2150 Partners In THINC Applications M 20 5 2
Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology.
Students will learn about technology from some partners in THINC, along with their applications and products. Seminar-based instruction from partners will be a large part of the class structure.

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. The student will learn page-layout basics and gain fundamental skills using hardware, software and peripheral devices using Adobe Creative Suite Design.

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 50 4.5
Prerequisites: VPUB1110 and VPUB1111.
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 plates, proof making, and offset duplicators.

VPUB1121 Photoshop I L 40 15 4.5
Prerequisites: VPUB1110, VPUB1111, & VPUB1112 or permission of program chair.
This course will address the fundamentals of the software to include scanning and editing, master menu, and 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 or permission of program chair.
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.

VPUB1125 Digital Typography L 20 - 2
Prerequisites: VPUB1110, VPUB1111, & VPUB1112 or permission of program chair.
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

VPUB1130 Pre-Production Techniques L 30 45 4.5
Prerequisites: VPUB1132 or permission of program chair.
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.
Expands on techniques used in Photoshop I. Web graphics, color correction tools and interaction with other software will be covered.

VPUB1132 Page Layout II L 45 - 4.5
Prerequisite: VPUB1122 or permission of program chair.
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.

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.

VPUB2241 Photoshop III L 25 60 4.5
Prerequisite: VPUB1131 or permission of program chair.
Using Photoshop as a creative tool, students apply their skills to advanced projects that will serve as portfolio pieces.

VPUB2242 Computer Illustration I L 35 30 4.5
Prerequisites: VPUB1121 or permission of program chair.
Introduces the student to using the computer as a creative drawing tool. Basic draw program skills are learned that generate computer effects, styles and illustrations using Adobe Illustrator.

VPUB2244 Web Design II L 35 30 4.5
Prerequisites: VPUB1131, VPUB1134 or permission of program chair.
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 35 30 4.5
Prerequisites: VPUB1134 or permission of program chair.
Students will learn the art and techniques of digital video production including shooting, editing and distribution to 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: VPUB2242 or permission of program chair.
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.
Using previous course work, students will develop a complete portfolio including print, 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 advisor permission.
Under the direction of an experienced instructor, students have an opportunity to apply their classroom knowledge in a real-world situation. Students may be placed in an external internship or complete projects for the College.

VPUB2265 Media Campaign Development L 30 45 4.5
Prerequisites: VPUB1130, VPUB2241, VPUB2244, and VPUB2252; or permission of program chair.
Students work with Clients to create a full media campaign. The students work in groups and specialize in creating 3D files, Flash animation, print, video and web components of the campaign. Their work is then used for their portfolio.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

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.

WELD1174 Machine Tool Welding L 10 23 1.5
Basic welding and practice in joining metals together. Preparation for MACH1225 Materials of Industry.

WELD1176 Automotive & Motorcycle Welding L 15 45 2.5
Introduction to basic welding skills used in the automotive and motorcycle professions. This course includes knowledge of safety in the welding shop, Oxy-Acetylene and MIG welding processes.

WELD1181 Automotive, ASEP, ASSET, & CAP Welding M 10 15 1.5
Prerequisite(s): Limited to AUTT, ASEP, ASST, CAPP Programs
Theory and practice of "GMAW" welding, braze welding, and oxyacetylene cutting. Equipment setup, safety, and operation is stressed.

WELD1182 Welding Process for NDT M 20 30 3
Prerequisite(s): Limited to NDT Program
Introduction to the theory and practice of oxyacetylene hand torch cutting. SMAW practice, to include the study of variables and parameters of the equipment and operation. Safety of the welding and cutting equipment along with lab work will be stressed.

WELD1183 HVAC Welding Practices M 10 20 1.5
Prerequisite(s): Limited to HVAC Program
Study of theory and practice of welding, cutting fundamentals including safety, oxy-fuel braze welding, flame cutting, and ARC welding.

WELD1184 Welding for Electrical & Electromechanical M 20 30 3
Prerequisite(s): Limited to ELEC Program
Fundamentals of oxyacetylene equipment, OA cutting, brazing. Arc welding theory and lab practice with emphasis on maintenance welding. Safe operation of equipment and application emphasized.

WELD1185 Diesel Truck, JDAT, & JDCE Welding M 10 20 1.5
Prerequisite(s): Limited to DESL-Truck, JDAT, JDCE Programs
The 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).

WELD1186 Building Construction Welding M 6 30 1.5
Prerequisite(s): Limited to CNST Program
Theory and practice of shield metal arc welding and oxyacetylene torch cutting. Emphasis on safety, equipment setup, and operation as it applies to the construction industry.

WELD1187 Welding for Ag Equipment M 10 30 2
Prerequisite(s): Limited to Ag Equipment Program
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.

Course# (online)	Title	Location	Class Hours	Lab Hours	Credit Hours

WELD1188 Deere Welding II M 5 25 1
Prerequisite(s): Limited to JDCE Program
Principles and application of arc welding in the flat, horizontal, and vertical positions. Practice with air carbon arc cutting, along with the study of basic metals and metal properties as applied to Deere Construction & Forestry Equipment.

WELD1189 Shielded Metal Arc Diesel Welding M 5 15 1
Prerequisite(s): Limited to DESL-Truck Program
Instruction and practice in SMAW (stick welding) to include equipment set-up and safety.

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 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.

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.

WELD2901 Cooperative Experience L/M - 420 12
Prerequisite: 5th Quarter Standing.
On-the-job experience within an industrial welding/metallurgy related company. Practice of skills and knowledge acquired though previous quarters. Preparation for full-time employment.

Chapter 3

ENROLLMENT

To have a successful college experience 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.

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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 SCC is one of these tests approved by the U.S. Department of Education to determine a student's ability to benefit.

Transcript and/or testing 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 SCC 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. Additional program requirements are determined by staff within the program.

Some Programs of Study will require a **criminal background check**.

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 SCC 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.

*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

Student Status - based on enrollment in three of four terms (quarters) during a continuous 12-month period.

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 specific student enrollment history.

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 academic 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, which is required by federal regulation governing Title IV programs.
   The ASSET/COMPASS assessment/placement used by SCC is approved by the U.S. Department of Education to determine a student's ability to benefit. (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 SCC.
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 Continuing Education Division 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.

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, be reported on the high school transcript, be brought in by the student); 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 per test.

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.

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 Advisor.

B. RETESTING

Retesting is possible for individuals who believe their placement test scores do not reflect their current skill levels in reading, written expression and mathematics. If the student has previously taken the COMPASS or ASSET test, a $15 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 and 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 SCC, 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 SCC 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 SCC 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 SCC, 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.***

INTERNATIONAL STUDENTS

The following requirements apply for students applying to SCC 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.

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

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.

Students may be limited to the number of credit hours they can register for in any one quarter term.

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) 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 office is responsible for collecting and maintaining all student records and grades, is in charge of registrations, and receives all drop/add forms.

After registering, payment of tuition and fees must be made 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 eCashier monthly payment plan. (See Payment Policy - Financial Planning)

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," "F," "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 supersede 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.

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.

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 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 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. Other criteria which are determined by College administrators to be relevant.

A CBC is required for all students in the following programs and continuing education courses:

- Associate Degree Nursing
- Dental Assisting
- Emergency Medical Services/Paramedic
- Medical Assisting
- Nursing Assistant
- Pharmacy Technician
- Polysomnographic Technology
- Respiratory Care
- Criminal Justice
- Early Childhood Education
- Human Services
- Medical Laboratory Technology
- Practical Nursing
- Physical Therapist Assistant
- Radiologic Technology
- Surgical Technology

Students must be continuously enrolled in the College for a CBC to be considered valid. Additional CBCs may be required if a student's enrollment lapses beyond one year from the date of enrollment.

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 CLASSES

Student-Initiated Drop

Students may initiate a drop from a class/es, prior to the deadline for dropping classes (see deadline dates and refund information.)

To drop a class(es), 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 online using **WebAdvisor**.

Failure to attend classes does not constitute a drop.

Students must submit an official drop form prior to the refund deadline to be eligible for a tuition and student services fee 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 and student services fee for that term. Specific dates for individual classes are included in the printed credit class schedule each term.
3. The date that all instructors are required to report students who have never attended class ("No Show" Students)

"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 tuition and fees for classes they do not drop within the designated refund period. (See Drop/Add)
3. "No Show" students will be removed from the class rosters and no grade will appear on a student's transcript.

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, a student must do the following:

1. Complete an official drop/add form
2. Have the course instructor or program designee sign the form to approve the add, if after the second day of the term.
3. Submit the form to the Campus Registration Office no later than 12.499% of the time elapsed since the first day of the start of class.
4. To add a course or courses after the first 12.499% of the time elapsed since the first day of the start of class a student must follow the procedure above, but must have both the Program Chair and Division Dean signature on the add form.

The same procedures listed above apply to courses that vary in length from the regular term dates and can be added within the first 12.499% of the time elapsed since the first day of the start of class. Specific dates for individual classes are included in the printed credit class schedule each term.

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 the both the Program Chair and Division Dean are required prior to being submitted to the Campus Registration Office.

WAIT-LISTING A COURSE

When a course section reaches its maximum capacity, it is possible for students to add themselves to a waitlist via WebAdvisor.

E-mail Address

Students must have a current e-mail address on file at Southeast Community College before adding themselves to a waitlist. To verify the e-mail address is accurate, go to WebAdvisor and from the main menu select: **Student ->Address Change.** E-mail addresses are listed at the bottom of the page. If the address is incorrect, make the necessary changes and click->**Submit.** Corrections are sent directly to the Registration & Records Office, however, are not immediately seen on WebAdvisor.

Waitlisting a course

Students can add or remove themselves from a course waitlist through WebAdvisor. After selecting a class which is full, on the registration screen select **Action->Waitlist->Submit.**

Note: Students cannot waitlist themselves for classes if any of the following conditions apply: prerequisites are not complete, the student is currently registered for another section of the class or tuition is owed to the College. Also, students cannot waitlist themselves for multiple sections of the same course.

Permission to register

When there is an opening in a class, the first student on the waitlist will be notified via e-mail. The student can register for the section online by going to **WebAdvisor->Students->Registration->Manage My Waitlist->Action-> Register->Submit.**

One (1) day to register

When given permission to register, the student will have one day to register. At the end of this time, if a student fails to register for the designated class, the student is removed from the waitlist and the next student is notified.

Removal from the Waitlist

Go to **WebAdvisor->Students->Registration->Manage My Waitlist->Action-> Remove->Submit.**

Tuition

Students are not charged tuition for courses in which they are waitlisted. Tuition charges will not be posted to the student account until the registration process is complete.

Refunds

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.

LAST DATE TO DROP A CREDIT CLASS AND RECEIVE 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 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 online 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 form.

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

Formula:

$$\frac{\text{(Drop Date) - (Course Start Date)}}{\text{(Course End Date) - (Course Start Date)}} = \%\ \text{Elapsed}$$

Credit class Table:

% elapsed	% of refund
0.000 - 12.499	. . .100
12.5 and over	. . .0

Non-Credit class Table:

% elapsed	% of refund
day before	. . .100
start day or after	. . .0

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

Electronic Refunds

Electronic payment of refunds is the FASTEST, safest, and most convenient method for students to receive refunds.

Students can sign up on WebAdvisor for an electronic payment option. The College recommends that students sign up to have refunds transferred electronically to their existing bank account. If a student does not currently have a bank account, the College has made arrangements with Union Bank and Trust Company of Lincoln for the student to open a Simply Free Checking account or a Union Bank Savings account. The student may start the process of opening a Union Bank account via WebAdvisor or they may stop at any Union Bank branch office to open an account.

If a student does not sign up for electronic payment of refunds, a check will be processed at the same time that funds are electronically transferred to other students. Depending upon the day of the week, holidays, and the speed of the Post Office, paper checks may take up to 10 days or more to reach the student. Checks will be processed off site and will not be available for pickup by students. Paper checks will be mailed to the student's current address.

If you are having your check deposited electronically, please check your bank account online, if your bank provides online access, to verify when your refund was deposited.

If you are receiving your refund by paper check, please wait a week after paper checks are mailed before inquiring about your refund.

(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 TO DROP A NON-CREDIT CLASS AND RECEIVE 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 the end of the sixth week of the term. Student-initiated drops which occur between the 12.499% of the time elapsed since the first day of the class and prior to the drop deadline will receive a grade of "W." Students may request a drop (awarding of a grade of "W") after the drop 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.

Chapter 4

FINANCIAL PLANNING

The cost of a quality education at SCC 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.

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FINANCIAL AID PROGRAMS

Southeast Community College 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 80 percent 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 toward 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. Institutional Financial Aid is awarded on a first-come, first-served basis.

Priority filing deadline dates for completing necessary financial aid forms are as follows:

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

SCC PARTICIPATES IN THE FOLLOWING FINANCIAL AID PROGRAMS:

Federal Financial Aid

PELL GRANT

The Pell Grant is a grant from the federal government that does not have to be paid back. The 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

SEOG awards are made to undergraduate students with exceptional financial need. SCC has a limited amount of funds to award to eligible students. Eligible Pell Grant recipients with the lowest Expected Family Contribution are considered first for available Federal SEOG funds.

FEDERAL COLLEGE WORK-STUDY PROGRAM

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

FEDERAL DIRECT STAFFORD LOAN

The Federal Stafford Loan program enables students to borrow from the U. S. Department of Education. The loan amount is limited to the cost of education minus 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 $5,500 per school year. Dependent, second-year students may borrow a maximum of $6,500 per school year (subject to other restrictions per federal regulations). Independent, first-year students may borrow a maximum of $9,500 per school year. Independent, second-year students may have a loan limit of $10,500.

FEDERAL DIRECT 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 the U. S. Department of Education.

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 estimated cost of education minus other financial aid.

Nebraska State Financial Aid

NEBRASKA OPPORTUNITY GRANT

NOG funds are awarded to Nebraska residents on the basis of financial need eligibility. Students apply by completing the FAFSA. Eligibility is determined by state guidelines.

Institutional Financial Aid

SCC TUITION GRANT

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 FAFSA. This institutional grant is awarded on the basis of financial need.

SCHOLARSHIPS

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

Scholarships are awarded on the basis of academic achievement and/or financial need. Applicants are evaluated on criteria specified by the scholarship donor. Selection is made by the SCC Scholarship Committee 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 aid is terminated or a student withdraws or is academically suspended, unused funds are returned to the appropriate fund, including but not limited to NOG, SEOG and SCC Tuition Grant.

Scholarships available include those provided through the SCC Educational Foundation and others designated by contributors for specific categories.

For more information and a listing of available scholarships by campus, contact the campus Financial Aid Office or visit us online.

Applying ONLINE FOR SCC SCHOLARSHIPS

The SCC Educational Foundation was organized in 1975, with the sole intent of maintaining, developing and extending services to the College and to further educational opportunities to students, staff and the residents of the area which it serves. The mission of the Foundation is to support the vitality and growth of SCC to benefit students, staff and communities it serves.

The SCC Scholarship application is available ONLINE and has open enrollment during the following calendar days:

Nov 1 – Nov 22
- *Current and new SCC students who plan to attend Winter Quarter" (January - March).*

Dec 1 – Feb 22
- *Current and new SCC students who plan to attend "Spring Quarter" (April - June).*

May 1 – May 22
- *Current and new SCC students who plan to attend "Summer Quarter" (July - September).*

Aug 1 – Aug 22
- *Current and new SCC students who plan to attend "Fall Quarter" (October – December).*

Note: To be considered for scholarships based on financial need, the applicant must also complete the FAFSA for the appropriate school year.

For the academic year beginning July 2011, applicants will need to complete the **new** 2011-2012 FAFSA (www.fafsa.ed.gov) to be considered for need-based scholarships being offered during that academic year.

If a student is unable to apply online, he/she may contact the Financial Aid Office with an explanation of extenuating circumstances and may receive assistance with the application process.

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

SCC 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. 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 online 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 approximately 30 business days after enrollment is approved.

SATISFACTORY ACADEMIC PROGRESS

All students receiving federal financial aid and/or Veterans' Benefits are subject to certain policies regarding eligibility and satisfactory academic progress toward an educational goal. Failure to make satisfactory progress could result in the student being placed on financial aid probation or termination. 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

1. Must have a cumulative GPA of 2.0 or higher
2. Must pass at least 66% of the credit hours attempted.
3. Must not exceed 120% 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. SCC recommends completion of both Steps 1 and 2 below at the same time. Also, meeting the Priority Filing Deadline Dates 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 FAFSA form.

The Financial Aid Office encourages completion of the FAFSA online upon completion of your tax return. 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 SCC 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 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 return, 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 FOUNDATION

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.

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

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

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

Many students rely on federal government loans to finance their education. These loans have low interest rates and do not require credit checks or collateral. Student loans also provide a variety of deferment options and extended repayment terms. Student loans include Federal Direct Stafford Loans.

All Stafford Loans are either subsidized (the government pays the interest while you're in school) or unsubsidized (you pay all the interest, although you can have the interest payments deferred until after graduation). To receive a subsidized Stafford Loan, you must be able to demonstrate financial need.

With the unsubsidized Stafford loan, you can defer the payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students, regardless of need, are eligible for the unsubsidized Stafford Loan.

Repayment begins six months after the student graduates or drops below half-time enrollment. The standard repayment term is 10 years.

Failure to maintain attendance in at least 6 credit hours CANCELS any future loan disbursements. Please notify the Financial Aid Office when returning to school after a break in attendance.

New students must complete a master promissory note and complete loan entrance counseling at www.studentloans.gov.

4. Students interested in FEDERAL WORK-STUDY

Students interested in FWS need to complete and return a Work-Study Application form, available at any campus's Financial Aid 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 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 nor be able to register for classes at SCC until the repayment is satisfied.

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).

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 drops the course online by utilizing WEBADVISOR or provides the College's Registration and Records Office with an "OFFICIAL DROP/ADD FORM FOR CREDIT CLASSES."

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.

Forms titled "OFFICIAL DROP/ADD FORM FOR CREDIT CLASSES" are available at the campus Registration and Records Office.

The College 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 SCC.

Electronic Refunds

Electronic payment of refunds is the FASTEST, safest, and most convenient method for students to receive refunds.

Students can sign up on WebAdvisor for an electronic payment option. The College recommends that students sign up to have refunds transferred electronically to their existing bank account. If a student does not currently have a bank account, the College has made arrangements with Union Bank and Trust Company of Lincoln for the student to open a Simply Free Checking account or a Union Bank Savings account. The student may start the process of opening a Union Bank account via WebAdvisor or they may stop at any Union Bank branch office to open an account.

If a student does not sign up for electronic payment of refunds, a check will be processed at the same time that funds are electronically transferred to other students. Depending upon the day of the week, holidays, and the speed of the Post Office, paper checks may take up to 10 days or more to reach the student. Checks will be processed off site and will not be available for pickup by students. Paper checks will be mailed to the student's current address.

If you are having your check deposited electronically, please check your bank account online, if your bank provides online access, to verify when your refund was deposited.

If you are receiving your refund by paper check, please wait a week after paper checks are mailed before inquiring about your refund.

(Please refer to the Enrollment section for further information on tuition and refunds.)

Credit Class 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. "NO" refund is allowed after 12.500% of time has elapsed since the first day of the start of class. Specific drop dates for individual classes are published each term in the credit class schedule.

Non-credit class refund

The student is entitled to a 100% refund for any non-credit class officially dropped prior to the start date of the class. "NO" refund is allowed if the class is dropped on or after the start date of the class.

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 "F," "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 percent 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 of the term (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 and student services fee refund period.

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

Formula:

$$\frac{\text{(Drop Date) - (Course Start Date)}}{\text{(Course End Date) - (Course Start Date)}} = \%\ \text{Elapsed}$$

Credit class Table:

% elapsed	% of refund
0.000 - 12.499	100
12.5 and over	0

Non-Credit class Table:

% elapsed	% of refund
day before	100
start day or after	0

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

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
- Academic Competitiveness 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.

   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 withdraw from the College will follow this 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 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.

Debts

All financial obligations to the College must be paid before a student may register for any future courses 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 eCashier Monthly Payment Plan

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

eCashier

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.

Cost estimate sheets are available for the Programs of Study. Check out the Expense Sheets available online or contact your campus Student Services Office for more information.

Chapter 5 GRADES & RECORDS

INDEX

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 online via WebAdvisor or a paper form may be obtained from the Registration and Records Office.

ATTENDANCE

Attendance Policy

Regular, punctual attendance is required in all credit courses. Each instructor will inform students by means of a 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 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 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 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 SCC. 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.
   A student must have a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.
2. The minimum 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 "F" (Failure), "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 SCC 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 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 SCC, 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.

Exceptions to #2, #3, #3a or #3b must be approved by the Vice President for Instruction.

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.

Career Pathways Advanced Placement

Career Pathways 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. Career Pathways 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 Career Pathways 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 Registration & Records Office with all appropriate signatures.*

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

College Level Examination Program (CLEP)

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.

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

SCC administers the 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 SCC students may have CLEP scores recorded on their SCC transcripts. Acceptable CLEP credits are recorded as PX (Pass by Examination).

GRADES & RECORDS

FERPA

SCC 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. SCC may provide directory lists of graduates to senior institutions that have an articulation agreement with SCC.

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

- *Student Name*
- *Major field of study*
- *Dates of attendance*
- *Enrollment status*
- *Most recent previous school attended*
- *Degrees and awards received*
- *Honors and awards received, including Dean's List and other academic honors*
- *Participation in officially recognized co-curricular activities (e.g. music, sports)*
- *Weight and height of athletic team members*
- *Parking permit number and auto license number*
- *Photograph/Video**

When available, the student's physical address, e-mail address and/or telephone number will be released at the discretion of the Student Services Office.

*Use of Photographs/Video:

Photographers/videographers employed or contracted by SCC regularly take photographs/video of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/video will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo/video shoots where the subjects will have given verbal consent to be photographed/videotaped. Individuals who are photographed/videotaped while attending a public event or who verbally agree to participate in a photo/video shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs/video in perpetuity.

To avoid having this information released, the student must submit a written request to the campus Student Services Office within 10 classroom days, not including Saturdays, Sundays, and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 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 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 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

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 toward 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 "F" (Failure) 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 such a Dean's List is maintained.

Academic Standing

Good Academic Standing

Students must maintain a cumulative GPA of 2.0 to remain in good academic standing.

Academic Warning

Students failing at mid-term will have a mid-term grade posted on WebAdvisor. The student will be contacted by the Student Retention Office to address the issue of coursework below acceptable academic standards.

Academic Probation and Suspension

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

Academic Suspension

Students who have been on Academic Probation will automatically be placed on Level 1 Suspension if their cumulative and term grade point average (GPA) are below 2.0. Students will be notified of their academic suspension status by a certified letter.

Level 1 Suspension (follows Academic Probation)

Students placed on Level 1 Suspension will not be allowed to register or attend classes for the upcoming term.

- Within the first five weeks of the suspended term, declared students must meet with their program chair to complete an Academic Reinstatement Contract. Undeclared students must meet with Career Advising or Retention staff to complete the contract.
- The Academic Reinstatement Contract must be submitted to the Registration and Records Office with a signed registration form for the following term. Students will not be allowed to register online while on any level of academic suspension.
- A student success class is recommended if the Academic Reinstatement Contract is completed after the 5th week.

  If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing. If the cumulative GPA is below a 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.
- Students may take ABE, ESL or Continuing Education classes during the Level 1 Suspension.

Level 2 Suspension (follows Level 1 Suspension)

Students on Level 1 Suspension, whose term and cumulative GPA are below a 2.0 will be placed on Level 2 Suspension. Students on Level 2 Suspension will not be allowed to register or attend classes for the upcoming term. Students follow the same procedures as Level 1 Suspension, with the addition of the following requirements during the term student's return to classes:

- A Student Success class is mandatory, even if previously completed.
- A maximum credit hour load is imposed as part of the contract.
- Students may take ABE, ESL or Continuing Education classes during the Level 2 Suspension.

If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing. If the cumulative GPA is below a 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.

Level 3 Suspension/Disqualification (follows Level 2 Suspension)

Students on Level 2 Suspension, whose term and cumulative GPA are below a 2.0 will be placed on Level 3 Suspension/ Disqualification. Students on Level 3 Suspension/Disqualification will not be allowed to register or attend credit classes for one year.

- Students must reapply to the College, prior to returning.
- Students must meet with their program chair or Career Advising/Retention staff to complete an Academic Reinstatement Contract. The Academic Reinstatement Contract must be submitted to the Registration and Records Office with a signed registration form for the upcoming term. Students will not be allowed to register online while on academic suspension.
- Students may take ABE, ESL or Continuing Education classes during the Level 3 Suspension.

Suspension Appeal Process

Students who have extenuating circumstances are allowed to appeal any level of suspension. Forms are available in the Campus Student Services Office. The Suspension Appeal Committee will meet no later than the day prior to the start of the quarter to review appeal forms.

Students who do not appeal prior to the beginning of the term will be required to follow the procedures for a Level 1 Suspension.

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 GPA of 3.00; or 37.5 quarter credit hours with a minimum GPA 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.

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.

Students can access their grades online with WebAdvisor using login ID and password. Contact Student Services for more information.

Mid-term Grades

At mid-term, all instructors are required to review students' academic progress. Instructors enter mid-term grades on WebAdvisor 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.

Attempts will be made by the Student Retention Office to contact students and address the issue of coursework being below acceptable standards if students are failing at mid-term. It is the responsibility of each student to seek help from a College Career Services Advisor, Retention Specialist, TRIO Student Support personnel, the instructor or any other person the student feels can assist. Mid-term grades do not become part of the student's permanent record.

Grade Changes

If a student questions or is in disagreement with the grade issued for a class, the student must contact the instructor. **It is the student's responsibility to review his/her grades for accuracy.** Grade disputes must be resolved within 10 classrooms 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 is determined by multiplying the honor points earned for each course by 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)

TRANSCRIPTS

Issuance of Credit Transcripts

1. SCC issues a transcript upon written request by the student.
   a. The request must include the student's name (at the time of attendance), Social Security number or SCC student ID 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 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 are signed by the associate registrar. 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

SCC maintains special cooperative programs and transfer agreements with many colleges and universities.

Any student who has successfully completed the courses identified in the articulated 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.

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
F	Permanent	0.0	Failure	Below 60
P	Permanent	*	Pass	70-100
NP	Permanent	*	No Pass	
I	Temporary	*	Incomplete	
W	Permanent	*	Withdraw	
AU	Permanent	*	Audit - No Credit	
PX		*	Pass-Exam	
CW		*	Credit by Waiver	

*Not included in GPA

Explanation of Transcripts

**Bankruptcy:** A # symbol will appear on the transcript before the grade for a course which has been bankrupt. Bankrupt grades will not count in the cumulative GPA, but are included in the term GPA.

AU **Audit:** "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. Students receiving financial aid or Veteran's benefits cannot count audited courses in determining minimum-credit-hour requirement.

BF **Balance Forward:** Credit for courses before 7/1/94.

CIP **Course In Progress:** Currently enrolled classes.

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

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

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.

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

Pass: The letter grade "P" is assigned when credit is granted for successful completion of campus-approved "Pass/No-Pass" course. The pass grade represents a 70%, or a grade of C or higher. 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.

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

W **Withdrawal:** The letter "W" is assigned when a student drops a course after the census date of the course.

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. A repeated course will be listed with 0.00 credit hours.

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

Issuance of Non-credit Transcripts

1. SCC issues a transcript upon written request by the student.
   a. The request must include the student's name (at the time of attendance), Social Security number or SCC student ID 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 working days from the date of request.
4. The transcript request will be kept on file in the Continuing Education Division.
5. Official transcripts will bear the official seal of the College and are signed by the Division Dean. All non-credit transcripts from the Continuing Education Division are official non-credit transcripts.

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 Type

CR	Credit Class
NC	Non-credit
NG	Not Graded
NS	No Show

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

Chapter 6 POLICIES

INDEX

ACCESS/EQUITY/DIVERSITY

Disability Services

Southeast Community College provides reasonable accommodations for students with disabilities to ensure access to educational programs and services. To ensure timely service, students who are requesting an accommodation based on a documented disability are advised to make the request known as soon as possible by contacting the Career Advising Center on the campus they wish to attend.

It is the students' responsibility to contact the Disability Services provider on campus if they believe they have a disabling condition which may substantially limit their ability to participate in class.

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 Disability Services providers. Information regarding accommodations for students with disabilities is available (online or) from the Disability Services locations.

Disability Services providers

BEATRICE

Career Advising Center, Jackson Hall rm. J406, 402-228-8242

LINCOLN

Career Advising Center, Lincoln campus rm. J2, 402-437-2620

MILFORD

Assessment Office, Placement Center, 402-761-8202

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 not 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 and events.

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, ethnicity, religion, sex, age, marital status, national origin, 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 Access, 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.

Harassment/Discrimination Prohibited

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 illegal discrimination or harassment, including sexual harassment. Any student who believes he/she has been the subject of illegal discrimination or harassment should report the incident to a member of the College's professional staff or one of the campus educational equity representatives listed below:

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 Advisor, 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, SCC has a responsibility to maintain a working environment free of racial intimidation and harassment.

• 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 - E-3f(1-3)

Southeast Community College is committed to maintaining learning and working environments that are free from all forms of illegal harassment and discrimination. Accordingly, harassment based on an individual's race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law is prohibited. The College will not tolerate harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to the College while they are on College property or at events conducted, sponsored or sanctioned by the College. Each member of the College community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

Prohibited discriminatory harassment is defined as conduct that is sufficiently severe, pervasive, and objectively offensive as to substantially disrupt or undermine a person's ability to participate in or to receive the benefits, services, or opportunities of the College, and/or has the effect of creating an intimidating, hostile, or offensive environment.

Harassment when directed at an individual because of his/her race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access, Equity and Diversity, SCC Area Office.

CONDUCT EXPECTATIONS

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 SCC'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 being 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 or perceived 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 - SCC 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.

Academic Integrity

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

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 may be 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 provides licensed software on its computers for students' use and training.

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. Users will abide by the guidelines regarding the lawful use of computers and software. Students who do not abide by SCC computer use policy will be subject to penalties outlined in the "Computer Use Violations" section.

Copyright Law

The copyright law of the United States (Title 17, U.S. Code) governs the reproduction of copyrighted materials, including publications, computer software, audio music, video, 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.

HIGHER EDUCATION OPPORTUNITY ACT REPORTING REQUIREMENT

The following notice is in compliance with the recently passed H. R. 4137, the Higher Education Opportunity Act:

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. If students reproduce or offer full-length sound recordings for download without the authorization of the copyright owner, they are in violation of federal copyright law and could face civil as well as criminal penalties. The most common violations of unauthorized distribution of copyrighted material are software and sound recording piracy.

Software Piracy

Unauthorized duplication, distribution or use of someone else's intellectual property, including computer software, constitutes copyright infringement and is illegal and subject to both civil and criminal penalties. The ease of this illegal online behavior causes many computer users to forget the seriousness of the offense. As a result of the substantial amounts of money the software industry loses each year from software piracy, the software companies are enforcing their rights through courts and lobbying for and getting stiffer criminal penalties. It is a felony to reproduce or distribute illegal copies of copyrighted software.

Sound Recording Piracy

Another form of copyright infringement is the unauthorized duplication and distribution of sound recordings. Online piracy is increasing as many people use the Internet to illegally distribute digital audio files (e.g. MP3 format). The Recording Industry Association of America (RIAA) monitors the Internet daily and scans for sites that contain music. They have been successful in getting the sound recordings removed from those sites.

Federal copyright law grants copyright owners (typically, a record company) the exclusive rights to reproduce, adapt, distribute and, in some cases, digitally transmit their sound recordings. Therefore, the following activities, if unauthorized by copyright owners, may violate their rights under federal law:

- *Making a copy of all or a portion of a sound recording onto a computer hard drive, server or other hardware used in connection with a web site or other online forum. This includes converting a sound recording into a file format (such as a .wav or mp3 file) and saving it to a hard drive or server;*
- *Transmitting a copy or otherwise permitting users to download sound recordings from a site or other forum; and/or*
- *Digitally transmitting to users, at their request, a particular sound recording chosen by or on behalf of the recipient.*

COMPUTER USE VIOLATIONS

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

SCC Computer Helpdesk

402-437-2447 or 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 Vice President for Technology, will handle computer use violations. 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*

STUDENT HOUSING DATA NETWORK ACCEPTABLE USE POLICY

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

Students' use of the SCC-provided network access indicates their acceptance of this policy, as well as their responsibility to use the connection appropriately and in accordance with applicable laws and regulations. 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.

***NOTICE:** 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, peer-to-peer file sharing, 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. 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. (See item # 14 below.)

Prohibited Internet Usage:

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

1. *Sharing copyrighted material such as MP3s and software is strictly prohibited.*
2. *Students must observe copyright laws, license restrictions and SCC policies when receiving, retransmitting or destroying software or data. Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies. Copying College-owned or licensed software or data for personal or external use without prior approval.*
3. *Attempting to modify College-owned or licensed software or data without prior approval.*
4. *Using the SCC Internet connection for gambling, viewing/downloading/distributing pornography, or other illegal activities.*
5. *Attempting to damage or disrupting 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. *Altering or extending beyond intended use of in-room connections. No more than one device should be connected to each active network port. Network hubs are prohibited.*
7. *Using in-room connections to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.*
8. *Attempting to capture transmissions on the network not addressed to the student's location. In other words, "sniffing" – the digital equivalent of wire-tapping – is not allowed.*
9. *Attempting to gain access to any data, software or services, without explicit permission of the owner.*
10. *Concealing or misrepresenting user's or another's identity using network connections. Examples: Sending electronic mail under an assumed name. Sharing a login password with another individual is prohibited.*
11. *Using SCC computing resources, including in-room connections, 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. Excessively using 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 MP3s and MPEGs). Sending out mass e-mails and/or spamming also are prohibited.*
13. *Sending messages that are fraudulent, harassing, obscene, threatening, or other messages that violate 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 connections to conduct such research.
    - *The instructor must provide each student with the specific assignment in writing. This document authorizes a student to access Internet sites that would otherwise be prohibited.*
    - *To access the restricted sites on a College-owned computer 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 card, 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.*

LEGAL DOWNLOAD OPTIONS FOR RESIDENT HALL STUDENTS

SCC does not block legal download sites providing residence hall students the opportunity to purchase audio, video, and/or games using the SCC Housing Data Network. Examples of vendors who sell music or subscriptions to music are: iTunes, Napster, Passalong, Puretracks, f.y.e., URGE, MusicGiants, eMusic, GetMusic, PayPlay.fm, etc. It will be the student's responsibility to provide evidence of ownership and/or license for anything downloaded using the SCC Housing Data Network. SCC does use bandwidth shaping and traffic monitoring tools to deter peer-to-peer and unauthorized downloads.

ELECTRONIC DEVICES

Classroom 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 policy may lead to formal disciplinary action. (See also "Cell Phones" and "Telephones.")

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.

Discrimination

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

Drug, Alcohol and Controlled Substance Policy

SCC'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 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.

DISCIPLINARY ACTIONS AND STUDENT GRIEVANCES

Student Rights & Responsibilities

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

A. Submitting an Application for Admission or a course Registration Form to SCC represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules and regulations of the College. Acceptance for admission, or course registration, in turn represents the extension of a privilege to participate in educational programs and activities and to remain a student as long as the academic and behavioral standards of the College are met.

B. Each student is guaranteed the privilege of exercising his/her rights without fear or discrimination or retaliation. Such rights include:
   1. Freedom to pursue educational goals; appropriate opportunities for learning shall be provided by the College.
   2. Due Process and fairness in the implementation of disciplinary actions.
   3. The right to free inquiry, expression and assembly provided a student's actions do not interfere with the rights of others, interfere with the teaching-learning process, disrupt the normal operation of the College, and are in accordance with College policy.
   4. Fair evaluation of student performance.
   5. Personal safety, security and the continuity of the educational process.

C. The right to inspect and review personal educational records, challenge the contents of records, and receive copies of all or parts of their records.

D. Due Process and fairness in filing and resolving grievances concerning alleged abridgement of rights

(Refer to section Disciplinary Process and Procedure.)

Disciplinary Procedures

Disciplinary 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.)

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.

Sanction - A detriment, penalty, loss of reward or restriction in response to a violation of a College policy as a means of enforcing the policy.

Disciplinary Process and Procedure

When a student is suspected of violating a rule or regulation, he/she will be made aware of these suspicions by the Dean of Student Services or designated staff member in a timely manner. The rule or regulation that may have been violated, and the evidence supporting the suspicion, should be thoroughly discussed with the student. The purpose of this discussion is to establish the seriousness of the misconduct and to determine the appropriate sanction (response).

The following sanctions are options which may be considered and imposed:

A. Warning - An oral or written statement to a student alleging that he/she is violating, or has violated, College rules or regulations, must "cease and desist," and may be subject to more severe disciplinary action in the future for continuing, similar, or additional violations.

   A warning is not a grievable sanction.

B. Probation - A written reprimand and sanctions 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, make restitution, or comply with any other terms and conditions deemed by College Administration to be necessary and appropriate. Violation of any College rule or regulation during the probationary period may be cause for additional disciplinary action.

NOTE: Students who violate College policies, rules or regulations generally receive a warning or probation prior to suspension or dismissal from the College. HOWEVER, SUSPENSION OR DISMISSAL MAY BE THE FIRST ACTION TAKEN WHEN THE MISCONDUCT IS DEEMED SERIOUS AND SUCH ACTION IS DEEMED APPROPRIATE AND NECESSARY.

C. 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, including terms of any restitution and/or service to be rendered by the student. The Dean of Student Services is responsible for administering suspensions and dismissals. Students have the right to request a hearing prior to a suspension.

D. Dismissal - Termination of student status. Readmission to the College shall not be granted. Restitution may also be required. Students have the right to request a hearing prior to a dismissal. Only students who are considered for Disciplinary Probation, Suspension or Dismissal are entitled to a Disciplinary Hearing. The Formal Grievance Process will be followed when a student requests a hearing. The following guidelines will be adhered to:

NOTE: Students who are scheduled for a Disciplinary Hearing or Appeal involving Suspension or Dismissal from class or College activities will generally be allowed to continue attending classes, remain on campus and attend College events/activities until the Disciplinary Hearing/Appeal is completed. However, when it is determined by College Administration (e.g. Dean of Student Services, a Campus Director, or the President) that continued attendance presents reasonable concerns regarding issues of student/staff safety, health or welfare, attendance will be restricted until after the Committee or the administrator hearing an appeal has rendered a determination and issues a recommendation concerning attendance.

General Information for Student Grievances, Disciplinary Hearings and Appeals

All students have the right of Due Process and fairness in filing and resolving grievances concerning an alleged abridgement or misapplication of College policy, including, but not limited to:

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

Reasonable Accommodations

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.

Use of Legal Counsel

Appeal Hearings are administrative in nature and present an opportunity for both sides to present and/or clarify facts. Neither party will be allowed the presence or use of legal counsel at any stage of the Appeal Process. However, if the student is concurrently facing criminal charges generated by the same incident that resulted in the disciplinary action, the student would be allowed the right of passive assistance of counsel during the hearing and appeals procedure.

NOTE: Legal counsel may not speak on behalf of the student or in his/her stead. When the student is allowed to utilize legal counsel to provide passive assistance, the College also retains the right to have legal counsel present to provide passive assistance.

ADA/504 Grievance

These procedures 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.

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.

Note: 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/Appeals Involving Suspension OR Dismissal

Students who are scheduled for a Disciplinary Hearing or Appeal involving Suspension or Dismissal from class or College activities will generally be allowed to continue attending classes, remain on campus and attend College events/activities until the Disciplinary Hearing/Appeal is completed.

However, when it is determined by College Administration (e.g. Dean of Student Services, a Campus Director, or the President) that continued attendance presents reasonable concerns regarding issues of student/staff safety, health or welfare, attendance will be restricted until after the Committee or the administrator hearing an appeal has rendered a determination and issues a recommendation concerning attendance.

GRIEVANCE/DISCIPLINE/ APPEALS PROCEDURES FOR STUDENTS

The purpose of a Student Grievance procedure is to secure, at the lowest level possible, equitable and timely solutions to problems that may arise. Grievances may be addressed through an informal or formal procedure.

A grievance may be "withdrawn" by the student at any time during the Grievance Process.

Grievance 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.

Informal Grievance Process

An attempt should be made by both parties to resolve the grievance in a timely fashion and at the lowest possible level of involvement.

a. The grievance must be raised by the student within five (5) days from the date the grievant could have reasonably gained knowledge of the alleged misapplication or non-application of College rules or policies, but in no event, more than twenty (20) days from the occurrence giving rise to the grievance.
b. The student must communicate with the involved participants, including, but not limited to, instructor, the program chair, the division dean, and the involved support staff as a first attempt to resolve the grievance informally.

NOTE: Students are encouraged to seek resolution of the grievance through the informal process. If the grievance is not resolved at this level, the Formal Grievance Procedure may be initiated.

Formal Grievance Procedure

The Formal Grievance Procedure is available to all currently enrolled 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 the Informal Grievance Process is concluded.

Step 1.

If the Informal Grievance Process has not resulted in a satisfactory/acceptable resolution, a Formal Grievance Form may be completed and submitted to the campus Dean of Student Services.

Step 1.1 - To initiate a Formal Grievance, a Formal Grievance Form must be completed and submitted to the campus Dean of Student Services. Formal Grievance Forms and a related checklist are available from the campus Dean of Student Services Office.

Step 1.2 - The campus Dean of Student Services will, within five (5) days, or on a date mutually agreed upon by the Dean and grievant, call together the Grievance/Disciplinary Hearing Committee. The campus Dean of Student Services or the dean's designee will serve as Chairperson of the Grievance/Disciplinary Hearing Committee. The Dean of Student Services may not serve as the Chairperson at the Grievance Hearing for any disciplinary action he/she administered, or for discipline administered by anyone the Dean of Students supervises.

Grievance/Disciplinary Hearing Committee

The campus Dean of Student Services shall be responsible for appointing a minimum of five (5) members to the Student Grievance/Disciplinary Hearing Committee each term.

A Grievance/Disciplinary Hearing Committee may include, but is not limited to:

- The Campus Dean of Student Services (ex officio)
- 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 consists of five (5) committee members. If a quorum is not established, the hearing must be rescheduled. Grievance and Disciplinary Hearings are administrative in nature and afford all participants a fair opportunity to present and clarify the facts of the situation.

Step 2.

Within five (5) days of the date the complaint is received by the campus Dean of Student Services, the Grievance/Disciplinary Hearing Committee shall meet to gather, review and clarify information from all relevant parties, and to 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 is permitted to appear in person to review the complaint. Such a request must be indicated on the Formal Grievance Form.
2. The employee(s) against whom the student has filed a grievance will be invited by the Committee Chairperson to present and clarify facts and information relating to the student-filed grievance.
3. Committee members, the student and other participants will receive copies of the formal grievance when deemed appropriate by the Dean or Committee Chairperson.
4. The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.
5. Hearings are not open to the public or to College staff not invited by the Committee Chairperson to participate.
6. Participants will be excused after their statements are given and questioning has ended.
7. The Committee Chairperson may make any reasonable procedural rulings deemed necessary to expedite the hearing, to limit the amount or nature of information presented by participants, and to safeguard the confidentiality of statements given at the hearing. Specific procedures will be explained by the Committee Chairperson prior to the beginning of the meeting or hearing.

   (Note: The Committee Chairperson may exclude from the meeting or hearing any persons who fail to comply with the procedures or rulings of the Committee Chairperson.
8. The student may have witnesses and an advisor of his/her choice, who have specific personal knowledge of the situation being grieved, to be selected from faculty, staff or student body of the College. (See "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. Prior to the hearing, the student must inform the Committee Chairperson whether the selected advisor(s) and/or witness(es) will attend the hearing.
10. If the student fails to appear at a scheduled hearing, and has not requested that the hearing be rescheduled and provided a reasonable basis for doing so, the committee may, at its discretion, proceed on the basis of available information.
11. An audio recording will be made of the information presented, and a copy of the recording will be made available to the student grievant if requested.
12. After hearing the information provided by the student and other participants concerning the grievance, committee members will discuss the grievance in closed session.
13. A separate audio recording will be made of the Committee discussion after the student grievant and the other participants have been excused. (This separate audio recording will be filed under confidential cover with the appropriate SCC employee(s) if the student grievant requests an Appeal Hearing following the steps outlined in the Grievance Appeal Process.)
14. The Committee shall review and consider the information presented and consult with appropriate College staff as necessary and appropriate. After review and consideration, the committee may decide to:

a.) uphold the action taken; or

b.) grant the remedy requested by the grievant; or

c.) select an alternative resolution.

15. A decision requires a simple majority vote of the committee members present. However, a minimum of five (5) committee members must be present and available to conduct a vote.
16. Within five (5) days (excluding Saturdays, Sundays and holidays) that the College is in session, from the date that the hearing was conducted, a written response shall be prepared by the Committee Chairperson and sent to the student grievant. The response will be delivered to the student via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

    The response shall include:

    a. the committee's determination

    b. a reference 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.
17. Copies of the decision/response to the student shall be sent under confidential cover to those against whom the grievance was filed, the Vice President for Student Services, Grievance Committee Members, Campus Director, and 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/Disciplinary Hearing Committee Chairperson shall forward all grievance materials, information and audio recordings to the next SCC employee(s) identified in the appeal process.
19. If the student grievant does not appeal, all grievance-related documents and recordings shall be retained and filed in the Dean of Student Services' Office.

Process to Appeal

A. Appeal to the Vice President/Campus Director

If the student is not satisfied with the decision of the Grievance/Disciplinary Hearing Committee, the student may file, with the Vice President/Campus Director, a written request for a Grievance Appeal Hearing with the College Vice President that the domain of the grievance pertained to (Instruction, Technology, Student Services), as identified by the committee. The request must be filed within five (5) days of receiving the Grievance/Disciplinary Hearing Committee's decision.

The Grievance/Disciplinary Hearing Committee Chairperson shall forward all grievance materials, information and audio recordings to the appropriate College Vice President 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 requested within twenty (20) days of the date the request was received.

The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

B. Appeal to the College President

If the decision of the appropriate Vice President/Campus Director is not satisfactory to the grievant, the grievant may request in writing within five (5) days an Appeal Hearing with the College President. The College President will hold the Appeal Hearing request within twenty (20) days of the date the request was received.

The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

C. Appeal to the Board of Governors

Only matters involving a student's Suspension or Dismissal from the College may be appealed to the Board of Governors. If the decision of the College President is not satisfactory to the grievant, the grievant may request in writing within five (5) days an Appeal Hearing with the Board of Governors.

The hearing before the Board of Governors will be held as scheduled by the Board Chair. The Board will conduct the Appeal Hearing within twenty (20) days of the date the request was received.

The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

D. External Avenues for Redress

In the event the grievant filing an appeal is not satisfied with the decision of the College, the grievant may wish to explore avenues of redress external to the College.

HEALTH, SAFETY AND SECURITY

Appearance

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

Campus Security

SCC 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.

SCC 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 SCC area is available at http://ope.ed.gov/security.

Children on Campus

Children are not to be left unattended in any area of the College. 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 Diseases

SCC 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 and Dangerous Instruments prohibited

Policy

The possession, concealment or use of firearms, weapons, fireworks and explosive materials, or other dangerous instruments is prohibited in college-owned buildings, grounds or vehicles, or at any location where a meeting, activity or athletic event is conducted, sponsored or sanctioned by the College.

The authority to develop, implement, and interpret administrative guidance for this policy is vested in the Vice President for Student Services. Responsibility for monitoring and enforcing established administrative guidelines will be assigned to the appropriate College staff at SCC locations.

Administrative Guidelines/Procedures

1. Definitions/ Examples of Prohibited Items

   a. Firearms – Any weapons designed or readily converted to expel any projectile by the action of an explosive. Examples include: pistol, revolver, starter gun, rifle, shotgun, short rifle, and short shotgun.

   b. Weapons – Any knife with a blade over three and one-half inches in length. Examples include: daggers, dirks, knives, and stilettos, or other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds.

   c. Fireworks and Explosive Materials – Any composition or device designed for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation. Examples include: common fireworks (firecrackers, bottle rockets, sparklers, ground/ aerial/whistling devices); ammunition; black powder; gun powder, other explosive or combustible articles.

   d. Dangerous Instruments – Any air or gas-powered pistol or rifle, including paintball/BB/pellet or tranquilizer guns/rifles; knuckles and brass or iron knuckles; bow and arrow, or any other projectile weapon or device; atomic, radiological, chemical, bacteriological, or biological materials.

2. Exceptions

These prohibitions apply to everyone (i.e., employees, students, invitees, and visitors) except:

   a. Law Enforcement Officials carrying or using weapons in conjunction with their official duties; and

   b. Use of prohibited items is permitted if/when an approved part of the regular course of instruction or college-approved activity.

3. Violations

Violation of this policy 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, SCC 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.

Law Enforcement Contacts

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).

Missing Persons

Missing Student Notification Guidelines

These guidelines and procedures are established pursuant to Section 485 (j) of the Higher Education Opportunity Act of 2008, and apply only to SCC students who reside in on-campus housing at the Beatrice and Milford campuses.

If anyone has reason to believe that a student who resides in on-campus housing (Beatrice/Milford) has been missing from campus for 24 hours, he or she is required to immediately report their concerns to the Dean of Student Services at their location:

- Beatrice: 402-228-8220
- Milford: 402-761-8270

Procedures

Law Enforcement Notification

The Dean of Student Services, or their designee, must immediately refer a missing student report to local law enforcement having jurisdiction in the area.

- Beatrice: Police 402-223-4080; Gage County Sheriff 402-223-5221
- Milford: Police 402-761-2772; Seward Country Sheriff 402-643-2359

Emergency Contact Notification

Once a law enforcement investigation determines that a student is missing, the Dean of Student Services, in consultation with the SCC President or designee, will, within 24 hours of the determination, notify emergency contact(s) identified by the student. If the missing student is younger than 18 years of age and not an emancipated minor, the College will notify his/her custodial parent or guardian in addition to the emergency contact person identified by the student.

Student Designation of Contact Person

Each student residing in on-campus housing will be required to confidentially register with the College one or more individuals to be an emergency contact strictly for "missing persons" purposes. This information will be accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Administrative Authority

The Vice President for Student Services, or designee, is charged with the administrative responsibility and authority to develop, monitor and report on detailed procedures and activities designed to implement missing student notification requirements.

Sex Offender Registry

The Nebraska Sex Offender Registration Act requires convicted sex offenders to register with local law enforcement officials. Registry information regarding convicted offenders is published in local newspapers and also is available to the public at http://www.nsp.state.ne.us on the Nebraska State Patrol's Web site.

1. Institutions, including colleges and universities, are required to monitor the presence of convicted sex offenders at their facilities. SCC officials will routinely receive information regarding sex offenders residing in counties where our campuses are located.
2. Upon their enrollment for classes each term at any College facility, all sex offenders listed on the public registry are hereby required to contact and register with the Dean of Student Services at that facility. Failure to comply will result in disciplinary action.

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

SCC 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.

In the case of a student illness or injury, SCC reserves the right to contact 911 Emergency Services for assistance. The judgment of SCC staff present at the scene shall determine what immediate action needs to be taken.

Every effort will be made to prevent accidents, but the College incorporates the following statement as part of its understanding with students. SCC 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 SCC 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 ANSIZ87.1 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.

Eyewear 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 SCC 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

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

Cornhusker Hall

- Under lower stairwells and lower floor area

Dunlap Center

- Restrooms, hallway

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** - Basement

Nebraska Hall

- Lower Level

Pioneers Complex

- Lower Level

Welsh Center

- Dressing room/weight room

Please note: You can be notified of campus closings due to weather or other emergency circumstances by signing up for text messaging or e-mail notification at **http://southeast.regroup.com/signup**

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 restricted 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.

Temporary (Restricted) Permit

A temporary restricted parking permit may be obtained through the Physical Plant Office or Student Services on your campus. A doctor's statement stating need is required. No fee required.

BEATRICE

Student Services, Kennedy Center, 402-228-8210

LINCOLN

Physical Plant, 402-437-2570

MILFORD

Physical Plant, 402-761-8253

BEATRICE CAMPUS

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/Washington 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 CAMPUS

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 mph 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 meetings
   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.

Restricted Parking Permits

Restricted 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.

Energy Square ESQ Parking (Downtown Lincoln)

Students attending classes at the Energy Square location in Lincoln may purchase parking cards for reduced parking rates. Contact the city of Lincoln parking office at 402-441-PARK. Students must have a current student ID to purchase the parking cards.

MILFORD CAMPUS

Parking Permits

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

Driving

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

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 of their vehicle at their expense plus the expense of the parking violation. Towing charges will be paid by the violator to the towing service.
4. Fines are paid to the Business Office.
5. 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 .
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 fifth 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 SCC 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.

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.

Chapter 7 STUDENT SERVICES

ACADEMIC SUPPORT

Career Advising Services

Career advising services are available to students, alumni and the general public. The advising process is tailored to students' needs and includes discussion of student interests, values and aptitudes; review of various programs of study; selection of programs for further exploration; discussion of program requirements; explanation of career options available in various fields of study; and arrangement of appointments with academic or vocational program staff.

One important consideration in career advising is testing and assessment. All students who wish to enter a program of study at SCC must have an assessment of their reading, writing and math aptitude. The assessment is often accomplished by taking the ACT in high school. For students who have not taken the ACT, Southeast Community College has the Asset or COMPASS tests available for that initial assessment. Each campus has a testing center where students can take the Asset test or computerized COMPASS test. Performance on the Asset or COMPASS affects eligibility for programs of study, as well as English and math classes. Career advising staff act as a liaison to SCC admissions and financial aid representatives, helping students enroll and discuss financial aid options. Career advising staff also work closely with academic advising staff to help students plan what courses to take and in what sequence.

Academic Advising

SCC has academic advisors who work primarily with undeclared students or students who are contemplating changing majors. Most academic advising is provided by campus faculty, program chairs or deans. Career advising staff may refer students to academic advisors to discuss requirements of programs and offer guidance to students in planning a schedule which fits individual needs. Both career and academic advisors work with students who may later wish to transfer to a four-year college or university.

Disability Services

Southeast Community College provides services for students with disabilities. It is the students' responsibility to contact the Disability Services provider on campus if they believe they have a disabling condition with may substantially limit their ability to participate in class. 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 (online or) from the Disability Services locations.

Disability Services providers

BEATRICE

Career Advising Center, Jackson Hall rm. J406, 402-228-8242

LINCOLN

Career Advising Center, Lincoln Campus rm. J2, 402-437-2620

MILFORD

Assessment Office, Placement Center, 402-761-8202

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.

Student Retention and Success

The Student Retention Specialist on each campus assists students who are experiencing academic difficulty by helping them develop plans for success. The specialist can help students acquire skills needed for college success, such as how to study effectively, take tests, reduce stress, and manage time. The staff also can help students access other college resources, such as tutoring, career advising, health and wellness activities. Retention specialists can help students problem-solve and sometimes suggest community resources that can help students with stress management or practical problems that arise due to attempting to manage multiple priorities.

The retention staff can be reached as follows:

BEATRICE

Kennedy Center Room K404, 402-228-3468 ext. 1351

LINCOLN

Room H1, 402-437-2678

Learn to Dream program, Room H1 402-437-2606

MILFORD

Eicher Technical Center, Room 126 402-761-8416

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.)

Makeup Testing (LINCOLN) - The Testing 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. 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.

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

Free tutoring services are available to students taking credit classes on each campus. Tutoring services depend on the availability of tutors. Tutors are professional staff and qualified students. Tutoring is typically limited to a maximum of three hours total per student per week. See locations listed below for information about tutoring availability, times and locations.

BEATRICE

Student Retention/Multicultural Recruitment Office, Kennedy Center Room K404, 402-228-3468 ext. 1351

LINCOLN

Multi-Academic Center, located in the Learning Resource Center on the Lincoln Campus, Room L1, 402-437-2628

Academic Transfer Office, Suite 112, downtown Energy Square (ESQ) location, 402-323-3441

MILFORD

Career Advising Office in the Assessment and Placement building, 402-761-8202.

Placement Services

Placement services for alumni and current students include

- posting of job listings on campus or online at (https://placement.southeast.edu)
- job referrals
- resume assistance
- interviewing techniques
- on-campus interviews
- career fairs

Alumni

The Alumni Offices of SCC 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 off-campus employment opportunities should contact the Placement Office or register with the online Placement Web tool at www.southeast.edu. Go to Quicklinks and click on Online Placement Employment Services.

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

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 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.
- TRIO/SSS students have access to intensive academic advising, personal counseling, mentoring, laptop computers, the textbook lending programs, and assistance with transferring to four-year colleges.
- TRIO/SSS students benefit from personal assistance in applying for and managing financial aid, as well as TRIO/SSS grant aid to those that qualify.
- TRIO/SSS students have the opportunity to participate in guided career exploration and job shadowing.
- TRIO/SSS students have the opportunity to take 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
- 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 SCC 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.

First-generation students are those whose parents have not graduated from a four-year college.

The SCC Upward Bound program began Sept. 1, 2003 and is located on the Beatrice Campus. The College partners 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 six-week summer instructional program which includes an out of state trip for qualifying students. Upward Bound participants who graduate from high school have the opportunity to participate in the Bridge Academy – a college transition program that gives students the opportunity to live on campus, take an SCC class, and adjust to becoming a successful college student. 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 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:

Text Messaging: To receive emergency notification via text message, sign up at **http://southeast.regroup.com/signup**

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 Translater/Beatrice, KBRZ 102.7 FM (THE BREEZE), KFGE 98.1 FM, KFRX 106.3 FM

Web: See **www.southeast.edu**, **thehub.southeast.edu** or **Facebook ©** 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:

Text Messaging: To receive emergency notification via text message, sign up at **http://southeast.regroup.com/signup**

Television:

Channel 10-11 KOLN-KGINTV (Lincoln)

Channel 8 KLKNTV (Lincoln)

Radio:

KBBK 107.3 FM, KFGE 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 **www.southeast.edu**, **thehub.southeast.edu** or **Facebook ©** 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:

Text Messaging: To receive emergency notification via text message, sign up at **http://southeast.regroup.com/signup**

Television:

Channel 10-11 KOLN-KGINTV (Lincoln)

Channel 8 KLKNTV (Lincoln)

Radio:

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

Web: See **www.southeast.edu**, **thehub.southeast.edu** or **Facebook ©** 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.

General-Purpose-Bulletin-Boards and the Posting/Distribution of Informational Material

Each campus may provide general-purpose-bulletin-boards which are clearly identified as such. College general-purpose-bulletin-boards 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 general-purpose-bulletin-boards are processed by the Campus Director's Office or designee. The College reserves the right to require any organization requesting use of College general-purpose-bulletin-boards to provide proof of adequate liability insurance which includes SCC as an additional named insured.

The specific use shall observe these rules:

1. No posting for commercial or business purposes.
2. Only one poster/announcement per activity.
3. No poster larger than 11 by 17 inches.
4. Posted material is to be removed on the day following the event. No material posted for more than 14 days. Bulletin boards are to be completely cleared at the end of the academic term.
5. Posters, notices, or announcements may not be posted anywhere except on designated general-purpose-bulletin-boards without prior permission of the Campus Director.

Costs incurred for removal of **items posted in violation** of this regulation shall be billed to the organization, business, or individual found responsible.

Informational material may be distributed in College buildings by student organizations recognized by the College, but only with the permission of the Campus Director. Such material may be distributed on College property outside of the buildings by individuals or organizations, regardless of whether they are recognized by the College, provided that the Campus Director shall establish guidelines relating to time, location, and manner of such distribution, and that the Campus Director has given permission for the distribution.

Materials may not be distributed so as to interfere with pedestrian or vehicular traffic, or the educational program of the College, or to create a problem of litter. Flyers may not be placed on windshields of vehicles on College property. Costs incurred in removal of any items distributed in violation of these regulations will be billed to the individuals or organizations found responsible.

Athletics

Intercollegiate Athletics

SCC 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 the 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.

SCC's athletic participation is governed by the eligibility rules of the NJCAA.

Intramural Athletics

Each campus of SCC 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 also are available online at www.sccbookstore.com.

Bus Service

The Lincoln Campus is served by the Lincoln Public Works Department. 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 also are 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 also are 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 also are 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 also are 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 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 kindergarten. The Center offers full-time and part-time options.

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

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.

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

MILFORD

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

Clubs & Organizations

Student Organizations

SCC 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

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

Fund-raising activities by recognized student organizations or other non-profit organizations may only be conducted with the permission of the Campus Director.

Classification for Student Organizations

A. Associations, Societies related to SCC programs, careers, degrees (e.g. AWS, AITP affiliated to national). Directly related to SCC Mission/Program/Curriculum (e.g. Ag Club, SIFE, SkillsUSA)

B. Honoraries (e.g. PTK)

C. Social/Recreational groups sponsored by the College (MESO, Kaleidoscope, etc.)

D. Student Support/Special Interests not sponsored/endorsed by the College (e.g. other recreational, religious, political, social, affinity groups, Fraternities/Sororities)

Travel and Transportation Guidelines for SCC Vehicles

1. Student Organizations classified as "A", "B" or "C"

   A. Travel destination must be approved by Student Activities Coordinator or campus designee.

   B. Travel for student organizations in the A, B, or C categories may use available SCC vehicles:

   1. Travel must be within a distance not to exceed a 250 mile radius from campus.
   2. Eligible student organizations must complete the physical plant mileage reimbursement form.
   3. Physical plant will bill the eligible student organization for the total miles traveled at the current IRS mileage rate approved by the SCC Board of Governors.
   4. The miles traveled by the Student Organization will be paid out of the Campus Student Activities Fund (cost center budget 725).
   5. Student organizations in A, B, or C categories will be eligible for subsidized mileage reimbursement up to $750 per year. Each Student organization whose travel exceeds the $750 limit per year will be required to raise funds (in advance) to pay for the travel that exceeds the subsidized $750 limit.
   6. Student organization trips that exceed the 250 mile radius limit will not be eligible for college vehicle usage. Student organizations traveling to destinations outside of the approved 250 mile limit must make and pay for all of their travel arrangements. College vehicles may not be used and the college will not pay for any expenses associated with the travel.

2. Student organizations in the "D" classification

   A. Are not eligible to use SCC College vehicles.

   B. Are not eligible for mileage reimbursement from the SCC Student Activities Fund.

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. Classification A.

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. Classification A.

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. Classification A.

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 NNLA (Nebraska Nursery & Landscape Association), and GCSAA (Golf Course Superintendents Association of America) annual conference and trade show. Classification A.

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. Classification A.

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. Classification C.

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. Classification A.

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. The 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. Classification A.

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. Classification A.

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. Classification C.

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. Classification A.

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 also are eligible to apply for transfer scholarships to four-year institutions. SCC-Beatrice has a thriving chapter composed of about 60 members. Classification A.

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. Classification A.

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. Classification D.

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. The 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. Classification A.

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. Classification B.

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. Classification C.

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. Classification A.

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. Classification C.

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. Classification A.

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. Classification A.

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. Classification A.

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. Classification B.

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. Classification D.

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. Classification A.

STUDENT CHAPTER OF GREENPEACE NEBRASKA–The SCC Student Chapter of Greenpeace Nebraska is established for the purpose of organizing a grassroots movement for solutions to global environment crimes and holding our leaders accountable for making decisions that lead in environmental sustainability.

STUDENT PHYSICAL THERAPIST ASSISTANT ASSOCIATION–The Student Physical Therapist Assistant Association is established for the purpose of providing opportunities for the enhancement of academic, social, professional and recreational aspects of student life and future physical therapist assistants.

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. Classification A.

SURGICAL TECH STUDENT ASSOCIATION–This organization has a purpose to establish and promote an atmosphere conductive 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. Classification A.

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. Classification D.

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. Classification A.

American Welding Society–This group is an affiliate of the American Welding Society and open to all Welding Technology students. Classification A.

Associated General Contractors – This group is a student chapter of the Associated General Contractors, Nebraska Building Chapter and is open to students enrolled in Architectural Engineering Technology and Building Construction Technology. The purpose of the organization is to increase student awareness of the commercial construction industry through the use of guest speakers, product demonstrations, and field trips; to provide students networking opportunities with other construction division students and construction professionals; to provide community service; and to develop leadership skills in the student members. Classification A.

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. Classification D.

INTERNATIONAL SOCIETY OF CERTIFIED ELECTRONIC TECHNICIANS (ISCET) – ISCET has helped train, prepare, and test technicians in the electronics and appliance service industry for over thirty years. The Certified Electronics Technician (CET) Program, founded in 1965, is designed to measure the degree of theoretical knowledge and technical proficiency of practicing technicians. The voluntary certification concept enables employers to separate knowledgeable job applicants from those with less training and skills. All of the instructors in the EST program are CET certified in at least one journeyman field of electronics. SCC is an authorized testing center for the CET exams. Most electronics students take and pass the test before graduating from SCC. The national average pass rate of the Associate level test is 43%. Pass rate for SCC students is over 70%. Classification A.

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. Classification A.

NATIONAL ELECTRONICS SERVICE DEALERS ASSOCIATION (NESDA) - For over fifty years, NESDA has been the premier association of, and for, professional servicers across the United States, with a number of members in foreign countries. Classification A.

NATIONAL SYSTEMS CONTRACTORS ASSOCIATION (NSCA) - NSCA is the leading not-for-profit association representing the commercial electronic systems industry. With a slate of more than 2,500 member companies worldwide, the National Systems Contractors Association is a powerful advocate of all who work within the low-voltage industry, including systems contractors/integrators, product manufacturers, consultants, sales representatives, architects, specifying engineers and other allied professionals. Classification A.

Professional Surveyors Association of Nebraska (PSAN) – This group promotes community service, camaraderie, and a link between Surveying/Civil Engineering education and Surveying/Civil Engineering Industry. PSAN is designed to promote the preservation and conservation of survey markers and the land and the communities that surround them. This group is open to students in the Land Surveying/Civil Engineering Program. Meetings are held the first Wednesday of each month. Classification A

SCC AMATEUR RADIO CLUB - This is a Ham radio club that all students automatically become associated with when they enter into the communications classes on the Milford campus of SCC's Electronic Systems Technology program. We have an extensive set of radios and antenna systems with which we teach radio systems and enable students to get "on air' to communicated with other amateur radio enthusiasts around the world. Our call sign is KC0KCI. Classification D.

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. Classification A.

Society of Manufacturing Engineers S218–This group is a student affiliate of the Lincoln Senior Chapter 222 open to Manufacturing Engineering and Machine Tool 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. Classification A.

College Colors

The College's colors are blue and white.

Commons Areas

Student Activities

The Student Activities Office prepares a calendar of activities and events scheduled on campus. The calendars are available free of charge from the Student Activities Office and also available online on thehub.southeast.edu, the student intranet portal.

Student Centers

SCC 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 or register at www.southeast.edu. Click on Placement Center then click on Online Employment Services.

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 SCC 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 0-3. Every injury, however slight, should be reported. First aid kits are located throughout the campus.

MILFORD

The campus first aid area 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 only clear 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 non-voting member of the SCC governing board. If you would like more information on Student Senate, contact the Student Activities Coordinator on your campus.

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. Students living in housing must maintain a full-time student status (12 credit hours). If students should fall below full-time status, approval from the Dean of Student Services must be obtained to allow their staying in housing.

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 fee is charged to replace lost cards lost in the current term. A new ID card would be issued without the $5 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.

LINCOLN

Please note: At the beginning of each term in which students are enrolled and on campus, they must bring a copy of their class schedule and ID card to the place where cards are issued on that campus for a current sticker.

BEATRICE

Learning Resource Center

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 - Library and Media Services

The Learning Resource Centers of SCC operate to provide accessible learning environments for students and employees. By using both traditional and electronic resources, the LRCs meet the needs of students and employees at each campus while serving the College as a whole.

Hours of service, phone numbers and access to the LRCs' electronic resources are available at the LRCs' page www.southeast.edu/academics/library.asp. Loan policies vary by location. A valid student identification card is required to check out materials. Overdue fees and replacement fees may be charged for late, lost or damaged materials. Passwords are needed for remote use of the databases. Students and employees should contact their campus LRC for passwords and training with the databases.

Media services are available through the LRCs. Although each campus LRC laminates materials and runs transparencies, the Media services differ by campus. If interested in media services, contact your campus LRC for additional information.

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.

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:

Student's Name
SCC-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 InDesign 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 as well as online. Deadline for submitting articles and news items is the preceding Thursday at 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, online and at designated locations.

Notary

BEATRICE

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

LINCOLN

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

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

MILFORD

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

PERFORMING ARTS–BEATRICE & LINCOLN

COLLEGE CHORUS–The College Chorus performs a variety of musical styles in concerts on campus and for organizations in the community.

VOCAL ENSEMBLE – "After the Storm" is an auditioned small performance group that performs a wide variety of choreographed music.

THEATRE–Theatre production classes are open to all interested students. Theatre students rehearse and perform two productions each school year.

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.

Solicitation on campus

Solicitation on campus grounds, including Residence Halls or students' residences, is prohibited. Commercial vendors, authorized by the Campus Director and invited by a designee of the College, are exempt and allowed to supply necessary items.

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 our Web tools.

Chapter 8 CONTINUING EDUCATION

CONTINUING EDUCATION

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

Continuing Education classes are made available throughout the SCC campuses as well as 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. Following is a brief description of each programming area with the Continuing Education division. For more detailed information about classes, seminars, workshops, and services, please see our website at www.southeast.edu/continuing or call 402-437-2700 or 800-828-0072, extension 2700.

- *Basic Skills, GED, ESL & Citizenship*
- *Business & Technology*
- *Families, Finances and Home*
- *Health/EMS*
- *Industry & Trades*
- *Leisure Learning*
- *Real Estate Classes*
- *Traffic Safety & Licensing*
- *Training Solutions*

Basic Skills, GED, ESL & Citizenship

Basic Skills

SCC supports several grant-funded opportunities for instruction to help adults improve their life skills throughout SCC's adult education classes. In our classes you will find: quality instruction, small class size, friendly staff and faculty, convenient class locations, day and evening classes.

GED

General Educational Development Preparation provides adults, 16 years and older and not enrolled in secondary schools, an opportunity to prepare for the GED Tests and earn a Nebraska High School Diploma. There is a $20 registration fee that covers classes taken during our fiscal year which runs from July 1 through June 30. Applicants must attend an orientation where students are given an assessment to determine individualized needs for improving basic skills for the GED testing, work, or continuing education. There is no charge for the classes which are offered mornings, afternoons, and evenings at locations throughout the city of Lincoln and the 15-county SCC area.

English As a Second Language (ESL)

A variety of credit and noncredit ESL classes are offered at SCC for individuals wanting to improve their ability to speak, understand, and write the English language. The program consists of a series of classes to provide a strong foundation in fundamental grammar structures, sentence patterns and vocabulary of English. All ESL classes include reading, writing, listening and speaking. Students who have not previously registered for the SCC ESL program or have been out of class for more than six months must make an appointment for the ESL Orientation.

Citizenship

Southeast Community College offers classes to prepare adults to become a citizen of the United States. Information is provided on: application process, interview process, rights and responsibilities of citizenship, history of the United States, and structure of the U.S. government.

Business & Technology

SCC offers a full complement of courses to assist small business owners, as well as larger corporations. We offer fundamental courses in accounting, finance, and marketing as well as more advanced topics like leadership, management, and professional development. Computer classes cover various types of software, including accounting, databases, desktop publishing, digital media, graphic design, multimedia/presentation, spreadsheet and Web design. A variety of introductory computer courses for basic computer operation for both Personal Computer (PC) and MAC are also available.

Families, Finances & Home

Continuing Education is dedicated to helping individuals and families identify certain competencies that will enhance their life skills, improve their 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 families, finances, home, food, and nutrition. A variety of classes are also designed to meet the educational, occupational, and recreational needs of area residents related to the fields of furniture repair and home construction.

Health/EMS

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

The Continuing Education Division offers numerous credit, noncredit, and CEU programs such as continuing education for nurses, nursing assistants, surgical technicians, medical radiographers, nursing home administrators, counselors, pharmacy technicians, dental assistants. Numerous CPR and Basic Life Support courses are also available. Many short-term programs prepare students to seek employment as EMTs, nursing assistants, and medication aides. Many programs are co-sponsored with healthcare 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.

Industry & Trades

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

Leisure Learning

A variety of classes and workshops, leisure oriented, are designed for personal enrichment and enjoyment. The Leisure Learning programming of the 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, Progressive Interest, Primitive Outdoor Skills, and Woodworking. Each area provides a variety of courses available to the public each term.

Traffic, Safety & Licensing

Providing individuals the opportunity to enhance skill levels and attain the skills required in the state of Nebraska are courses such as Driver Education, Traffic School, Defensive Driving, CDL, and Motorcycle Safety.

Training Solutions

Assisting companies, organizations and individuals maintain the skills of their employees, or professional growth in the case of individuals, is the focus of the Training Solutions team. Training offered through this program includes open to the public seminars, classes, and workshops. Training Solutions also offers customized training that is designed to meet the specific training needs of the client. Customized training is generally delivered onsite and scheduled at times that are convenient for the client. The training topics are not limited, but generally fall in one of the following categories:

- Computer Skills
- Technical Skills
- Supervisory/Leadership Skills
- Business and Industry Related Skills
- Management Development
- Regulatory Compliance
- Intercultural/Diversity

Training Solutions also works with economic development and entrepreneurs including the following areas:

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.

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

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

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

Chapter 9 DISTANCE EDUCATION

SCC offers 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 non-traditional times, in non-traditional places and with non-traditional formats. Distance learning courses use the same curriculum and meet the same standards as those offered face-to-face 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.

Virtual Learning Health Alliance

The SCC Distance Learning Health Academy allows students to take classes online while remaining in their communities and regions. At the same time SCC works with the student's 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 SCC. 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 percent 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.

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

SCC will work with local hospitals or clinics to develop a plan for addressing student needs, including whether 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, Dean, Virtual Learning
402-228-8272 or 800-233-5027 x1272 or e-mail
bmorgan@southeast.edu for more information.

Jointly Offered Programs

Early Childhood Education

Early Childhood Education is being offered online as a joint venture between SCC 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.

Medical Coding (Health Information Management Systems)

Central Community College, in cooperation with SCC, 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 SCC. The medical coding courses are taken online from CCC.

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 is a fiber optic system in southeast Nebraska that is comprised of four SCC locations (Beatrice, Lincoln, Milford, Energy Square), Peru State College, Educational Service Units 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 schools.

SENCAP
Southeast Nebraska Career Academy Partnerships

SCC and many southeast Nebraska school districts within our service area have formed Career Academy Partnerships. SENCAP provides high school juniors and seniors the opportunity to take college-level credit courses. The courses are considered "dual credit" meaning the student will receive credit for the high school and college course at the same time. Students can explore career fields and may be able to participate in community career events including tours, job-shadowing experiences, and listening to speakers.

For more information please contact:

Dr. Randy Nelson, 402-323-3429 or 800-642-4075 ext. 3429

rnelson@southeast.edu

SCC Online (Virtual Courses)

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:

- **Business Administration**
- **Dental Assisting**
- **Early Childhood Education**
- **Food Service Certificate**
- **Long Term Care Administration**
- **Medical Assisting**
- **Office Professional**
- **Pharmacy Technician**
- **Polysomnographic Technology**
- **Practical Nursing**
- **Radiologic Technology**
- **Respiratory Care**
- **Surgical Technology**
- Also: Transfer and general education courses

Chapter 10

ABOUT SCC

2011-2012 Board of Governors

Lynn Schluckebier
Chair, District 1
215 East Jackson Avenue,
Seward, NE 68434

Robert J. Feit
Vice Chair, District 3
PO Box 106,
Pickrell, NE 68422

James J. Garver
Secretary, At-Large
815 Elmwood Ave.,
Lincoln, NE 68510

Kathy Boellstorff
Treasurer, District 2
62902 - 733rd Road,
Johnson, NE 68378

Helen Griffin
District 5
901 S 51st Street,
Lincoln, NE 68510

Ed C. Heiden
District 2
RR 1, Box 117,
Sterling, NE 68443

Carl Humphrey
District 1
10311 N. 150th Street,
Waverly, NE 68462

Ruth M. Johnson
District 4
819 North 33rd Street,
Lincoln, NE 68503

Dale Kruse
District 3
1200 S. Fifth Avenue,
Beatrice, NE 68310

Terrence L. Kubicek
District 5
1800 S. 53 Street, Lincoln,
NE 68506

Nancy A. Seim
District 4
2515 North 76th Street,
Lincoln, NE 68507

Steve Ottmann,
Faculty Representative
SCC Lincoln Campus,
Lincoln, NE 68520

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, SCC will:

- Continue to value local governance
- Value and support 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, curriculum and appropriate facilities
- Embrace lifelong learning
- Maximize and utilize resources efficiently
- Be accountable
- Encourage a positive environment
- Promote recruitment and retention
- Be communicative
- Be fiscally responsible

Nondiscrimination Policy

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

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 Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu.

College Administration

Dr. Jack J. Huck, President

Dr. Dennis Headrick, Vice President for Instruction

Bob Morgan/Dean of Virtual Learning/Beatrice Campus Director

Lyle Neal, Vice President for Technology/Milford Campus Director

Ted Suhr, Vice President for Administrative Services/Resource Development

José Soto, Vice President for Access/Equity/Diversity

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

Limitations of Catalog Information

This publication should not be considered a contract between SCC and any prospective student. SCC's Board of Governors reserves the right to make changes in this publication during the life of the publication and without notice.

ABOUT SCC

SCC is a two-year institution of higher education governed by an 11 member Board of Governors. The College's primary service area is comprised of 15 counties. The college operates on the quarter system and has campuses in Beatrice, Lincoln and Milford. SCC offers more than 50 Programs of Study, most technical in nature. Job placement is what makes SCC such a good choice. More than 90 percent of graduates continue to find employment or continue their education.

Accreditation

SCC is fully accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools.

Higher Learning Commission
230 S. LaSalle St., Suite 7-500, Chicago, IL 60604
800-621-7440 | (312) 263-0456 | Fax: (312) 263-7462
E-mail: info@hlcommission.org | Web site: www.ncahlc.org

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
- Certificate
- Diploma

Calendar

SCC operates on a quarter calendar system with terms that start in January (Winter), March (Spring), July (Summer) and October (Fall).

Enrollment

The 2010 Fall Quarter enrollment was 11,914 students, the largest in school history. During the 2009-10 academic year, the College also served more than 17,300 non-credit students enrolled in Continuing Education classes on the campuses and in communities throughout southeast Nebraska.

Entrepreneurship Center

Located at 285 S. 68th St. Place in Lincoln, SCC's Entrepreneurship Center serves as a resource center for anyone interested in entrepreneurship. The center staff offers assistance to anyone interested in starting a business or looking for direction on their path to business independence. One floor of the center is dedicated to business incubation. The center also hosts credit and non-credit classes on entrepreneurship and is home to Lincoln Public School's Entrepreneurship Focus Program and the Information Technology Program.

History

The College has been operating in its current structure since July 1, 1973, when a statewide community college system was implemented by the Legislature. However, the campus in Milford existed long before 1973. The first postsecondary technical institution, exclusively offering two-year postsecondary degrees in vocational/technical programs, was established by the Nebraska Unicameral in 1941 at Milford. Operated by the Nebraska Department of Education, the school was originally established to meet the occupational education needs of the entire state. In 1971, the Legislature passed a bill which combined junior colleges (Fairbury, established in 1941, in SCC's area), state vocational/technical colleges, and the area technical schools into one system of two-year institutions. The consolidation originally established eight technical community college areas. The number was reduced to six when Lincoln merged with Southeast in 1973. As conceived in 1971, Nebraska community college areas were to be governed locally by elected boards. Southeast derives its operating revenue from three major sources: local property taxes, state aid (a combination of sales and income tax funds apportioned by the Legislature), and tuition.

Locations

The College operates primary campuses in Beatrice, Lincoln and Milford, as well as more than 20 off-campus sites within the 15 counties.

Beatrice Campus

4771 W. Scott Road, Beatrice, NE 68310-7042
800-233-5027, (402) 228-3468, Fax: (402) 228-2218

Lincoln Campus

8800 O St., Lincoln, NE 68520-1299
800-642-4075, (402) 471-3333, Fax: (402) 437-2404

Milford Campus

600 State St., Milford, NE 68405-8498
800-933-7223, (402) 761-2131, Fax: (402) 761-2324

Area Office
301 S. 68th St. Place, Lincoln, NE 68510-2449
(402) 323-3400, Fax: (402) 323-3420

Continuing Education Center
301 S. 68th St. Place, Lincoln, NE 68510-2449
800-828-0072, (402) 437-2700, Fax: (402) 437-2703

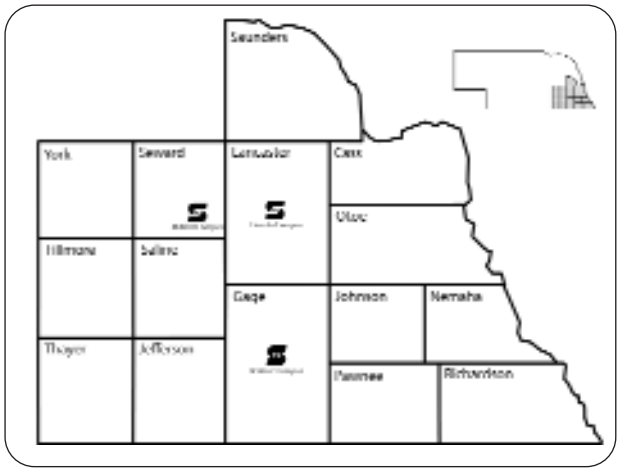
Energy Square
1111 O St., Suite 112, Lincoln, NE 68508-3614
(402) 323-3441, Fax: (402) 323-3453

Entrepreneurship Center
285 S. 68th St. Place, Lincoln, NE 68510-2449
(402) 323-3383, Fax: (402) 323-3399

Primary Service Area

The College serves the following 15 counties in southeast Nebraska:

Cass	Lancaster	Saline
Fillmore	Nemaha	Saunders
Gage	Otoe	Seward
Jefferson	Pawnee	Thayer
Johnson	Richardson	York



Technical & Career Education

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

1) Agriculture/Food/Natural Resources Division
2) Business Division
3) Communications & Information Technology Division
4) Community Services & Resources Division
5) Construction & Electronics Division
6) Health Sciences Division
7) Transportation & Manufacturing Division

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 within the **Arts & Sciences Division**. Students enrolled in the academic transfer program may earn an Associate of Arts or an Associate of Science Degree. Located within the division are Developmental Education, General Education, Humanities, Math, Science, and Social Science. 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.

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 the following intercollegiate sports: 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 costs to assist students with their living arrangements.

Placement

In recent years, more than 90 percent 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. 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.

Student Diversity

SCC 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 non-traditional careers. SCC also welcomes students with disabilities and complies with the Americans with Disabilities Act. 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.

Southeast community college

Beatrice Campus

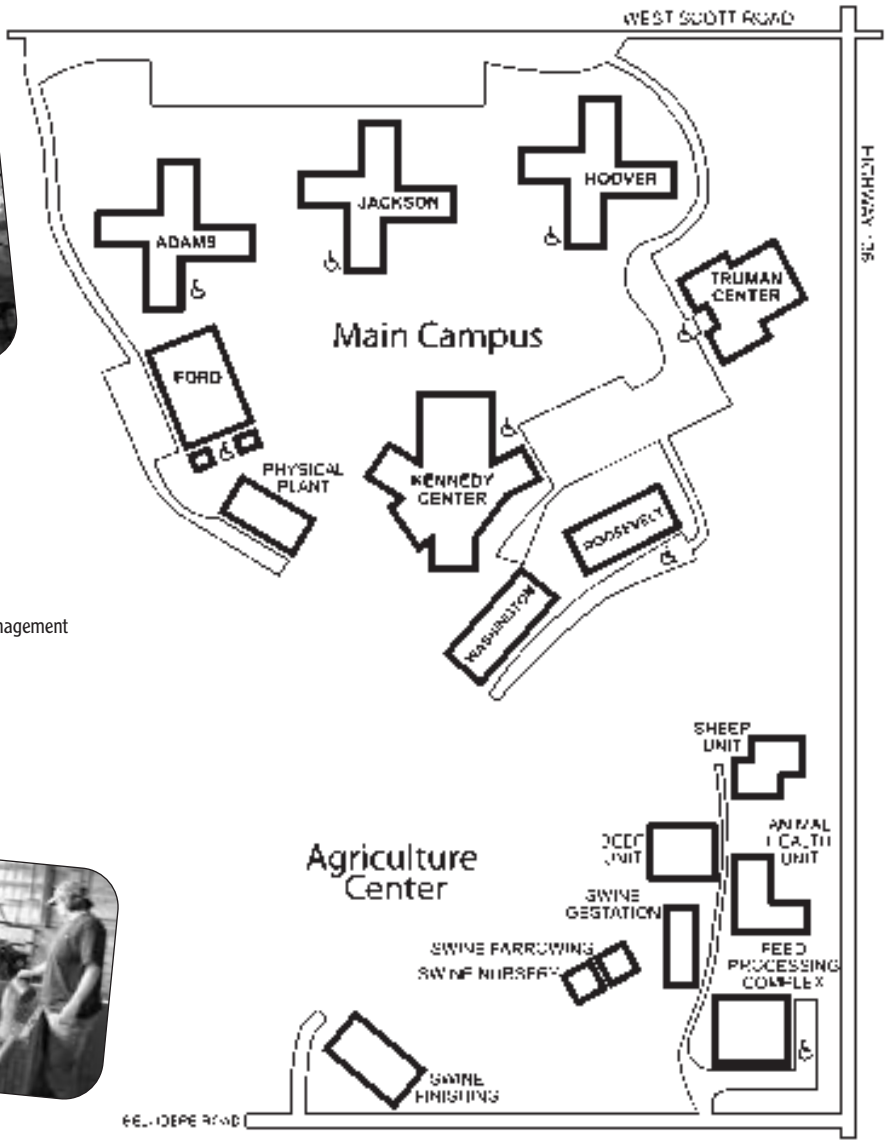
4771 W. Scott Rd.
Beatrice, NE 68310
Fax: 402-228-2218
402-228-3468 | 800-233-5027

Beatrice Campus offers

- Athletics
- Fine Arts
- Housing

and the following programs:

- Academic Transfer
- Agriculture Business & Management Technology
- Business Administration
- Criminal Justice
- Office Professional
- Pharmacy Technician
- Practical Nursing



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

Schedule a visit online or call to schedule a tour.

Adams Hall: One-Stop Community Resource Center

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

Ford Hall: *Classrooms for Ag Equipment, Ag Mechanics, Crops, Golf/Turfgrass, 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, Tutoring

Classrooms for: *Business Administration, Distance Learning, Journalism, Office Professional, 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*

Truman Center: Gymnasium, Theatre, Wellness Center.

Classrooms for: *Art, Theatre, Speech, Music*

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

Roosevelt Hall: Residence Hall

Washington Hall: Residence Hall

Southeast community college

Milford Campus
600 State St.
Milford, NE 68405
Fax: 402-761-2324
402 761 2131 | 800 933 7223

ETC has classrooms for:

- *Architectural-Engineering Technology*
- *Auto Collision Repair Technology*
- *Automotive Technology*
- *Building Construction Technology*
- *Business Administration*
- *Computer Programming Technology*
- *Chrysler (CAP)*
- *Diesel Ag Equipment Service Tech*
- *Diesel Technology-Truck*
- *Electrical & Electromechanical Technology*
- *Electronic Systems Technology*
- *Energy Generation Operations*
- *Ford (ASSET)*
- *General Motors (ASEP)*
- *Graphic Design*
- *Land Surveying/Civil Engineering Technology*
- *Machine Tool Technology*
- *Manufacturing Engineering Technology*
- *Nondestructive Testing Technology*
- *Parts Marketing & Management*
- *Welding Technology*

The campus is located on 53.5 acres in Milford, Nebraska.

Schedule a visit online or call to schedule a tour.

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 many programs.

(G. Alan) Dunlap Center: Cafeteria, Bookstore, Conference Rooms

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

ITC: IndustryTraining 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 (South Classroom): *Classrooms for: Major Appliance Professional Technology*

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

Cornhusker Hall: Residence Hall

Nebraska Hall: Residence Hall

Pioneer Complex: Residence Halls

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

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.

A Classrooms for: Laboratory Science, General Studies

B Classrooms for: Associate Degree Nursing, Dental Assisting, Emergency Medical Services/Paramedic, Health Information Management Systems, Medical Assisting, Medical Laboratory Technology, Physical Therapist Assistant, Polysomnographic Technician, 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 Placement Office, Retention Office, TRIO Student Support Services

J Continuing Education, Career Advising Center

K Classrooms for: Machine Tool Technology; Motorcycle, ATV, & Personal Watercraft Technology; Welding Technology

L Learning Resource Center including ABE/GED, Advising, Assessment & Testing, Computer Lab, Media Production, Multi-Academic Center (Tutoring)

M Classrooms for: Automotive Technology

N Classrooms for: Computer Aided Design Drafting; Electronic Systems Technology

O Student Activities Center, Gym, Student Center, Wellness Center

R Classrooms for: Computer Information Technology

S Classrooms for: Professional Truck Driver Training

T Classrooms for: Business Administration, Office Professional

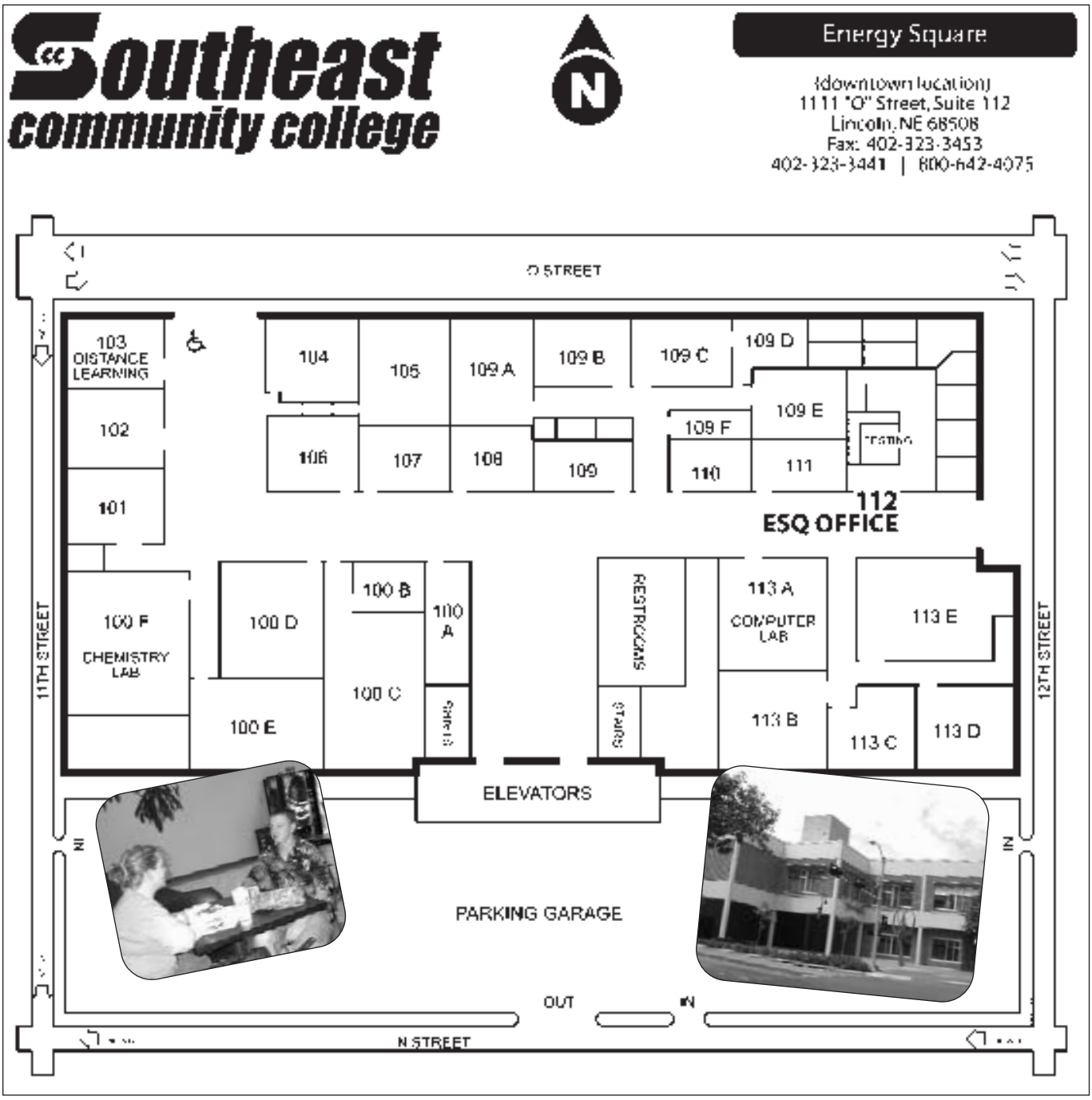
U Academic Advising; Multi-Purpose Room

Classrooms for: Academic Transfer Education, Continuing Education, Human Services, Visual Publications,

Southeast community college

Energy Square

(downtown location)
1111 "O" Street, Suite 112
Lincoln, NE 68508
Fax: 402-323-3453
402-323-3441 | 800-642-4075



The ESQ location offers convenience in downtown Lincoln, at 1111 O Street, on the first floor of the Energy Square Building.

The downtown location offers Academic Transfer classes.

Suite 112: Offices for Academic Transfer; Criminal Justice; General Information

Classrooms for:
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: Training Solutions for Business & Industry

Discount parking is available through the

CITY OF LINCOLN PARKING OFFICE
850 "Q" Street, 402-441-PARK,
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: Customized Training Services for Business and Industry

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

SCC's Entrepreneurship Center staff and services can help guide students and community members toward education which is physical, virtual and practical in nature.

It is a place to go to have questions answered by professionals regarding starting or maintaining an entrepreneurial venture.

ENT 1st floor: (west side entrance at street level)

ENT105: Office for Continuing Education's Emergency Medical Services Paramedic, Part I & Part II classes.

ENT106: Office for Continuing Education's CPR and First Aid

ENT107: Office for Continuing Education's Nursing Assistant & Medication Aide

ENT109B: Classroom and Office for adjunct instructors for Continuing Education Nursing Assistant

Classrooms for: *Continuing Education Nursing Assistant, Medication Aide*

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

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

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.

CEC 1st floor: (Basement Level) Kitchen

Classrooms for: *Continuing Education and Food Service/Hospitality*

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

Commons Area, Reception Desk,Vending Machines

Classrooms and Computer Lab

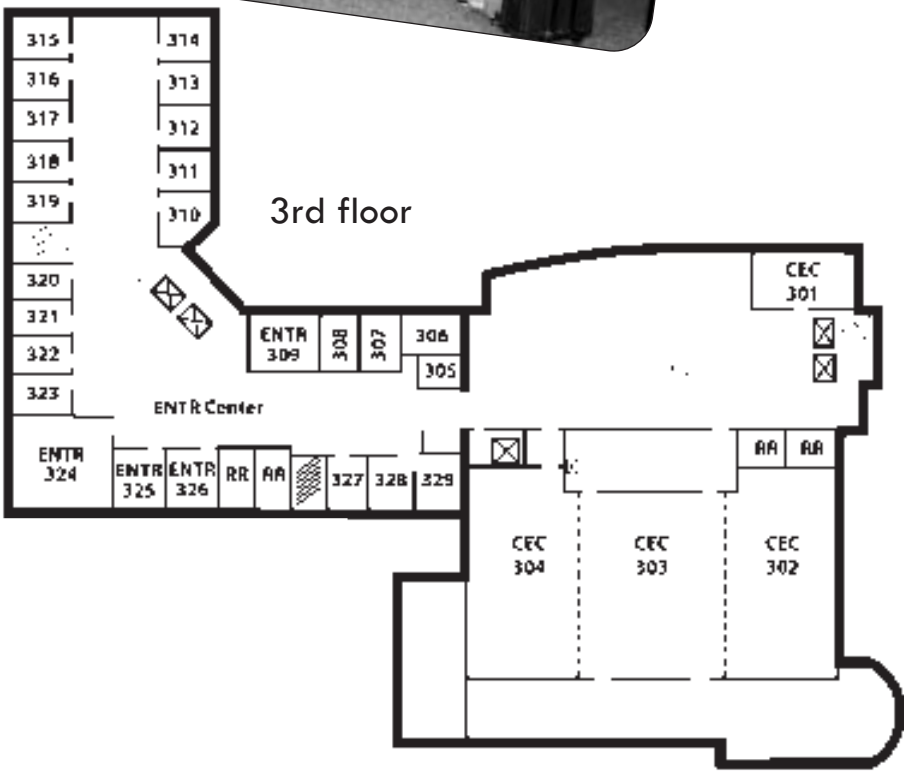
Offices for: Entrepreneurship Center; Legal; and Continuing Education Accounting, Business Resources, Training Solutions

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 Training Solutions for Business & Industry, Multi-Media Education Services/eLearning Design



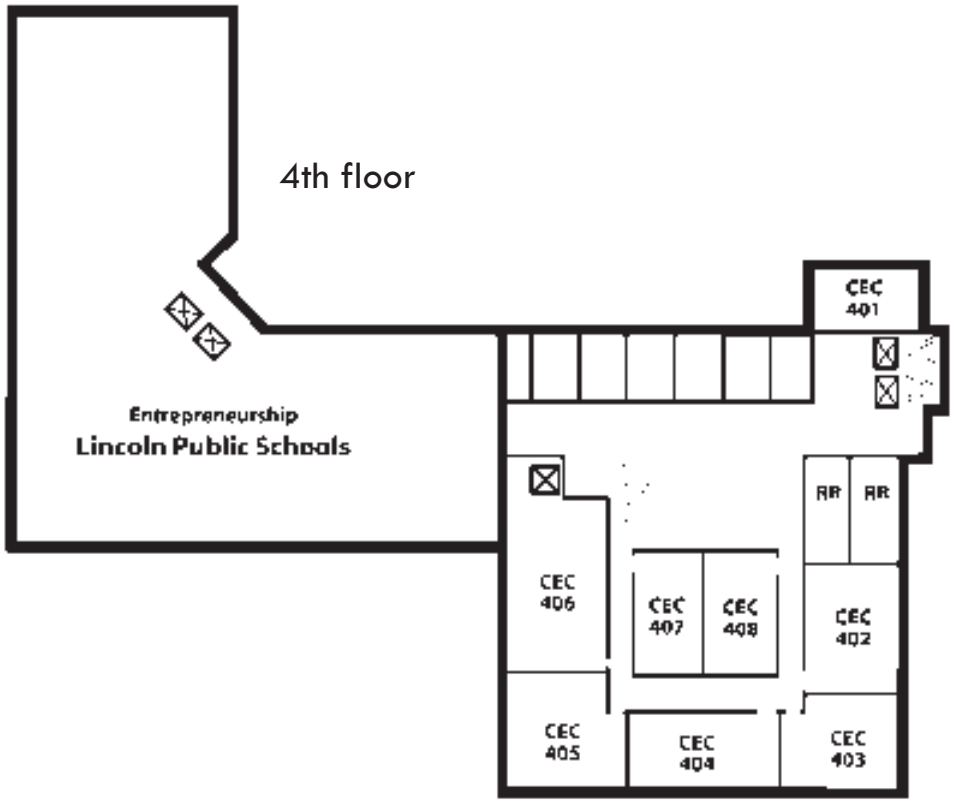
ENT 3rd floor:

Classrooms

Entrepreneurship Incubator Businesses

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

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



ENT 4th floor:

Offices for Lincoln Public Schools Entrepreneurship and Information Technology focus programs

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

CEC 4th floor: Continuing Education Offices for: Dean, Director of Personal Enrichment and Leisure, Director of Health, Director of Transportation & Safety, eLearning Marketing Specialist, Publications Specialist

Classrooms for: *Continuing Education*

Computer Labs

ENT 5th floor:

Offices for Business Resources

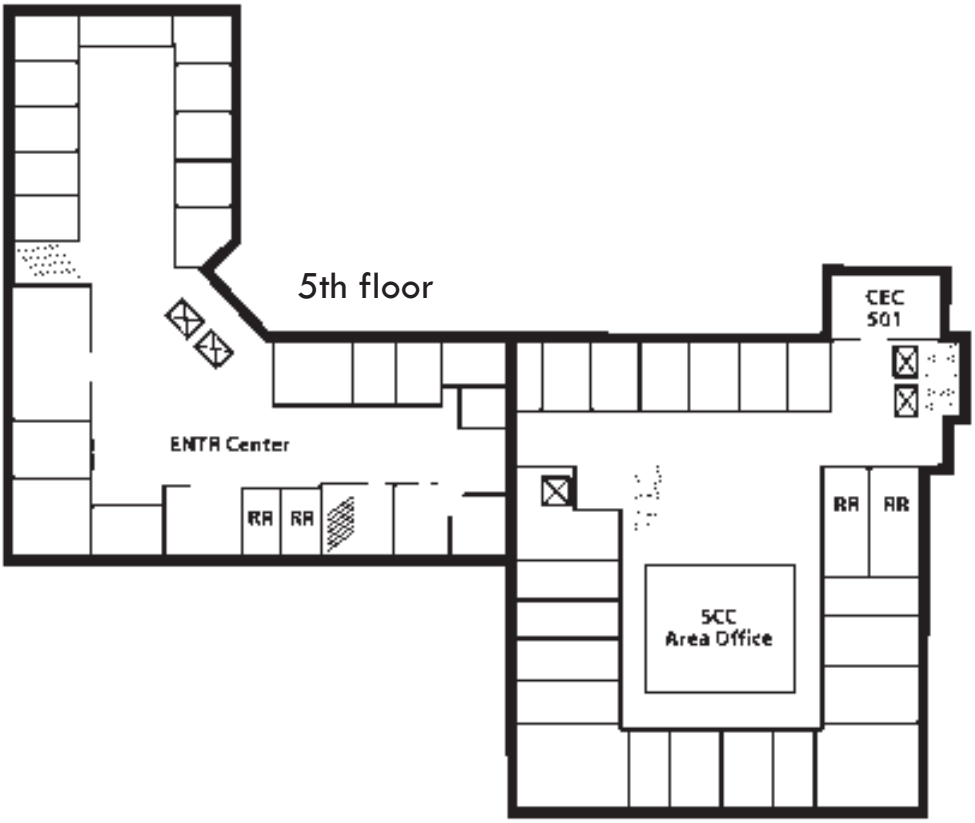
- Community Development Resources
- Nebraska Business Development Center Procurement Division
- SCORE (Service Corps of Retired Executives)
- Junior Achievement
- WasteCap Nebraska

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
- Access/Equity/Diversity
- Educational Foundation
- Human Resources
- Instructional Administration
- K-12/Career Academies Administration
- President
- Public Information/Marketing



Chapter 11

PERSONNEL

Southeast Community College's faculty and staff concentrate on excellence in teaching and dedicate themselves to helping students prepare for successful careers.

Advisory committees are chosen from the business and industrial areas to advise SCC in the planning, implementing and maintaining of our educational programs.

- *SCC Faculty and Staff*
- *Index*

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

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 Advisor
BA, University of Nebraska, Lincoln NE 1971

Kaye Bartels-Eiland, Admissions Representative
BA, Doane College, Crete NE 1998

Kenton Baughman, John Deere Trainer Level III
Automotive Certification, Flint Hills Area Vo-Tech, Emporia KS 1977
AAA, Colby Community College, Colby KS 1978;
BS, Pittsburg State University, Pittsburg KS 1979;
MS, Pittsburg State University, Pittsburg KS 1980

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

Charles Brewer, Financial Aid Associate Director
BA, Concordia University, Seward NE 2003

Alan W. Brunkow, Information Services Manager
AAS, Southeast Community College, Milford NE 1978

Chris Buckman, John Deere Program Technician
BS, Pittsburg State University, Pittsburg KS 1973

Carolyn Butler, Professional Development Coordinator
BS, Kearney State College, Kearney NE 1979;
MS, Colorado State University, Fort Collins CO 1983

Thomas Cardwell, Dean, Student Services/Student Support Programs & Services
BA, University of Nebraska, Lincoln NE 1975;
MA, University of Nebraska, Lincoln NE 1977;
PhD, University of Nebraska, Lincoln NE 2000

Amy Chesley, Director, Training Solutions
AAS, Southeast Community College, Lincoln NE 1993;
BA, Concordia University, Seward NE 2006

Janet Claassen, Career Academy Coordinator
BA, Nebraska Wesleyan University, Lincoln NE 1970;
Teacher Certification, University of Nebraska, Omaha NE 1971;
MA, University of Nebraska, Lincoln NE 1978

Philip Connatser, Construction Trainer
NCCER Certification

Gary Cooper, Superintendent, Physical Plant
U.S. Naval Schools Construction; Air Force CDC & ECI;
University of Nebraska, Lincoln NE, Nebraska Dept. of Health

Bryan Crouch, John Deere Trainer Level II
AAS, Navarro College, Corsicanna TX 1998;
BS, Sam Houston State University, Hunstville TX 1996

Christopher Cummins, Multimedia Education Specialist
BS, Wayne State College Wayne NE 1996

Susan Dauber, Distance Learning Curriculum Designer/Technical Coordinator
AA, Southeast Community College, Lincoln, NE 1975;
BA, Kearney State College, Kearney, NE 1977;
MA, University of Nebraska, Lincoln, NE 1983

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BS, North Carolina State University, Raleigh NC 2008

Melissa Decker, Director, TRIO Upward Bound
AAS, Southeast Community College, Beatrice, NE 1990;
BS, Peru State College, Peru NE 1992

Nelson Diaz, Trainer/Developer John Deere Level II
Diploma, ICTE, Bogota Colombia 1994

Babette Dickinson, Director, Adult Basic Education
BA, University of Nebraska, Lincoln NE 1971

Joel R. Dickinson, Admissions Representative
BS, Black Hills State University, Spearfish SD 1986

Stephen Dietz, Student Retention Specialist
BA, Doane College, Crete NE 2006

Susan Dunn, Access/Equity Specialist
BFA, Doane College, Crete NE 1978;
MLS-Library Science, Emporia State University, Emporia KS 1979;
MLS-Legal Studies, University of Nebraska College of Law, Lincoln NE 1992

Jeanette Egger, Food Service Manager/Cook
AAS, Southeast Community College, Lincoln NE 1997

Kathy Eitzmann, Dean, Business Division
BS, Truman State University, Kirksville Missouri 1988;
MA, Doane College, Crete NE 2002

Margarita Feyerherm, Student Retention/Multicultural Recruitment Specialist
BA, University of Nebraska, Lincoln NE 1990;
MA, University of Nebraska, Lincoln NE 1997

Kevin Forch, Education Specialist, TRIO Upward Bound
BS, University of Nebraska, Lincoln NE 2008

Carrie Foster, Head Women's Volleyball Coach/Student Activities
BS, Northwest Missouri State University, Maryville MO 1995

Patricia Frakes, Admissions Representative
High School Diploma 1967

Yolanda Gomez, ESL Coordinator
BA, Institute Poltecnico National, Mexico City DF 1981

Carol Gustafson, Assistant Director, Training Solutions
LPN, Lincoln Technical Community College, Lincoln NE 1973;
BA, Doane College, Crete NE 2007

Ann Hajek, Financial Aid Associate Director
BS, Kearney State College, Kearney NE 1987

David Hallowell, Webmaster
AAS, Metro Community College, Elkhorn NE 2000

Stacey Harrifeld, Student Activities Coordinator
BS, Wayne State College, Wayne NE 2003

Beverly Niewohner Harvey, Dean, Continuing Education
AAS, Southeast Community College, Lincoln NE 1989;
BS, Bellevue University, Bellevue NE 1998;
MEd, University of Nebraska Lincoln NE 2002

Donna L. Havener, Associate Registrar
AAS, Southeast Community College, Lincoln NE 2001

Leonard Havlovic, John Deere Trainer Level I
BS, University of Nebraska, Lincoln NE 1973

Dennis A. Headrick, Vice President for Instruction
AA, Southeast Community College 1974;
BA, University of Nebraska, Kearney NE 1976;
MA, University of Nebraska, Omaha NE 1985;
PhD, University of Nebraska, Lincoln NE 2003

Randy V. Hiatt, Assistant Director, Career Academy
BS, University of Nebraska, Lincoln NE 1971;
MA, University of Nebraska, Lincoln NE 1976

Nancy Holman, Director, Continuing Education/Family & Consumer Science and Leisure Activities
BS, University of Nebraska, Lincoln NE 1975

Marcy Hostetler, Career Counselor/Assessment
BS, Peru State College, Peru NE 1993

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

Shirley A. Huttenmaier, Placement Specialist
BS, Peru State College, Peru NE 1991

Lorraine Jensby, Assistant Director, Adult Basic Education
BS, Kansas State University, Manhattan KS 1985

Lisa Johnson, Loan Analyst, Financial Aid
BS, Wayne State College, Wayne NE 2007

Sarah Jones, Bookstore Manager
BS, University of Nebraska, Lincoln NE 2002

Susan Kash-Brown, Assistant Director, ESL
BA, University of Nebraska, Lincoln NE 1980;
Masters School for International Training, Brattleboro VT 1989

Erin Killman, Publications Specialist
AAS, Southeast Community College, Lincoln NE 2002, 2004, 2006

Darren Kinney, Education Coordinator, Pathways Out of Poverty Project
Washburn University, Topeka KS 1982-1984

Rob Koch, Student Retention Specialist
AAS, Southeast Community College, Milford NE 1986;
BA, University of Nebraska, Kearney NE 1990

Shawna Kolbek, Director, TRIO SSS
BA, Union College, Lincoln NE 2007

Robert F. Kluge, Career Counselor/Assessment
BA, Wayne State College, Wayne NE 1963;
MAE, University of Nebraska, Lincoln NE 1968

Toni Landenberger, Assistant Campus Director/Administrative Director of Virtual Learning
BS, Peru State College, Peru NE 1993;
MEd, University of Nebraska, Lincoln NE 2001

Susan Larsen, Assistant Director of Continuing Education Health Occupations
RN, Diploma, Nebraska Methodist Hospital School of Nursing, Omaha NE 1977

Melanie Leseberg, Assistant Director Health/EMS
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EMS Certification, Northeast Community College, Norfolk NE 1992

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BS, Bellevue University, Omaha NE 2007

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BS, University of Nebraska, Lincoln NE 1973

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BS, Iowa State University, Ames IA 1987

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MA, Doane College, Crete NE 2001

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BS, University of Nebraska, Lincoln NE 1980;
MA, University of Nebraska, Lincoln NE 1995

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BS, North Carolina State University, Raleigh NC 2008

Clinton Munson, John Deere Trainer Level I
BS, Southern Illinois University, Carbondale FL 2004

Janet C. Nason, Director, Accounting and Finance
BS, University of Nebraska, Lincoln NE 1988

Emerson "Lyle" Neal, Vice President for Technology/Campus Director
BA, Evangel College, Springfield MO 1971

Corinne Neel, Academic Advisor
AS, Central Community College, Hastings NE 1995;
BS, Bellevue University, Omaha NE 1997

Patrick O'Neill, Career Advisor/Assessment
BA, University of Nebraska, Omaha NE 1984;
MPA, University of Nebraska, Omaha NE 1992

Randy Nelson, Administrative Director, Career Academies & K-12 Connections
BA, University of Nebraska, Kearney NE 1972;
MA, University of Nebraska, Kearney NE 1981;
EdD, University of Nebraska, Lincoln NE 1989

Stu Osterthun, Administrative Director, Public Information and Marketing
BS, Northwest Missouri State University, Maryville MO 1983;
MSEd, Southwestern College, Winfield KS 1995

Cheryl Parks, Associate Registrar
AA, Southeast Community College, Beatrice NE 2004
BS, Peru State College, Peru NE 2008

Charlotte L. Pasco, Dean, Health Sciences Division
Certificate, School of Respiratory Therapy-Sioux Valley, Sioux Valley IA 1972;
Diploma, Creighton University, Omaha NE 1981;
BA, Doane College, Crete NE 1997

Mike Pegram, Director, Career Advising
BA, Truman State University, Kirksville MO 1997;
MS, Western Illinois University, Macomb IL 2000

Gregory B. Peters, Career Advisor/Assessment
BS, University of Nebraska, Lincoln NE 1972;
MS, University of Nebraska, Lincoln NE 1974

Frederick J. Petsch, Director, John Deere Training
AAS, Southeast Community College, Milford NE 1971;
BS, University of South Dakota, Vermillion SD 1975

Janalee Petsch, Director, Learning Resource Center
High School Diploma, 1970

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Adam Johnson, Custodian I – Physical Plant
Kelly Johnson, Copy Machine Operator – Print Shop
Macey Johnson, Child Development Group Supervisor – Child Development Center
Christian Jones, Secretary I, Admissions – Student Services
Sherri Jones-Parks – Account Clerk III – Administrative Services
Beth Jungbluth, Custodian II – Physical Plant
Kandice Jurgens, Secretary I –TRIO Program
Lacey Jurgens, Residential Services Manager – Student Services
Bryan Kahler, Custodian II – Physical Plant
Kevin Kelly, Information Systems Technician – Information Services
Karen Killham, Teaching Lab Assistant II – Computer Information Technology
Erin Killman, Secretary I – Continuing Education
Angela King, Secretary I – Placement
Alexander C. Koch, Custodian I – Physical Plant
Brittany Kreikemeier, Child Development Center Group Supervisor – Child Development Center
Marlar W. Landell, Account Clerk I – Business Office
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Lacey Lehr, Secretary I, Registration and Records – Student Services
Mindy Lemon, Admissions Technician – Student Services
Brenda Lennen, Secretary I –Veterans Services/Financial Aid – Student Services
Ruth Lewis, Custodian I – Physical Plant
Theresa Linder, Secretary I – Registration & Records – Student Services
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Bitsy Longan, Secretary I, Pathways Out of Poverty Project - Instruction
Marilyn Love, Account Clerk III – Business Office
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Sandra McKinnon, Secretary I – Health Sciences Division
Tanya McKee, Secretary I, Financial Aid – Student Services
Jonathan Maler, Custodian I – Physical Plant
Sandra Miles, Assistant Bookstore Manager – Campus Services
Mark Monson, Food Service Worker – Cafeteria/Snack Bar
Amber Moody, Secretary I, Placement – Student Services
Rochelle Morton, Secretary I – Continuing Education
Beth A. Naylor, Secretary II – Physical Plant
Siddig Nour, Teaching Lab Assistant – Computer Information Technology
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Wesley Oden, Maintenance Worker II – Physical Plant
Rosemary Ohlsen, Financial Aid Technician – Student Services
Cathleen Oslzly, Registration Technician – Student Services
Donna Osterhoudt, Secretary I – Arts & Sciences Division
Mark Overman, Custodian I – Physical Plant
Pamela S. Overman, Custodian II – Physical Plant
Joshua Parde, Network Systems Technician – Computer Services
Lorraine Pasika, Food Service Worker – Cafeteria/Snack Bar
Larry Peterson, Maintenance Worker II – Physical Plant
Patricia Peterson, LRC Specialist – LRC
Brian Piontek, Press Operator – Print Shop
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Reidith A. Rediger, Computer Programmer – Information Services
S. Clark Rediger, Maintenance Worker I – Physical Plant
Shelaine J. Reese, Account Clerk II – Administrative Services
Jennifer Reetz, Secretary I, Admissions – Student Services
Karen A. Reitz, Executive Secretary – Campus Office
David Renz, SharePoint Developer/Web Programmer - Information Services
Rod Richards – Network Systems Technician – Information Services
Brooke Robbins, Secretary I – Entrepreneurship Center
Denise Roth, Secretary II – Parts Store
Duane Roth, Lead Programmer/Analyst – Information Services
Lora Roth, Account Clerk II – Purchasing – Administrative Services
Marty Rowland, Enterprise Systems Specialist – Information Services
Jennifer Rupprecht, Secretary II – Student Services
James Sassman, Custodian II – Physical Plant
Jenny Schmid, Secretary II – Continuing Education
Dennis D. Schmidt, Information Systems Technician –Information Services
Bruce A. Schwisow, Maintenance Worker II – Physical Plant
Cory Scott, Network Systems Technician – Information Services
Richard Sherman, Custodian I – Physical Plant
Lisa Simon, Catering Coordinator/ Event Scheduler – Food Service
Blake Simpson, Registration Technician – Student Services
Doreen Slaymaker, Child Development Group Supervisor – Child Development Center
Linda Snelling, Custodian I – Physical Plant
John Spellman, Maintenance Worker II – Physical Plant
Bruce Spitser, Parts Store Manager – Business Office
John Stabenow, Maintenance Worker II – Physical Plant
Joy Steckly, Payroll/Benefits Specialist – Business Office
Jason Steele, Custodian I – Physical Plant
Carrie Stollar, Child Development Group Supervisor – Child Development Center
Sandra L. Studnicka, Custodian II – Physical Plant
Craig Stutzman, Shipping and Receiving Clerk
Gordon Stutzman, Maintenance Worker I – Physical Plant
Jolene Stutzman, Payroll Specialist – Business Office
Judith Stutzman, Custodian I – Physical Plant
Richard L. Tetherow, Custodian II – Physical Plant
Bang Tran, Media Services Specialist – LRC
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Melissa Troyer, Information Systems Application Technician – Student Services
Paul Tvrdy, Maintenance Worker II – Physical Plant
Patricia Underwood, Secretary II – Arts & Sciences Division
Daniel Vajgrt, Assistant Bookstore Manager – Student Services
Marcia VanAndel, Secretary I, Placement – Student Services
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Larry Mark Vasey, Custodian II – Physical Plant
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Jessica Vetter, Secretary I, Arts & Sciences Division
Amina Vidusic, Custodian I – Physical Plant
William R. Vlasnik, Custodian II – Physical Plant
James Voboril- Maintenance Worker I – Physical Plant
Patricia A. Wagner, Secretary II – Campus Office/Distance Learning
Mike Walinder, Information Systems Technician – Information Services
Gilbert Wallman, Custodian I – Physical Plant
Carolyn "Susie" Watson, Assistant Bookstore Manager – Student Services
Cheryl Watson, Accounting Clerk I – Campus Services
Carol Wells, Secretary II – Student Services
Connie S. Wergin, Admissions Technician – Student Services
Sherri Whelan, Secretary I, Arts & Sciences Division
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, Construction/Electronics & Communication/Information Technology Divisions
Patsy L. Wohlgemuth, Account Clerk III – Continuing Education
Michael Wood, Maintenance Worker I – Physical Plant
Beth H. Woofter, LRC Specialist – LRC
Brock Zautke, Secretary I, Financial Aid – Student Services
Sharon Zuhlke, Food Service Coordinator – Cafeteria/Snack Bar

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2011-2012 | Programs of Study & Divisions	LOCATION OFFERED	LENGTH IN MONTHS	AWARD	STARTING TERMS
AGRICULTURE/FOOD/NATURAL RESOURCES DIVISION				
Agriculture Business & Management Technology	(B)	24	AAS	All
Food Service/Hospitality	(L)	18	AAS/Dip/Cert	All
Laboratory Science Technology	(L)	18	AAS/Dip	All
ARTS & SCIENCES DIVISION				
Academic Transfer	(B/L)	18-24	AA/AS	All
BUSINESS DIVISION				
Business Administration	(all)	18	AAS/Dip/Cert	All
Office Professional	(B/L)	18	AAS/Dip/Cert	All
Parts Marketing & Management	(M)	15	AAS/Dip	F
COMMUNICATIONS & INFORMATION TECHNOLOGY DIVISION				
Computer Information Technology	(L)	24	AAS/Cert	All
Computer Programming Technology	(M)	18	AAS	U,W
Graphic Design	(M)	18	AAS	CA
Visual Publications	(L)	18	AAS/Dip/Cert	CA
COMMUNITY SERVICES & RESOURCES DIVISION				
Criminal Justice	(B/L)	18-24	AAS	All
Early Childhood Education	(L)	18-24	AAS/Dip/Cert	All
Fire Protection Technology	(L)	18	AAS/Cert	All
Human Services	(L)	24	AAS	All
Long Term Care Administration	(L)	18	AAS/Cert	All
CONSTRUCTION & ELECTRONICS DIVISION				
Architectural-Engineering Technology	(M)	18	AAS	U,W
Building Construction Technology	(M)	18	AAS	F,S
Computer Aided Design Drafting	(L)	24	AAS	All
Electrical & Electromechanical Technology	(M)	18	AAS/Dip	U,W
Electrician Construction – IBEW Option	(M)		AAS	CA
Electronic Systems Technology	(L/M)	18-24	AAS	L (F,W) M (F,S)
Energy Generation Operations	(M)	18	AAS	U,W
Heating, Ventilation, Air Conditioning & Refrigeration Technology	(M)	18	AAS	U,W
Land Surveying/Civil Engineering Technology	(M)	18	AAS	CA
Major Appliance Professional Technology	(M)	12	Dip	U
HEALTH SCIENCES DIVISION				
Associate Degree Nursing	(L)	21	AAS	U,W
Dental Assisting	(L)	12	Dip	F,S
Emergency Medical Services/Paramedic	(L)	24	AAS	CA
Medical Assisting	(L)	12	Dip	F,S
Medical Laboratory Technology	(L)	24	AAS	U
Pharmacy Technician	(B)	12	Dip	U,W
Physical Therapist Assistant	(L)	24	AAS	U
Polysomnographic Technology	(L)	6	Cert	CA
Practical Nursing	(B/L)	12	Dip	CA
Radiologic Technology	(L)	24	AAS	U,W
Respiratory Care	(L)	24	AAS	U
Surgical Technology	(L)	18	AAS	CA
TRANSPORTATION & MANUFACTURING DIVISION				
Auto Collision Repair Technology	(M)	18	AAS	U,W
Automotive Technology	(L/M)	18	AAS	L(U,W) M(All)
Chrysler (CAP)	(M)	21	AAS	CA
Deere Construction & Forestry Equipment Tech	(M)	21	AAS	CA
Diesel Ag Equipment Service Tech	(M)	18	AAS	U,W
Diesel Technology-Truck	(M)	18	AAS	U,W
Ford (ASSET)	(M)	21	AAS	CA
General Motors (ASEP)	(M)	21	AAS	CA
John Deere Tech	(M)	21	AAS	CA
Machine Tool Technology	(L/M)	18	AAS/Dip/Cert	L(All) M(U,W)
Manufacturing Engineering Technology	(M)	18	AAS/Cert	U,W
Motorcycle, ATV & Personal Watercraft Technology	(L)	12	Dip	U,W
Nondestructive Testing Technology	(M)	18	AAS	U,W
Professional Truck Driver Training	(L)	3	Cert	All
Welding Technology	(L/M)	18	AAS/Dip/Cert	L(All) M(CA)

Locations Offered

B = Beatrice Campus
L = Lincoln Campus
M = Milford Campus
= Entire program available online
= Some classes available online

Awards Offered

Cert = Certificate
Dip = Diploma
A.A. = Associate of Arts Degree
A.S. = Associate of Science Degree
A.A.S. = Associate of Applied Science Degree
A.O.S. = Associate of Occupational Studies Degree

Starting Terms

U= Summer Quarter (July)
F= Fall Quarter (October)
W= Winter Quarter (January)
S= Spring Quarter (March)
All= All Quarters
CA= Call the Admissions Office for the next start term.

Beatrice 402-228-3468 or 800-233-5027 **Lincoln** 402-471-3333 or 800-642-4075 **Milford** 402-761-2131 or 800-933-7223

Beatrice Campus

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Lincoln, NE 68520-1299
FAX: 402-437-2404
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800-642-4075

Milford Campus

600 State St.
Milford, NE 68405-8498
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