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Southeast community college

2004 - 2005 College Catalog

BEATRICE | LINCOLN | MILFORD

CONTINUING EDUCATION ACADEMIC EDUCATION VOCATIONAL EDUCATION TECHNICAL EDUCATION

2004 - 2005 Catalog | BEATRICE | LINCOLN | MILFORD

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Phone Numbers

Beatrice 402-228-3468 · Lincoln 402-471-3333 · Milford 402-761-2131

Admissions
Beatrice . . . . . ext. 214
Lincoln 437-2600
Milford . . . . . ext. 8243

Alumni
Beatrice . . . . . ext. 216
Lincoln 437-2622
Milford . . . . . ext. 8242

Athletics (Intercollegiate)
Beatrice . . . . . ext. 232

Bookstore
Beatrice . . . . . ext. 267
Lincoln 437-2560
Milford . . . . . ext. 8214

Business Office/Cashier
Beatrice . . . . . ext. 203
Lincoln 437-2669
Milford . . . . . ext. 8246

Campus Tours
Beatrice . . . . . ext. 252
Lincoln 437-2600
Milford . . . . . ext. 8243

Career Advising
Beatrice . . . . . ext. 242
Lincoln 437-2620
Milford . . . . . ext. 8202

Cashier (Tuition)
Beatrice . . . . . ext. 203
Lincoln 437-2669
Milford . . . . . ext. 8230/8246

Continuing Education
Beatrice . . . . . ext. 244
Lincoln . . . 1-800-828-0072 • 437-2700

Financial Aid
Beatrice . . . . . ext. 212
Lincoln 437-2610
Milford . . . . . ext. 8250

GED Classes
Beatrice . . . . . ext. 345
Lincoln 437-2717
Milford . . . . . ext. 8202

Graduate Placement Office
Beatrice . . . . . ext. 216
Lincoln 437-2622
Milford . . . . . ext. 8242

Housing
Beatrice . . . . . ext. 290
Milford . . . . . ext. 7398

LRC Learning Resource Center
Beatrice . . . . . ext. 224
Lincoln 437-2585
Milford . . . . . ext. 8245

Parents of All Ages Program (POAA)
Beatrice . . . . . ext. 350

Registration/Records
Beatrice . . . . . ext. 213
Lincoln 437-2605
Milford . . . . . ext. 8222

Student Activities
Beatrice . . . . . ext. 353
Lincoln 437-2630
Milford . . . . . ext. 8227

Student Retention/Multicultural Recruitment
Beatrice . . . . . ext. 351
Lincoln 437-2660/2678
Milford . . . . . ext. 8243

Student Services
Beatrice . . . . . ext. 210
Lincoln 437-2615
Milford . . . . . ext. 8243

Testing/Assessment Center
Beatrice . . . . . ext. 242
Lincoln 437-2715
Milford . . . . . ext. 8202

TRIO Student Support Services
Beatrice . . . . . ext. 361
Lincoln 437-2766
Milford . . . . . ext. 8235

TRIO Upward Bound
Beatrice . . . . . ext. 405

Dean of Student Services
Beatrice . . . . . ext. 220
Lincoln 437-2619
Milford . . . . . ext. 8270

Computer Helpdesk
Lincoln 437-2447
helpdesk@southeast.edu

Calendar

BEATRICE • LINCOLN • MILFORD
JULY 1, 2004 - JUNE 30, 2005

Summer 2004: . . . .July 14 - September 23
Labor Day holiday - College closed . . . . . .Sep 1

Fall 2004: . . . . . .October 4 - December 16
Thanksgiving holiday - College closed . . . . . .Nov 25-26

Winter 2005: . . . . . .January 5 - March 17
Martin Luther Day - College closed . . . . . .Jan 17
Deadline for high school seniors applying for SCC Educational Foundation Scholarship . . . . . .Mar 1

Spring 2005: . . . . . .March 30 - June 9
Memorial Day Holiday - College closed . . . . . .May 30

See inside the back cover for starting terms and length of SCC programs.

SCC Locations

Beatrice Campus

4771 West Scott Road • Beatrice, NE 68310-7042
Phone: 402-228-3468 • 1-800-233-5027 ext. 214
FAX: 402-228-2218

Lincoln Campus

8800 O Street • Lincoln, NE 68520-1299
Phone: 402-471-3333 • 1-800-642-4075 ext. 2600
Deaf TDD: 402-437-2702 FAX: 402-437-2404

Lincoln Energy Square Location (ESQ)
1111 O Street • Suite 100, Lincoln, NE 68508-3614
FAX: 402-323-3453 • Phone: 402-323-3440

Milford Campus

600 State Street • Milford, NE 68405-8498
Phone: 402-761-2131• 1-800-933-7223 ext. 8243
FAX: 402-761-2324

Continuing Education Center

301 S. 68th Street Place • Lincoln, NE 68510-2449
Phone: 402-437-2700 • 1-800-828-0072
FAX: 402-437-3703

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

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

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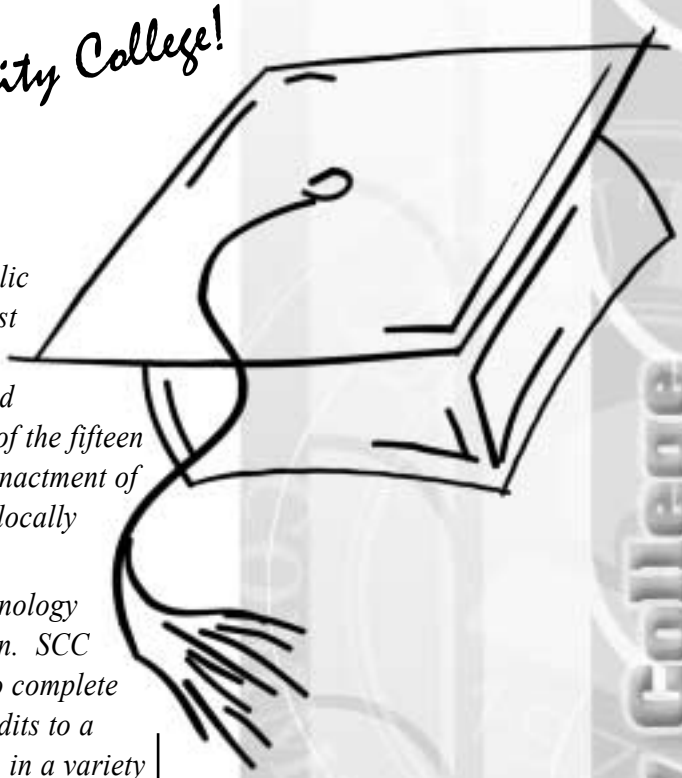
Dr. Jack J. Huck, President

Welcome to Southeast Community College!



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

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

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

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

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

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

Southeast Community College

2003-2004 Board of Governors

The SCC Mission...

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

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

2003-2004 Board of Governors

Row 1: Helen E. Griffin, ***Chair***, Lincoln; Ruth M. Johnson, ***Vice Chair***, Lincoln;

Row 2: Lynn Schluckebier, ***Secretary***, Seward; Gene Watermeier, ***Treasurer***, Unadilla;

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

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

Row 5: Richard O. Scott, Lincoln; Doug Merryman, Geneva;

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

College Administration

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

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

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

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

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

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

Rosemary Machacek, ***Vice President for Public Information***

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

Limitations of Catalog Information - This catalog should not be considered a contract between Southeast Community College and any prospective student. The Board of Governors of Southeast Community College reserves the right to make changes in graduation requirements, costs, curriculum, course structure and content, and the calendar of operation, during the life of the catalog and without notice.

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

About SCC

Location

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

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

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

Accreditation

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

Enrollment

The College enrolls approximately 17,240 full-time and part-time credit students on its three campuses. Another 13,557 students take advantage of non-credit courses annually.

Calendar

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

Technical & Career Education

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

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

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

Academic Transfer Education

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

Awards

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

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

Southeast Community College

Continuing Education

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

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

Distance Education

SCC makes education more accessible and convenient by offering off-campus educational opportunities. Students of any age can earn college credit by successfully completing on-line courses or by viewing videotaped courses and taking tests or labs on SCC campuses. Individuals can also participate in SCC classes through a satellite downlink site originating from an SCC campus or attending a class in one of more than 52 off-campus sites. See Chapter 6 - Distance Education for the SCC programs available on-line. Credits earned by distance education are transferable to SCC and other colleges.

Student Activities

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

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

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

Housing

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

Placement

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

Instruction

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

Services

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

Student Population

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

Career Earnings

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

Student Diversity

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

Support programs are offered for students of a variety of races and cultures as well as single parents and persons who are entering nontraditional careers. SCC also welcomes students with disabilities and complies with the Americans with Disabilities Act (ADA).

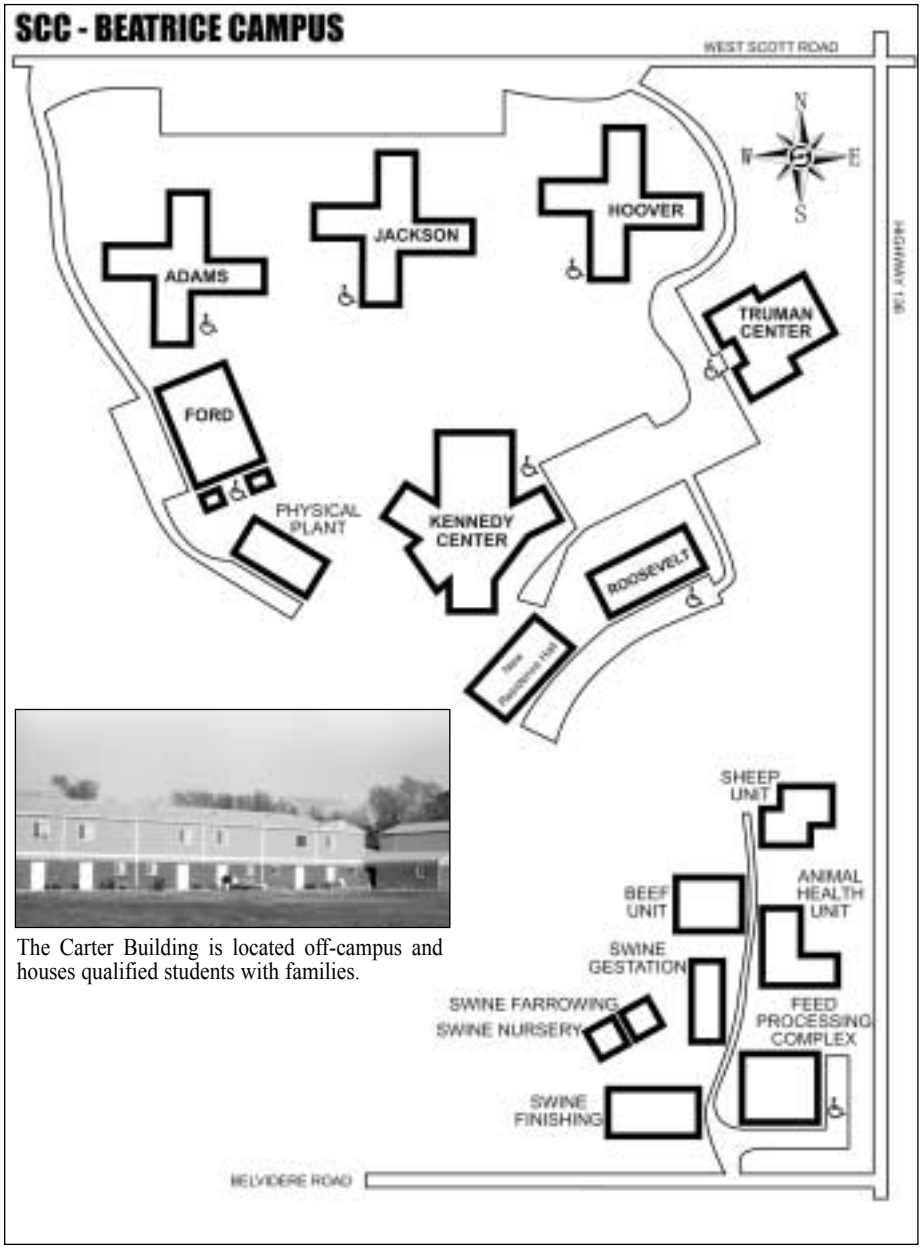
College programs and activities are based on the principle that all students have the right to obtain an education in a college environment free from all forms of discrimination and harassment.

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

SCC-Beatrice Campus is located on 640 acres at the west edge of Beatrice, Nebraska.

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

For a tour of the SCC-Beatrice Campus:
1-800-233-5027, ext. 252
or visit us on the College web site:
www.southeast.edu



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

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

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

Classrooms for: Nursing

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

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

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

Hoover Hall: Residence Hall

Jackson Hall: ABE/GED, Career Advising Center, Testing & Assessment; TRIO Upward Bound

Classrooms for: Broadcasting, Business Occupations, Distance Learning, Journalism, Office Technology, Photography.

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

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

Roosevelt Hall: Residence Hall

Truman Center: Gymnasium, Theatre, Wellness Center;

Classrooms for: Art, Theatre, Speech, Music

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

SCC-Milford enjoys a 63-year history as Nebraska's premier technical college established in 1941.

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

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

Cornhusker Hall: - Residence Hall

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

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

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

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

ITC: Industry Training Center

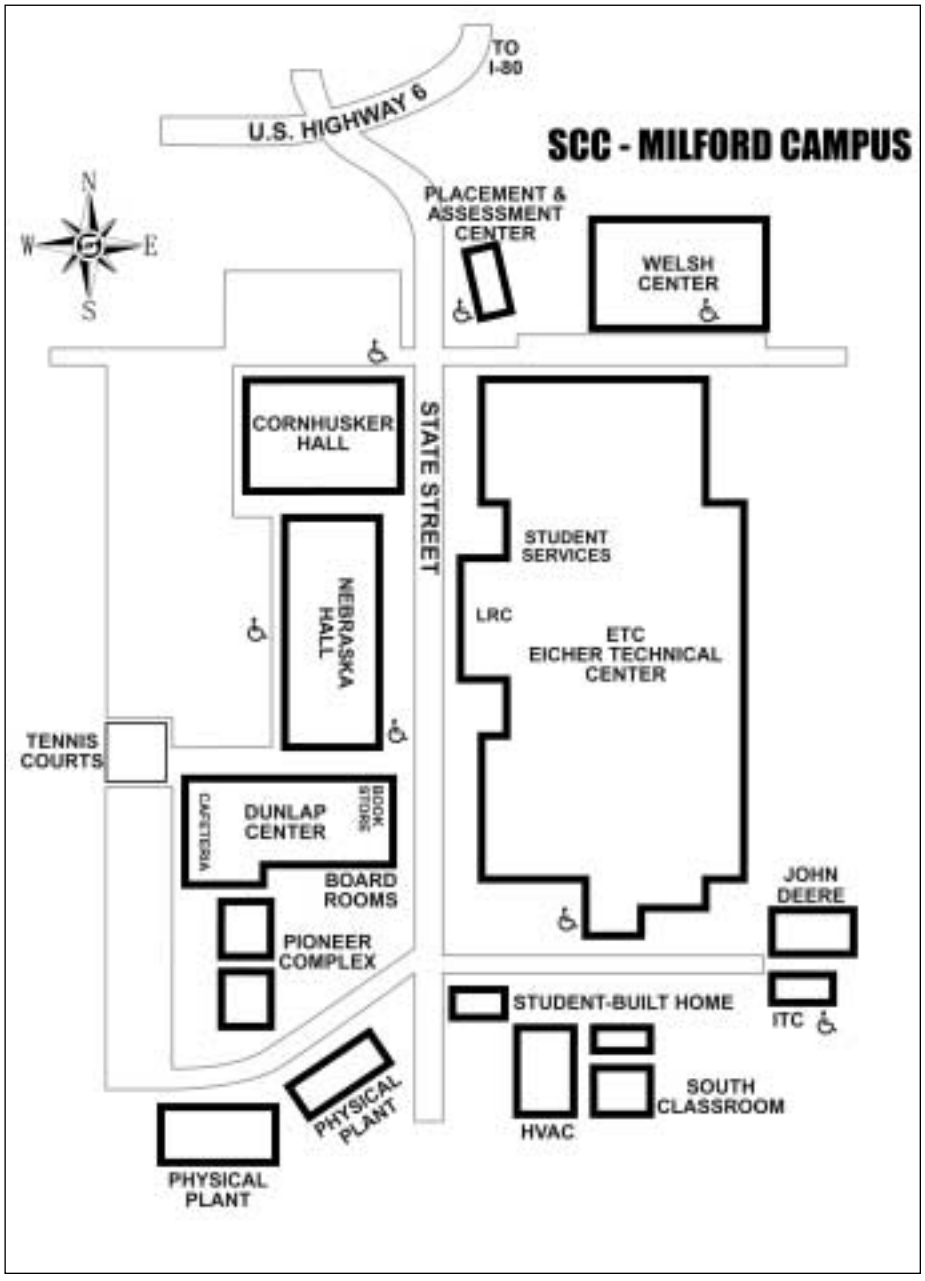
John Deere Building: Classrooms for: Deere Construction and Forestry Equipment Tech; John Deere Ag Parts, John Deere Ag Tech

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

Nebraska Hall: Residence Hall

Pioneer Complex: Residence Hall

Placement & Assessment Center: Assessment, Career Advising, Placement

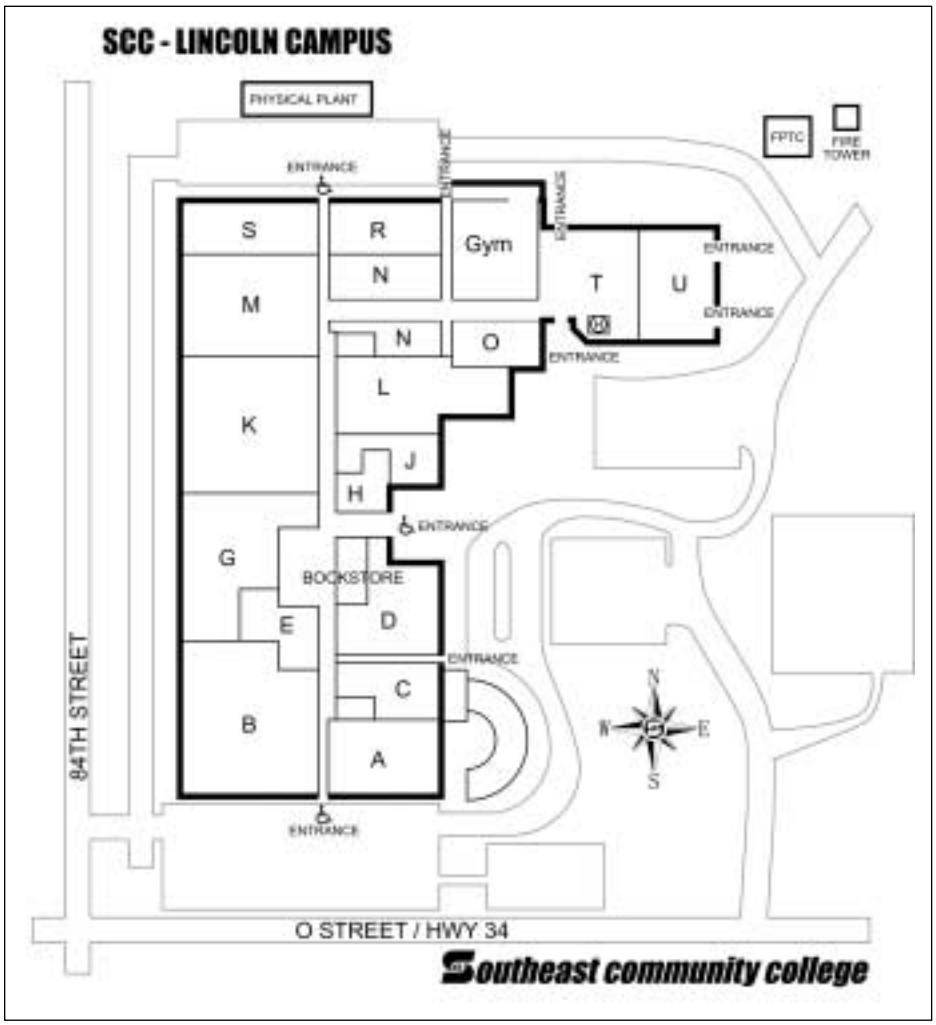


SCC-Lincoln Campus
8800 O Street, Lincoln, NE 68520

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

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

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



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

A - Classrooms for: Laboratory Science, Early Childhood Education, General Studies

B - Classrooms for: Dental Assisting, Medical Assisting, Medical Laboratory Technology, Practical Nursing, Radiologic Technology, Respiratory Care, Surgical Technology

C - Child Development Center

D - Bookstore; Classrooms for: Associate Degree Nursing, Early Childhood Education

E - Admissions, Cashier, Financial Aid, Registration and Records, Student Services; Classrooms for: Food Service/Hospitality

F - Campus Administration

FPTC - Fire Protection Training Center; Classrooms for: Fire Protection Technology

G - Cafeteria, Shipping/Receiving; Classrooms for: Food Service/Hospitality

H - Media Production, Placement Office

J - Continuing Education, Distance Learning

K - Classrooms for: Machine Tool Technology, Motorcycle, ATV, & Personal Watercraft Technology, Welding Technology

L - ABE/GED, Advising, Assessment, Career Advising Center, Computer Lab, Learning Resource Center, Multi-Academic Center, Retention, TRIO Student Support Services

M - Classrooms for: Automotive Technology

N - Classrooms for: Computer Aided Drafting & Design Technology, Electronic Servicing & Electronic Engineering Technology

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

O - Student Activities, Gym, Student Center, Wellness Center

P - Student Activities Center

R - Classrooms for: Microcomputer Technology

S - Classrooms for: Professional Truck Driver Training

T - Classrooms for: Business Administration, Office Technology

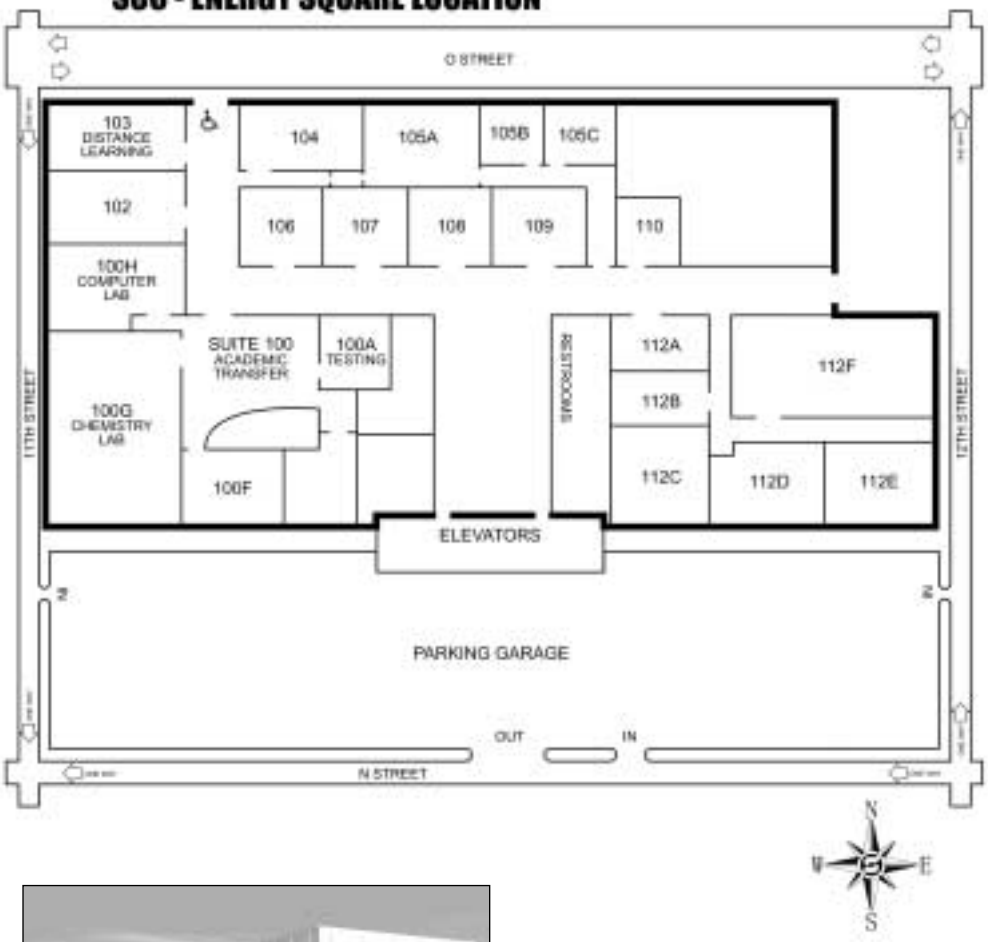
U - Classrooms for: Academic Education, Continuing Education, Human Services, Visual Publications, and a Multi-Purpose Room

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

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

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

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



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

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

Room 103: Distance Learning

Room 104: ABE/GED

Rooms 112A: Video Conference Room, TRIO

Room 112B: Workforce Development

Room 112E: Customized Training for Business & Industry

ESQ Students: There are discount parking tickets available. Tickets are sold at AMPCO • 317 S. 12th Street, Suite 101 • 402-441-6472 • 7:30 am-5:30 pm

You must bring your student ID and CURRENT TERM class schedule. (Schedule can be printed out from WASI) www.southeast.edu/wasi.htm

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

SCC-Continuing Education Center
301 S. 68th Street Place, Lincoln, NE 68510-2449

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

The Continuing Education Center will be used for a variety of purposes including special classes and seminars in workforce training, personal development and customized training programs for business and industry.

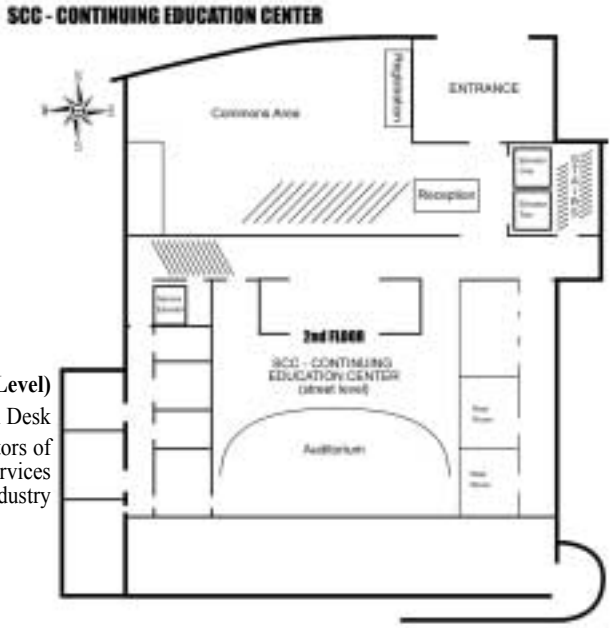
The College Food Service/Hospitality program will use the first floor of the Center as a satellite training laboratory to accommodate the program's growing enrollment.

The College Administration is located on the fifth floor of the building.

1st floor: (Basement Level)

Kitchen

Classrooms for: Continuing Education and Food Service/Hospitality



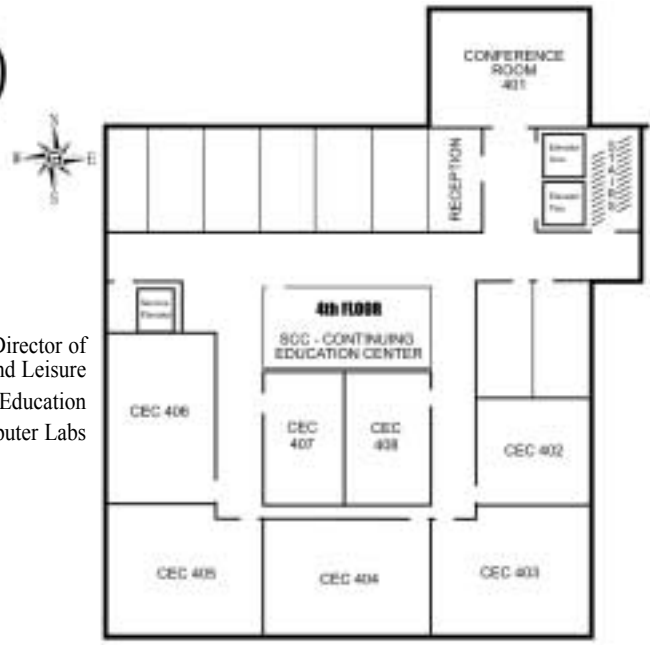
2nd floor: (Street Level)

Auditorium, Commons Area, Reception Desk

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

SCC - CONTINUING EDUCATION CENTER

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

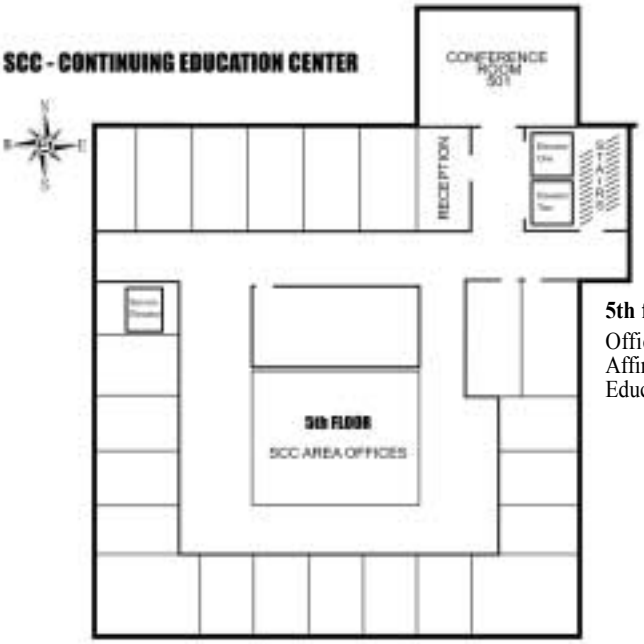


4th floor: Offices for Continuing Education Dean, Director of Business, Director of Personal Enrichment and Leisure

Classrooms for: Continuing Education

Computer Labs

SCC - CONTINUING EDUCATION CENTER



5th floor: SCC-Area Office

Offices for College Administration including: Affirmative Action/Equity/Diversity, Human Resources, Educational Foundation

Chapter 1 - Enrollment

ENROLLMENT

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

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

Admission Requirements

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

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

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

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

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

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

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

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

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

Application for Admission

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

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

Steps for Admission to Programs of Study

1. Complete and submit an application form.
2. Request a copy of your high school or GED transcript be sent directly to the College Admissions Office at the appropriate campus. High school or GED transcripts are not required if a student has completed and submitted an official transcript for an Associate's or Bachelor's degree.
3. Request copies of official transcripts from all postsecondary institutions be sent directly from the institution to the College Admissions Office at the appropriate campus. These are used as part of the process for course placement. Individuals who present a college transcript indicating that they have taken a class that fully meets a program requirement in English or Mathematics do not have to take the Compass test to prove they are competent in that skill area. Compass testing is required when an individual has taken a course prerequisite in English or Mathematics and the course is over 5 years old.
4. Applicants for admission must be assessed for readiness in basic reading, written expressions and mathematics to determine if their skill level is consistent with program requirements. Career advising staff can help applicants determine the entrance requirements for 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.

Initial assessment: All students entering SCC programs must complete a basic skills assessment by at least one of the following:

a. Appropriate ACT scores in each of the areas of language, reading, and math as required by specific program.

b. Providing evidence of three hours or more of transfer credit from an accredited postsecondary institution with a grade of "C" or better in each of the areas of English, math, and a course which indicates reading ability, i.e. social studies, psychology.

c. COMPASS/ASSET placement scores as required by specific program. (First COMPASS/ASSET basic skills assessment is available at each campus location free of charge ($15 charge for retests.)

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

5. Retesting is possible for individuals who believe their placement test scores do not reflect their current skill levels in reading, written expression and mathematics. Students have an opportunity to take the COMPASS or ASSET placement tests. If they have previously taken the COMPASS or ASSET test a $15.00 re-take fee is required (in advance) per testing session regardless if they are taking the entire test (3 parts) or subtests. If individuals want to take one section at a time, they have 5 business days to complete that testing. Each campus will post a retesting sign next to the sign-in book for COMPASS indicating the retesting fee.

a. Testing of high school students: *Current high school students may test at no charge. High school students may also retest at no charge while in high school.*

b. Retesting students returning after a five year absence from SCC. *Individuals having test scores older than 5 years will be asked to retake the COMPASS test but will not be charged for retesting. Additional retests are $15.*

c. 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. Program advisors must consult with the Testing/Assessment Center Coordinator regarding retest.

Remediation prior to retesting: It is strongly recommended that individuals who wish to re-take the COMPASS test study areas of difficulty before retesting. It is further recommended that students wait 30 days from the first to the second testing to allow adequate time to remediate their skills. Students will not be permitted to retest a second time within 30 days of a retest.

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

Readmission Steps

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

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

Pre-admission Advising and Testing

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

Nebraska Residency Requirements

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

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

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

International students who are attending Southeast Community College on a student visa ARE NOT eligible to be classified as a Nebraska resident.

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

Advanced Standing

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

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

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

International Students

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

1. Completed application for admission.
2. Certified copies of academic records, plus English translations where necessary.
3. International version of TOEFL (Test of English as a Foreign Language) with a total score of 500 or higher if paper based, or 173 if computer based. Scores must be sent directly to the College by using institutional code 6795.
4. Signed Financial Resource Statement showing resources sufficient to cover course of study and transportation expenses to and from the home country.

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

Undeclared Students

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

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

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

Registration Procedures

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

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

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

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

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

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

Prerequisites

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

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

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

Student Status

Full time = 12 or more credit hours per term

Part time = less than 12 credit hours per term

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

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

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

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

Licensure Requirements

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

Drop/Add/Withdrawal

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

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

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

Grade Reporting for Student Initiated Drops/Withdrawals - The student's transcript will not show any registration data or withdrawal grade if the drop or withdrawal occurs prior to the census date of the class (approximately 20% of course). Student initiated drops or withdrawals which occur after the census date and prior to the drop deadline will receive a grade of "W" (withdrawal). Students may receive a withdrawal grade "W" for administrative withdrawals which are submitted and approved after the drop deadline (see Administrative Withdrawal).

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

Adding Courses After Initial Registration - To add a course or courses "DURING" the first 6 school days after the start of the class a student must complete an official drop/add form, have the course instructor or program designee sign the drop/add form to approve the add, and submit the signed drop/add form to the Registration and Records Office. To add a course or courses "AFTER: the first 6 school days of class a student must complete and official drop/add form, have the Program Chair and Division Dean sign the drop/add form to approve the add, and submit the signed drop/add form to the Registration and Records Office. Some classes are taught on an individualized basis and offer continuous enrollment if space is available. These classes may be added at any time.

Course Repeat Procedure: Students may not take an academic/vocational course more than two times, whether to improve a passing grade or to repeat a course in which the grade was "W", "I", "U", "AU", without prior approval. Prior to a student registering for a course for the third time, a plan of action (repeat course form) must be completed and approved by the student's advisor and Program Chair of the course. Declared students must meet with a program advisor. Undeclared students must meet with a career advisor. If a student retakes an academic/vocational course, the highest grade earned will be used in the computation of the cumulative GPA and for satisfying degree requirements. Any request to take a course more than three times must be documented and presented to the Program Chair and Division Dean for their approval. Appeals to this policy must follow the established grievance policy and procedures. The Vice President for Instruction's decision shall be final on this matter. (Other Federal/Program Guidelines may supercede this policy.)

Chapter 2 - Financial Planning

FINANCIAL PLANNING

The cost of a quality education at Southeast Community College is very affordable. However to determine if you will need assistance, please visit with our financial aid staff. Loans, scholarships, grants and work study programs are all available to qualified persons. Remember, the key to obtaining financial assistance is to apply early.

- Financial Aid Programs
- Scholarships
- Other Sources of Assistance
- Applying for Financial Aid
- Award of Financial Aid
- Grants / Loans
- Title IV Refund Information
- Return of Federal Financial Aid Funds (Title IV Refunds)
- Procedures Used in Calculating and Returning Title IV Funds
- Tuition Refund Policy
- Withdrawals
- Cafeteria / Residence Halls Contract Refund Policy
- Payment Policy
- Debts
- FACTS Monthly Payment Plan
- Other Charges
- 2004 - 2005 Tuition and Fees / Housing Fees

Southeast Community College

Financial Aid Programs

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

Southeast Community College participates in the following financial aid programs

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Nebraska State Grant (NSG)
- SCC Tuition Grants
- Federal Work-Study
- Federal Stafford Student Loan Programs (Subsidized and Unsubsidized)
- Federal Parent Loan for Undergraduate Students (FPLUS)

• Federal Pell Grant

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

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

• Federal Supplemental Educational Opportunity Grant (Federal SEOG)

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

• Nebraska State Grant (NSG)

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

• SCC Tuition Grant (TGA)

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

• Federal Work-Study Program (FWS)

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

• Federal Stafford Loan

The Federal Stafford Loan program enables students to borrow from a bank, credit union or other participating lender. The loan amount is limited to the cost of education minus expected family contribution (EFC), and in some instances minus other financial aid the borrower is expected to receive for the loan period. Dependent first year students may borrow a maximum of $2,625 per school year. Dependent second year students may borrow a maximum of $3,500 per school year (subject to other restrictions per federal regulations). Independent first year students may borrow a maximum of $6,625 per school year. Independent second year students may have a loan limit of $7,500. New borrowers are not eligible for the first disbursement of Federal Stafford Loans until they have attended classes for 30 calendar days.

• Federal Parent Loan (PLUS)

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

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

Scholarships

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

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

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

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

Other Sources of Assistance

Financial aid for educational expenses is also available from the:

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

Contact the respective agency for information.

Applying for Financial Aid

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

1. Complete an Application for Admission.

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

NOTE: Students must complete the admissions process before they become eligible to receive financial aid. The complete admissions process includes: official acceptance into a program of study leading to a diploma or degree; pay any required deposit; and enroll in courses that are requirements of that program of study. Students receiving financial aid cannot count audited courses or courses for which credit is granted by waiver or examination in determining the course load.

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

The Financial Aid Office encourages completion of the FAFSA on-line. Access to the FAFSA link on-line can be obtained by logging on to the SCC website Financial Aid page, or by going directly to www.fafsa.ed.gov on the Internet. Paper applications (FAFSA) are available through the Financial Aid Office or high school guidance office.

Carefully complete all questions, not leaving any blank, and mail it as early as possible.

Important: It is very important to list the Title IV Code for the SCC campus the student will be attending for the FAFSA form.

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

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

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

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

308-234-2113 FAX

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

402-479-6658 FAX

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

402-391-7376 FAX

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

Processing time for the FAFSA will be approximately three to six weeks. The U.S. Department of Education will mail the student a Student Aid Report (SAR) when processing is complete. This form should be reviewed for accuracy upon receipt. At the same time the SAR is received by the student, all schools listed to receive processed FAFSA results will be sent information electronically (called an ISIR). In some cases, the college will be required to verify the information reported on the FAFSA. A SAR that is selected for verification will be sent a letter requesting (1) copies of the student's/spouse's and/or parent's federal income tax, as applicable, and the corresponding W-2 forms, and (2) the completion of a Verification Worksheet. Students having previously attended SCC must be in compliance with Satisfactory

Academic Progress (SAP) policies, to be eligible to receive financial aid. SAP is a requirement of the federal government for receipt of financial aid.

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

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

4. Students wanting to be considered for a **Stafford student loan**, must submit a Loan Request Form. In addition, a Loan Application/Master Promisary Note (MPN) is needed for loan certification. Loan Request Forms are available from the SCC Financial Aid Office on each campus. Loan Application/Master Promisary Note (MPN) are available from SCC or from your lending institution.

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

5. Students seeking **Federal Work-Study** need to complete and return a Work-Study Application form, available in the SCC Financial Aid Office.

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

6. Students wanting to apply for a **scholarship** must complete and return a Scholarship Application, which is available in the Financial Aid Office. Available scholarships are posted on campus, and in the Financial Aid Office. Applicants are selected on criteria specified by the scholarship donor. Please check the bulletin board for eligibility requirements and deadlines for the respective scholarships.

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

Beatrice -

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

Lincoln -

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

Milford -

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

Award of Financial Aid

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

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

Priority filing deadline dates are as follows.

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

Applying for Veterans' Benefits

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

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

Satisfactory 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.** Information on specific satisfactory progress policies and requirements is provided to all students who participate in federal financial aid and veterans' benefit programs.

Title IV Refund Information

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

Return of Federal Financial Aid Funds (Title IV Refunds)

The Higher Education Amendments of 1998 established new provisions requiring a certain percentage of Title IV funds to be returned to the student/parent loan lender or to the U.S. Department of Education when a student withdraws from all classes.

This policy and procedure ONLY APPLIES IF THE STUDENT WITHDRAWS BEFORE COMPLETING 60.1% OF THE TERM FOR WHICH HE/SHE RECEIVED FUNDS OR HAS BEEN AWARDED FUNDS. Federal funds that may have to be returned are Unsubsidized Stafford loans, Federal Stafford loans, Federal PLUS loans, Pell Grants, SEOG grants, and TRIO grants. Following is an explanation of procedures used in calculating and returning Title IV funds.

Procedures Used in Calculating and Returning Title IV Funds

Warning: Failure to maintain attendance in at least six (6.0) credit hours CANCELS any future loan disbursements, regardless of what point during the term the student ceased attending classes.

EFFECTIVE JANUARY 1, 2000:

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

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

2. Students who withdraw prior to 60.1% completion of the term will not be eligible to receive any financial aid until the Title IV refund calculations are completed for the term in which the student withdrew.
3. Institutional book charges in this calculation are the book allowances used in the student's financial aid budget.
4. The College will provide examples of Title IV refund calculations upon request.

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

Tuition Refund Policy

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

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

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

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

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

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

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

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

Credit classes

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

Non-credit classes

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

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

Official Withdrawals

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

Unofficial Withdrawals

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

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

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

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

The amount of financial aid includes funds actually disbursed plus funds that had been authorized but not yet disbursed by the date the student withdrew. If the student withdraws prior to the Pell census date (the 10th day of the quarter), the only Title IV federal aid which may have been disbursed would have been Stafford loans the student received. If the student withdraws prior to the 10th day (and the student was eligible for a Pell Grant), the Pell fund may be used to pay a portion of institutional costs UNLESS the student withdraws during the 100% tuition refund period.

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

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

Step 3: Determine who must return the unearned aid.

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

Once it is determined how much Title IV aid must be returned, the federal funds must be returned in the order specified by the law. This priority order is as follows:

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

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

Cafeteria / Residence Halls Contract Refund Policy

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

Payment Policy

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

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

Debts

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

FACTS Monthly Payment Plan

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

Other Charges

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

2004 - 2005 • Tuition & Fees • Housing Fees

TUITION & FEES

Tuition and fees must be paid by the first day of class. The following tuition and fees rates are effective July 1, 2004-June 30, 2005:

General Fees

Graduation fee *(nonrefundable)* $25

Tuition Rates

TUITION - NEBRASKA RESIDENT All credit hours taken (per credit hour/per term) $36
TUITION - OUT-OF-STATE All credit hours taken (per credit hour/per term) $43.50
TUITION - DISTANCE LEARNING ACADEMY
OUT-OF-STATE ON-LINE COURSES All credit hours taken (per credit hour/per term) $150

Campus Fees

• *Program Reservation*

Beatrice/Lincoln (applied to tuition-nonrefundable) $25
(Programs with limited enrollment require a reservation fee.)

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

• *Student Services*

Beatrice/Lincoln/Milford Student Services fee All credit hours taken (per credit hour/per term) $1

HOUSING FEES

Beatrice

BEATRICE CAMPUS HOUSING COSTS ***(per quarter - rates include internet access, cable TV, and phone service)*** **PER STUDENT**

Deposit (refundable damage/surety deposit) $100
Roosevelt Hall* (apartment style)
2-4 per room-per student $848
Hoover Hall (residence hall)
2 per room-per student $848
3-4 per room-per student $638

Milford

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

Deposit (refundable damage/surety deposit) $100

Nebraska and Cornhusker Residence Halls (men's residence halls) (includes housing and board - cafeteria & residence hall)
1 per room-per student (dorm style-Nebraska Hall with commons area) $960
2 per room-per student (Nebraska and Cornhusker Halls) $1,081
3 per room-per student (Nebraska and Cornhusker Halls) $945
4 per room-per student (Nebraska Hall) $861

Pioneer Hall Complex (apartment style)
Cafeteria and apartment (per quarter) (4 per unit-per student) $1,187
• **Board only** - cafeteria rates per quarter (14 meals per week) $611
• **Housing only** - apartment housing per quarter (4 per unit-per student) $576
Married Student Housing - per month $578

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

Southeast community college

Chapter 3 - College Policies

COLLEGE POLICIES

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

- Attendance
- Graduation
- Quality Assurance
- Health, Safety, and Security
- Safety Procedures and Practices
- Equity & Diversity
- Grades & Records
- Grades/Transcripts
- Advanced Standing
- Conduct Expectations

Southeast Community College

Attendance

Attendance Policy

Regular, punctual attendance is required in all credit courses. Each instructor will inform students by means of a written syllabus of attendance requirements at the first class meeting. Any class or lab session missed, regardless of cause, reduces the opportunity for learning and may affect achievement. Students are responsible for all instruction missed, regardless of the reason for the absence. The student will be held responsible for notifying the instructor of any anticipated absences. The instructor has the prerogative to decide whether the student will be permitted to make up work missed during the absence. The College reserves the right and has the responsibility to obtain a doctor's release when it is determined that a student's absence has been the result of a serious medical problem that might jeopardize the health of the student or other students. Programs involving clinical or off-campus assignments may require telephone notice of all absences. The College has no leave of absence policy for students.

Reserve and Guard Training

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

Graduation

Graduation Awards /Honors

Southeast Community College awards the following:

- **Associate of Applied Science Degree (A.A.S.):** Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed program or course of study.
- **Associate of Arts Degree (A.A.):** Awarded upon successful completion of a minimum of 90 quarter credit hours of a prescribed program of study. This degree is usually awarded to a student who completes the first two years of the Academic Transfer program.
- **Associate of Science Degree (A.S.):** Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed program or course of study in the Academic Transfer Program.
- **Diploma:** Awarded upon successful completion of a minimum of 45 quarter credit hours and the requirements of a prescribed program or course of study.
- **Certificate:** Awarded for successful completion of a prescribed course of study that requires fewer credit hours than a diploma program.

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

Graduation Rates

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

Graduation Requirements

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

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

1. A student must meet all graduation requirements for a program of study and all other campus graduation requirements.
2. The minimal Cumulative Grade Point Average (CGPA) for graduation purposes is 2.0. Extenuating circumstances, involving GPA or other requirements, may be considered by the Vice President for Instruction.
3. Students who have been continuously enrolled in a program of study will be permitted to graduate under the program requirements in effect at the time of their initial enrollment (except, students will be required to complete curriculum and course changes implemented after a student starts his/her program as long as the change does not extend the student's time to complete the program) or students may elect to satisfy revised graduation requirements approved and initiated during their continuous enrollment. Students who have not maintained continuous enrollment, and who are applying for graduation under the catalog of their initial enrollment, must secure approval from the division dean.
4. Students will not be eligible for graduation if a grade of "U" (Unsatisfactory), "I" (Incomplete), or "NP" (No Pass) in a required course remains on the student's transcript.
5. Students must be free of any financial responsibility to the College prior to graduation.
6. All students must complete an Application for Graduation form and submit the required fee with the application to the campus Registration and Records Office by the end of the second week of the term in which they expect to graduate. Graduation fees are not refundable. Forms may be obtained in the campus Student Services Office.
7. To receive a second degree, the student must meet all requirements of the College and the program in which the second degree will be obtained.

8. A minimum of one-third of the credit hours required for a degree must be completed at Southeast Community College for SCC to be the degree granting institution.
9. Certain programs of study may require specific assessment activities as a graduation requirement.

Quality Assurance

Assessment of Student Learning and Program Review

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

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

Student Evaluation of Faculty

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

Student Representative on the Board of Governors

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

Health, Safety, and Security

Appearance

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

Campus Security

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

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

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

Children on Campus

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

Communicable Disease

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

Firearms/Weapons

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

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

General Liability Insurance

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

Sex Offender Registry

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

The Act also requires certain institutions, including colleges and universities, to monitor the presence of Level 2 (moderate risk) sex offenders at their facilities. SCC officials will routinely receive information regarding moderate risk sex offenders residing in counties where our campuses

are located. This information is not available to the public, and will only be shared with designated staff responsible for monitoring activities on campus.

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

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

Illness, Accident and Injury

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

Presence & Use of Animals at SCC Facilities and Events

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

Safety Glasses

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

Safety Procedures and Practices

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

Emergency Procedures

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

Drills and Evacuation

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

Tornadoes, Severe Storms or Nuclear Attack

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

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

BEATRICE

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

LINCOLN

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

MILFORD

Eicher Technical Center

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

Welsh Center

- Dressing room/weight room

Cornhusker Hall

- Under lower stairwells and lower floor area.

Equity & Diversity

Equal Opportunity and NonDiscrimination Policy

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

Reporting Harassment/Discrimination

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

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

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

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

Racial/Ethnic Harassment

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

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

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

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

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

• Federal Laws

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

• Nebraska Laws and Policies

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

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

• SCC Policies

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

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

Sexual Harassment

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

If you believe you have been a victim of sexual harassment:

1. Inform the person responsible for the harassing behavior that such behavior is offensive and must stop. If the behavior continues, a complaint should be filed.
2. Complaints may be brought to the attention of any College employee with whom the complainant feels comfortable, or to one of the two designated educational equity representatives.
3. Any allegation of sexual harassment will be investigated and appropriate action to resolve the complaint will be initiated while protecting the anonymity of all individuals involved.

Grades & Records

FERPA

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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

Generally, students have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request.

All requests for student records and information must be in writing and directed to the campus Student Services Office. Questions relating to the release of records and information should be directed to the campus Student Services Office. Southeast Community College may provide directory lists of graduates to senior institutions that have an articulation agreement with Southeast Community College.

Directory information consisting of the items listed below may be released:

Name; Major field of study; Dates of attendance; Most recent previous school attended; Degrees and awards received; Honors and awards received; Participation in officially recognized activities; Weight and height of athletic team members; Parking permit number and auto license number; Student's address and telephone number will be released at the discretion of the Student Services Office.

To avoid having this information released, the student must submit a written request to the campus Student Services Office within ten (10) days after initial enrollment in the College. After the initial ten-day period, any new request for withholding of directory information shall require a ten (10) day written notice to the campus Student Services Office to become effective.

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

Retention of Student Records

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

Grades/Transcripts

Address Change

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

Grade Reports

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

Academic Honors

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

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

Midterm Progress Reports

At midterm all instructors are required to review students' academic progress. Instructors submit a report of students with unsatisfactory academic progress to the campus Student Services Office, and a progress report is distributed to the students. The purpose of the report is to advise the students of unsatisfactory academic progress. 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. Midterm progress reports do not become part of the student's permanent record.

Grade Changes

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

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

   b. declaring academic bankruptcy.

Academic Bankruptcy

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

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

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

Courses and grades which are granted academic bankruptcy will remain on the student's official transcript, but will be marked "BK".

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

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

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

Issuance of Transcripts

1. SCC issues a transcript on written request by the student. The request must include the student's name (at the time of attendance), social security number, approximate dates of attendance, and signature, along with the address where the transcript is to be sent. Telephone requests will not be honored, but SCC will accept FAX requests for transcripts. Walk-in transcript service is available at a cost of $5 per request.
2. There is no charge for issuing a transcript; however, SCC will not issue a transcript if the student or contracting agency responsible for payment of student tuition has financial obligations to the College.
3. Transcripts may be picked up or mailed as requested after three (3) working days from the date of request.
4. The transcript request will be kept on file in the campus Registration and Records Office.
5. Official transcripts will bear the official seal of the College and be signed by the associate registrar or other appropriate official. Official transcripts directed to the student will be stamped "Issued to Student". All transcripts from an SCC Registration and Records Office are official transcripts.

Transfer Agreements

Southeast Community College maintains special cooperative programs and transfer agreements with many colleges and universities. Through a cooperative program with Peru State College, students with an associate degree from SCC in either a technical or transfer program can transfer to Peru State with junior standing. Many of the required Peru classes are offered at SCC campus locations.

The Nebraska Transfer Initiative provides seamless transition for SCC Academic Transfer graduates. The Initiative is a cooperative effort by Nebraska's public and private higher education institutions to facilitate the transfer of students who have earned an associate of arts degree into baccalaureate-level programs.

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

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

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

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

Credit Types

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

Explanation of Credit Transcript

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

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

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

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

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

1. For removal of the "I", a "Contract for Removal of Incomplete" must be negotiated by the end of the fourth (4th) week of the term or the eighth (8th) week of the term, following the assignment of the Incomplete. The deadline for work to be completed is the end of the term immediately following the term in which the Incomplete grade was awarded.
2. The time period of a contract may be extended one additional term with the approval of the division dean. A notice of the extension must be filed with the campus Registration and Records Office.
3. If a student does not initiate and complete a "Contract for Removal of Incomplete," he/she must reregister and successfully complete that course to receive credit.
4. A student may not drop a course for which he/she has negotiated a "Contract."
5. The student may progress to the next sequential course only if a "Contract" has been negotiated.
6. It is the student's responsibility to:
   a. initiate contract negotiations
   b. file the contract with the campus Registration and Records Office
   c. fulfill the contract
7. It is the instructor's responsibility to:
   a. determine if a grade of Incomplete is appropriate
   b. notify the student and the campus Registration and Records Office that an Incomplete has been given to the student
   c. negotiate the contract
   d. file notice of grade change with the campus Registration and Records Office when appropriate to change the "I" grade to a permanent letter grade.
8. If the student thinks the contract is unfair, he/she has the right of appeal beginning at the program level.

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

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

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

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

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

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

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

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

Noncredit Transcript Key

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

Credit Types

NC Noncredit

PX Pass-Exam

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

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

Grade Point Average (GPA)

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

EX:	Math	4.5 cr. hrs.	(B grade) - 4.5 x 3.0 =	13.5 pts.
	Comp	2.0 cr. hrs.	(A grade) - 2.0 x 4.0 =	8.0 pts.
		6.5 total cr. hrs.		**= 21.5 total pts.**

(21.5 points) divided by (6.5 credit hours) = 3.30 (GPA earned for these two classes.)

(See the Credit Transcript Key)

Semester Hour to Quarter Hour Conversion

One quarter = 10 weeks.

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

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

Credit Transcript Key

GRADE	STATUS	HONOR POINTS	DESCRIPTION	SUGGESTED PERCENTAGE
A+	Permanent	4.0	Excellent	95-100
A	Permanent	4.0		90-94
B+	Permanent	3.5	Above Average	85-89
B	Permanent	3.0		80-84
C+	Permanent	2.5	Average	75-79
C	Permanent	2.0		70-74
D+	Permanent	1.5	Below Average	65-69
D	Permanent	1.0		60-64
U	Permanent	0.0	Unsatisfactory	Below 60
P	Permanent	*	Pass	70
NP	Permanent	*	No Pass	
I	Temporary	*	Incomplete	
W	Permanent	*	Withdraw	
AU	Permanent	*	Audit - No Credit	

*Not included in GPA

Advanced Standing

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

1.) A student must be accepted for admission to a College degree program.

2.) A minimum of one-third (1/3) of the credit hours required for a degree must be completed at Southeast Community College, the degree granting institution.

3) Up to two-thirds (2/3) of the credit hours required for a program of study may be waived through the three methods established for advanced standing; (credit by transfer, waiver, and examination).

*Up to **two-thirds (2/3)** of the credits for advance standing **may be transfer credits.***

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

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

Transfer Credit

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

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

Credit by Waiver

To apply for Credit by Waiver the applicant must be accepted for admission to a College degree program. Students requesting advanced standing Credit by Waiver must complete an application for Credit by Waiver and supply supportive

documents such as competency reports, proficiency certificates or training records.

Credit granted by Waiver and Examination or any combination of Waiver and Examination may be awarded up to limits established by each department of the College but not exceeding one-third (1/3) of the total credit hours required for a program award. The application must be submitted for evaluation to the campus department responsible for teaching the course. Upon successful completion of the evaluation, both the application and evaluation will be submitted to the campus Registration and Records Office for recording credit on the student's transcript. Courses in which credit is granted by waiver will be recorded on the transcript with a "CW" grade and will not be included in calculating a student's grade point average. Credit granted by waiver is subject to evaluation by other institutions and may not be accepted for transfer credit.

Tech Prep Advanced Placement

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

• Enroll in SCC within one year of high school graduation or as soon as a program waiting list allows following high school graduation.

• Obtain a grade of "B" or better in the high school articulated course.

• Complete and submit a Credit by Waiver form available from the Registrar's Office with all appropriate signatures.

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

Credit by Examination

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

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

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

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

College Level Examination Program (CLEP)

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

Students interested in CLEP testing should contact the Testing/Assessment Center (402-437-2626) for information and testing arrangements. CLEP subject exams cost approximately $50 per examination. Some colleges do not accept CLEP credits as transfer credits. Transfer students should carefully investigate minimum CLEP scores established by other colleges.

Conduct Expectations

Academic Integrity

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

Good Academic Standing

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

Academic Warning

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

Academic Probation and Suspension

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

Academic Probation

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

- These students will be notified of their academic probationary status by a letter from the campus Dean of Student Services.
- Upon such notification, these students should immediately see their program chair/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 that 2.00.

Academic Suspension

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

Options for Students on Academic Suspension

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

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

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

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

Items of Public Display

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

Student Conduct

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

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

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

1. Cheating and plagiarism, knowingly furnishing false information to the College, forgery, alteration or misuse of College documents or records. (See Academic Integrity)
2. Disruption or obstruction of teaching, research, administration, disciplinary procedures or other College activities or public service functions.
3. Physical or verbal abuse of any person on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health and safety of such person. This abuse includes all forms of harassment and discrimination.
4. Participating in or inciting a riot or an unauthorized or disorderly assembly.

5. Seizing, holding, commandeering or damaging any property or facility of the College, or threatening to do so.
6. Refusing to depart from any property or facility belonging to or being used by the College upon a reasonable request of an authorized College official.
7. Unlawful possession, use, distribution, or under the influence of illicit drugs, alcohol or controlled substance on College owned or controlled property or at any College sponsored event.
8. Obstructing the free movement of persons or vehicles on College premises or at College activities.
9. Possession of dangerous chemicals, explosives, firearms or items used as a weapon on College owned or controlled property or at College sponsored or supervised functions without prior authorization from College officials.
10. Littering, defacing, destroying, vandalizing or damaging property owned or being used by the College.
11. Removing College property or property assigned to the College without authorization.
12. Unauthorized entry onto College property or property under the control of the College.
13. Unauthorized use of College equipment or facilities.
14. Violating campus parking and/or driving regulations.
15. Violating College policies, rules or regulations.
16. Discrimination or harassment on the basis of race, color, religion, sex, age, marital status, national origin, ancestry, veteran status or disability.
17. Disorderly conduct or lewd, indecent or obscene conduct on College owned or controlled property or at College sponsored or College supervised functions.
18. Theft of property, money, or other items deemed College/student possessions/property.

Student Rights & Responsibilities

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

A. The submission of an application for admission to the College represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules and regulations of the Lincoln Campus, the Southeast Area administration and the SCC Board of Governors. Acceptance of the application, in turn, represents the extension of a privilege to participate in educational programs and activities; and to remain a student so long as the academic and behavior standards of the College are met.

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

1. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on campus shall be provided by the College.
2. No disciplinary action may be imposed upon any student without due process.
3. Free inquiry, expressions and assembly are guaranteed to all students provided their actions do not interfere with the rights of others, interfere with the teaching-learning process or the normal operation of the school.
4. Academic evaluation of student performances shall be neither arbitrary nor capricious.
5. Students, faculty and staff of the College have the right to expect personal safety, protection of property and the continuity of the educational process.

C. Students have the right to inspect and review their educational records. They have the right to a hearing to challenge the contents of their records and the right to receive copies of all or parts of their records. These rights are in accordance with the Family Rights & Privacy Act, state laws, and campus rules and regulations.

D. All students have the right of due process in filing and resolving grievances concerning abridgement of rights (See Hearing Procedures.)

Disciplinary Procedures

1. When a student is suspected of violating a rule or regulation he or she will be immediately made aware of these suspicions. The rule or regulation that may have been violated and the evidence supporting the complaint should be thoroughly discussed with the student. The purpose of this discussion is to determine the seriousness of the misconduct and to determine the appropriate response (sanction). The following sanctions are options which may be considered and rendered:

   A. Warning - An oral or written statement to a student alleging that he/she is violating or has violated College rules or regulations and may be subject to more severe disciplinary action.

   B. Restitution - Required payment for damage or misappropriation of property. This obligation may be satisfied by payment of money or other appropriate services. Failure to make restitution could result in a more severe sanction.

   C. Probation - A written reprimand for alleged violation of specific rules or regulations. The probation notice will specify a period of time for which specific privileges may be withheld or for which the student has the opportunity to exhibit corrective behavior. Violation of any College rule or regulation during the probation period may be cause for additional disciplinary action. Students who violate policies, rules or regulations are generally granted warning and sometimes probation prior to suspension or dismissal from the College. HOWEVER, SUSPENSION OR DISMISSAL MAY BE THE FIRST ACTION TAKEN WHEN THE MISCONDUCT IS SERIOUS AND SUCH ACTION IS DEEMED APPROPRIATE.

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

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

Disciplinary Hearing

Students who are considered for disciplinary suspension or dismissal are entitled to a disciplinary hearing. They will receive a written notice from the Dean of Student Services which outlines the misconduct and the reasons which would justify suspension or dismissal from the College. The notice will inform the student of the option of a disciplinary hearing. The student must indicate a desire for a hearing within 5 business days of receipt of the letter from the Dean. The hearing must be held within five days of the receipt (from the student) of notice that he or she desires a hearing. This notice will include the location, time, and date of the hearing. The disciplinary hearing committee and hearing format will be the same as that used by the process for student grievances. (See "Hearing Procedures for Student Grievances.)

1. The results of disciplinary hearings will be submitted in writing to students within 5 days of the hearing.
2. Students who violate rules or regulations are generally granted warnings and sometimes probation prior to suspension or dismissal from the College. HOWEVER, SUSPENSION OR DISMISSAL MAY BE THE FIRST ACTION TAKEN WHEN THE MISCONDUCT IS SERIOUS AND SUCH ACTION IS DEEMED APPROPRIATE. Students who are scheduled for a disciplinary hearing will generally be allowed to continue attending classes until the hearing is completed EXCEPT when such continued attendance presents a volatile situation and attendance is not recommended until the hearing is completed.
3. All students have the right to appeal action/s taken against them. Appeals shall be submitted to the Campus Director. In order to provide an orderly procedure with due process and justice, the following procedures will be required:

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

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

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

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

E. The student shall be advised of appeal procedures.

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

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

Hearing Procedures for Student Grievances

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 1: Purpose

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

Section 2: Definitions

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

Grievant: A student who files a grievance.

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

Days: Shall be defined to mean school days.

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

Section 3: Informal Procedure

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

Section 4: Formal Procedure

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

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

Step 1.1 Requesting and Completing an Appeal Form

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

The completed form must include the following information:

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

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

Grievance/Hearing Committee

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

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

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

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

Grievance Hearing Guidelines

1. The student may request to appear in person to review the complaint. Such a request must be indicated on the formal grievance form. Committee members, the student and witnesses will receive copies of the formal grievance.

2. The student will be notified in writing of the date, time and place of the hearing.

3. Hearings are not open to the public, or to College staff not specifically invited by the involved parties to participate in the hearing.

4. Witnesses will be excused after their statements are given and questioning has ended.

5. Conformity to technical rules or judicial procedures is not required. The chairperson may make any procedural rulings necessary to expedite the hearing, to exclude unreliable or prejudicial evidence, and to safeguard the confidentiality of statements and evidence given at the hearing. Specific procedures will be explained by the committee chairperson prior to the beginning of the meeting or hearing.

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

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

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

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

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

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

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

a.) uphold the action taken;

b.) grant the remedy requested; or

c.) select an alternative solution.

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

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

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

Step 3. Appeal to the Vice President/Campus Director

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

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

Step 4. Appeal to the College President

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

Step 5. Appeal to the Board of Governors

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

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

2. The request must be made in writing.

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

Step 6. External Avenues for Redress

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

Section 5: Withdrawal

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

Section 6: Use of Legal Counsel

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

Copyright Restrictions

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

Discrimination

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

Drug, Alcohol and Controlled Substance Policy

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

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

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

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

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

Drug and Alcohol Testing Procedures for Students

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

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

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

   a.gas chromatography with a flame ionization detector or other scientific technique which has been, or may be, approved by the Nebraska Department of Health; or

   b. a breath-testing device operated by a breath-testing device operator.

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

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

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

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

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

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

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

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

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

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

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

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

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

Confidentiality: The results of any urinalysis conducted under this procedure shall be made available to the student, the Vice President for Student Services, and the campus Dean of Student Services. The results of such tests shall not otherwise be divulged to any other person except when necessary for the conduct of the College's student affairs. The College shall not be precluded, however, from divulging such test results upon request to agencies of local, state, or federal government; in any administrative or judicial proceeding wherein the results of such a test are relevant to the issues involved; or when the College is required to divulge such test results by subpoena.

Chapter 4 - Student Services

STUDENT SERVICES

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

The SCC Placement Centers are known for their success in linking graduates with representatives of business and industry who are eager to hire them. 90% or more of Southeast Community College graduates regularly report placement in jobs or continued education.

- Academic Support
  - Career Advising Services
- Campus and Student Life
- Clubs and Organizations
- On-Campus Policies and Services

Southeast Community College

Academic Support

Career Advising Services

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

Academic Advising

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

Alumni

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

Employment

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

Equal Opportunity and Nondiscrimination Policy

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

Non-Traditional Students

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

Personal Counseling

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

Placement Services

Lifetime placement services are offered to SCC graduates to assist in their search for employment. Placement services include career advising, posting of job listings, job referrals, resume assistance, interviewing techniques, on-campus interviews and career fairs.

BEATRICE

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

LINCOLN

Full-time Employment for Graduates

- The Placement Office is available to assist current students and alumni, without charge, in their search for full-time training related employment. This is a lifetime service for SCC alumni. After completion of the Graduation Application in the final quarter before graduation, students will have full-time employment information sent directly to them via e-mail or US mail.

Part-time Student Employment

- Students who are enrolled for six (6) or more credit hours and are looking for work while attending SCC may contact the Part-time Job Locator. Student may continue to keep in contact with the Job Locator until they find a part-time job.

Services provided for full-time and part-time employment include:

- Resume and interview skills assistance
- Posting of job openings on the Job Boards located outside the Learning Resource Center, T-100 and Energy Square
- Publication of the Job Bulletin, distributed weekly
- Coordination of on-campus interviews
- Organization of on-campus Job Fairs

MILFORD

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

Services to Students with Disabilities

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

Student Diversity

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

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

Testing and Assessment

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

TRIO Student Support Services

TRIO Student Support Services is a federally funded program that helps first-generation, low income, and students with disabilities with demonstrated academic need overcome class, social and cultural barriers to higher education. The goal of the program is to increase retention, graduation and transfer rates from two-year to four-year institutions of eligible students. TRIO/SSS is available to 150 SCC students who have applied and have been accepted each year.

To qualify students must meet one of the following criteria:

- Be a first-generation student (neither parents a 4-year college graduate)
- Fall within the Federal TRIO Program low-income guidelines
- Qualified Individual with a documented disability

Demonstrate academic need, as evidenced by one of the following:

- College entrance scores (COMPASS, ASSET, ACT) indicating academic need
- High school grade point average of 2.00 or less (C)
- College grade point average of 2.00 or less (C)
- Enrollment in developmental courses
- Early evidence from college performance indicating academic risk
- Individual assessment made by counselor or referral

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

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

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

Beatrice – Kennedy Center L141

Lincoln – Lower Level, Learning Resource Center (LRC)

ESQ- by appointment only

Milford - Eicher Technical Center-Room 100Q

TRIO Upward Bound

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

The SCC Upward Bound program began September 01, 2003 and is based on the Beatrice Campus. The college is partnering with three southeast Nebraska high schools to serve 50 eligible students. Participating high schools are Beatrice, Fairbury, and Southern (Wymore-Blue Springs).

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

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

Tutoring Services

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

BEATRICE

Student Retention/Multicultural Recruitment Office

LINCOLN

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

MILFORD

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

Campus/ Student Life

Announcements & Cancellations

BEATRICE

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

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

Television:

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

Channel 8-KLKN TV (Lincoln)

Radio:

KZKX/KFRX (Lincoln),
KLIN (Lincoln),
KFGE (Lincoln),
KGMT/KUTT (Fairbury)
KTGL (Lincoln),
KNDY (Marysville, KS)
KWBE (Beatrice)

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

LINCOLN

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

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

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

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

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

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

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

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

Television:

Channel 10-11 KOLN-KGIN TV (Lincoln)

Channel 8 KLKN TV (Lincoln)

Radio:

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

MILFORD

Posted Announcements - Information concerning College matters is posted daily in each program area and on first floor bulletin boards of the Eicher Technical Center. A bulletin board for students to advertise items for sale is available on the second floor. All announcements and notices posted must be approved by the Student Services Office and hung only on bulletin boards.

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

Emergency announcements are made when necessary.

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

Television:

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

Radio:

WOW (Omaha), KZKX (Lincoln)

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

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

Athletics

Intercollegiate Athletics

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

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

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

Cheerleading -Beatrice

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

Intramural Athletics

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

Bookstore

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

Bus Service

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

Cafeteria/Food Service

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

BEATRICE

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

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

LINCOLN

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

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

MILFORD

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

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

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

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

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

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

Calendar

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

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

Child Care

The Child Development Center located on the Lincoln campus provides SCC-Lincoln students with first-priority status for developmental child care. A professional staff provides care and education for the center's children. Since children are enrolled on a first-come, first-served basis according to age groups, early contact is advised. Services are available for children aged six weeks to 12 years. Hours allow flexibility for students' schedules.

Additional information may be obtained by contacting the Child Development Center director on the Lincoln campus.

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

The Beatrice campus provides information to those needing day care services. Contact Student Services for more information.

Student Ambassadors

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

Student Centers

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

Wellness/Fitness Center

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

Student Fees

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

Student Senate

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

Student Identification Cards (I.D.S)

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

BEATRICE
Learning Resource Center (LRC)

LINCOLN
Switchboard

MILFORD
Assessment Center

Student Organizations

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

Student Organization Guidelines

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

Clubs & Organizations

BEATRICE

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

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

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

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

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

LIVESTOCK JUDGING CLUB - This club provides leadership development and support for students who want to participate in college level livestock judging competitions. Members will have an opportunity to travel and compete in contests throughout the Midwest including Louisville, Kansas City and Denver. To compete at livestock judging contests students must first enroll in Introduction to Livestock Evaluation and Advanced Livestock Evaluation classes. These courses are not required to become a club member. Expenses for travels are raised by the club through various activities. College scholarships are available to members of the Livestock Judging Club.

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

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

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

RESIDENCE HALL ASSOCIATION - The Residence Hall Association (RHA) is composed of student wing representatives in the residence halls. Officers include the president, vice president and secretary/treasurer who are elected by a general vote of the residents during the previous spring term. The RHA plans activities, brings issues of concern to the Residence Hall Manager and Assistant Manager and serves in an advisory capacity regarding policy changes. The group meets several times each term and elects wing representatives at the beginning of the fall term.

RODEO CLUB - Rodeo Club provides leadership development and support for students who participate in collegiate rodeo events. Membership is open to all SCC-Beatrice students beginning each fall with new members welcomed throughout the year. The Rodeo Club is affiliated with the Great Plains Section of the National Inter-Collegiate Rodeo Association (NIRA). Club members have the option of joining the NIRA and competing in ten sanctioned Great Plains Rodeos each school year, collecting points to qualify them for the Collegiate National Finals held each June. Additional rodeo event opportunities are available through the Rodeo Club's work with the Sunrise Sertoma of Beatrice and their sponsorship of a professional rodeo. College scholarships are available to members of the Rodeo Club.

Performing Arts - BEATRICE

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

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

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

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

LINCOLN

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

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

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

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

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

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

MILFORD

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

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

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

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

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

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

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

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

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

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

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

College Colors

The College's colors are blue and white.

On-Campus Policies and Services

Computer Usage

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

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

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

• Student Housing Data Network Acceptable Use Policy

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

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

Prohibited Internet Usage Include –
(Applies to all computers used by students at Southeast Community College):

1. Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies. Sharing copyrighted material such as MP3's and software is strictly prohibited.
2. Copying College-owned or licensed software or data for personal or external use without prior approval.
3. Attempting to modify College-owned or licensed software or data without prior approval.
4. Use of the SCC Internet connection for gambling.
5. Attempting to damage or disrupt operation of computing equipment, data communications equipment or data communications lines. Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or State of Nebraska computing resources including the Internet access system.
6. In-room connections may not be altered or extended beyond their intended use. No more than one device should be connected to each active network port. Network hubs are prohibited.
7. In-room connections may not be used to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.
8. Any attempt to capture transmissions on the network not addressed to your location is prohibited. In other words, "sniffing" – the digital equivalent of wire-tapping – is not allowed.
9. You may not use the network to attempt to gain access to any data, software or services, without explicit permission of the owner.
10. You may not attempt to conceal or misrepresent your or another's identity through the use of your network connections. Examples: Never attempt to send electronic mail under an assumed name. Never share your login password with another individual.
11. SCC computing resources, including your in-room connections, may not be used for personal profit, business ventures, or for any political purpose. In particular, these resources may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question.
12. The network is a shared resource. Excessive use of network resources that interferes or inhibits the use of the network or Internet access of others is prohibited. This includes but is not limited to applications that use a large amount of bandwidth (for example, Quake, Half-life, downloading MP3's and MPEGs). Sending out mass e-mails and/or spamming is also prohibited. Academic use of the network is top priority.
13. Electronic communications over the network may not be used to send messages that are fraudulent, harassing, obscene, threatening, or other messages that are a violation of applicable federal, state or other law or College policy.

• Computer Use Violations

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

SCC Computer Helpdesk

402-437-2447 or
1-800-642-4075 ext. 2447

helpdesk@southeast.edu

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

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

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

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

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

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

Copyright Restrictions

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

Debts

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

Employment

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

Facilities Use

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

Fax

BEATRICE

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

LINCOLN

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

MILFORD

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

First Aid

BEATRICE

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

LINCOLN

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

MILFORD

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

Food and Drinks

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

BEATRICE

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

LINCOLN

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

MILFORD

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

Smoking and Chewing Tobacco

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

Spitting chewing tobacco is not permitted within the College facilities.

Housing

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

Residence Hall Assistants

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

BEATRICE

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

(For information on housing costs, see Tuition & Fees information - Chapter 2 Financial Planning.)

Beatrice campus maintains off-campus housing for ***Parents of All Ages*** program participants.

Housing Visitation Policy

Visitors are welcome on the SCC Beatrice campus as long as they obey campus visitation policies and other campus and college rules and regulations. Visitors to the Beatrice campus after 10:30 p.m. must check in by calling (228-8131) or stopping by the RA office (located in Hoover Hall) and providing the following information: visitor name, hosting resident name and room number, and make model & license number of vehicle (if the visitor has parked on campus). Not complying with the visitor policy is a violation of the housing policies and (in addition to sanctions levied against the resident) visitors may be asked to leave. Residents are responsible for the actions of their visitors while they are on campus.

LINCOLN

Lincoln campus does not provide student housing, but it will provide information for students seeking housing which includes apartment and home listings, city locator maps, prices and general information on independent living. Please contact the Student Services Office for more information.

MILFORD

Milford residence halls have local telephone service, cable TV, and Internet access. Housing is available for men, women, married couples and single parents. Housing contracts are signed prior to the beginning of each term on the Milford campus.

(For information on housing costs, see Tuition & Fees information - Chapter 2 Financial Planning.)

Learning Resource Centers (LRC) - Library and Media Services

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

Loan policies vary at each location and overdue/replacement fees will be charged and assessed for late or missing materials. A valid Student Identification Card is required to check out materials.

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

Lost and Found

BEATRICE

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

LINCOLN

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

MILFORD

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

Makeup Testing

LINCOLN

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

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

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

Mail

BEATRICE

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

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

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

LINCOLN

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

MILFORD

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

Name
Southeast Community College-Milford
_____Hall, Room # _____
611 State Street
Milford, NE 68405-8498

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

Messages

The campus will attempt to notify a student if an emergency message is received, however, the College cannot assume liability or responsibility for messages not successfully delivered. Non-emergency message service is not available. Students should not request deliveries or personal mail be sent to the campus.

Newspapers

BEATRICE

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

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

LINCOLN

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

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

MILFORD

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

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

Notary

BEATRICE

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

LINCOLN

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

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

MILFORD

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

Parking and Driving

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

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

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

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

BEATRICE

Driving

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

Parking

1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit. Permits are issued to students at registration.
2. Student parking is located in the lots west of the residence halls and the areas in the lot east of Kennedy Center not designated "handicapped" and "visitor".
3. Residential student parking is designated in the lot west of Hoover Hall.
4. No vehicle is permitted to occupy more than one stall. Please park between the lines. Improper parking will result in a citation and fine.
5. Students using parking lots with angled parking stalls are not permitted to move ahead into a stall that faces against the flow of traffic. Students parking against the flow of traffic will be ticketed.
6. General student parking is not allowed in the following designated areas and will result in a citation and fine:

   • visitor parking

   • handicapped parking (without visible permit)

   • designated NO PARKING or restricted zones

   • service entrances

   • Family Resource Center lot west of Adams Hall

Fines

1. Parking fines may be paid at the Business Office located in the Kennedy Center. Hours are 8 a.m. - 5 p.m., Monday through Friday.
2. Failure to pay fines will result in the following:

   • Fine will increase as noted on the citation.

   • Student may not register for next term.

   • Transcripts will not be issued.
3. Students who have repeated parking violations and unpaid fines will be subject to having their vehicle towed at their expense plus the expense of the violation.

Other Regulations

1. Major repair of vehicles on campus is discouraged. Inoperable vehicles will be towed at owner's expense if allowed to remain on campus property an unreasonable length of time.

2. For your safety, keep your car doors locked and do not leave valuables in your car.

Snow Removal Parking Regulations

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

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

LINCOLN

Driving

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

Parking

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

Violation Fees

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

Handicapped Parking Permits

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

SCC Temporary Permit

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

Downtown Energy Square ESQ Parking

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

MILFORD

Parking Permits

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

Driving

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

Parking

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

Visitor Parking

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

Violation Fees

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

Appeals

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

Other Regulations

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

Winter Parking (Nov. 1 - March 31)

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

Photocopy

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

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

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

Telephone

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

Tools

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

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

Students should carry insurance for their personally-owned equipment.

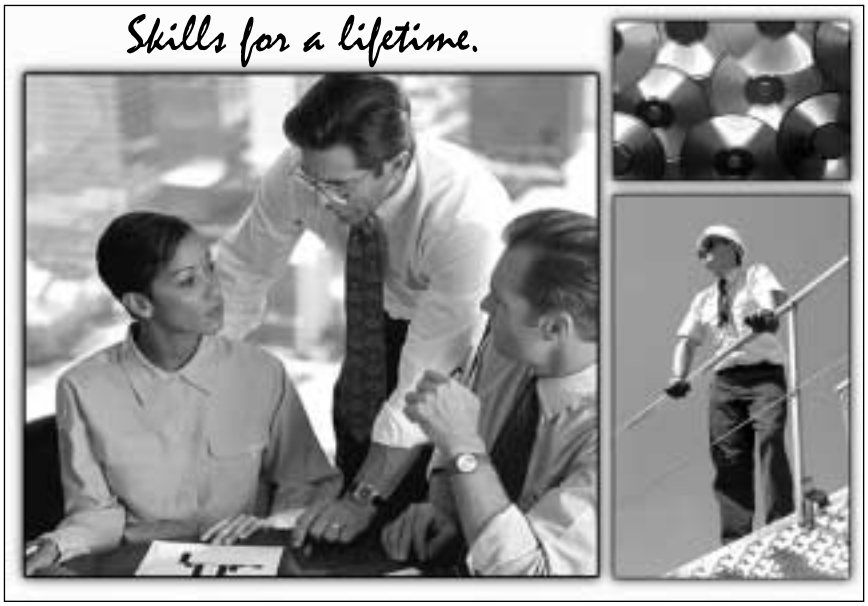
Chapter 5 - Continuing Education

CONTINUING EDUCATION

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

Customized Training for Business & Industry is provided by the College to assist companies and organizations challenged by cultural, technological, demographic, and economic trends and conditions. Continuing Education classes are made available in cooperation with many local public and private entities such as public schools, hospitals, nursing homes, libraries, senior citizen centers, civic organizations, businesses, industries and churches. Advisory committees help the College determine needs, suggest classes, seek talent and promote continuing education programs.

- ABE/GED/ESL/Citizenship
- Agriculture
- Business
- Community Services
- Computer Training
- Customized Training Services
- Family and Consumer Science
- Health
- Industrial & Technical Trades
- Personal Enrichment & Leisure
- Transportation



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

Technical Skills
- Air Conditioning
- AutoCAD
- Basic Math
- Blueprint Reading
- Circuit Analysis
- CNC Programming
- Coordinate Measuring
- Digital Electronics
- Electric Motor Controls
- Electrical Code
- Electronics
- Gas Codes
- GDT
- Hydraulics
- Machining
- Mechanical Reasoning
- Metrics
- Nondestructive Testing
- PL Controller's
- Plumbing
- Plumbing Codes
- Pneumatics
- Precision Measuring
- Pump Maintenance
- Refrigeration
- Soldering
- Troubleshooting
- Welding
- Welding Certification

Supervisory Skills
- Assertiveness Training
- Business Writing
- Coaching
- Communications
- Conflict Management
- Delegation
- Employee Development
- Goal Setting/Planning
- Leadership
- Performance Appraisals
- Problem Solving
- Team Building Skills
- Train the Trainer

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

Management Development
- Hiring and Firing
- ISO9000
- Performance Management
- Planning and Control
- Quality Management
- Strategic Planning
- Team Building

Regulatory Compliance
- Affirmative Action
- Americans with Disabilities Act
- Drug Free Work Place
- Equal Employment Opportunity
- Hazardous Materials
- OSHA
- Safety

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

Adult Guided Studies

Adult Basic Education

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

General Educational Development (GED)

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

English As a Second Language (ESL)

A variety of credit and noncredit English As a Second Language (ESL) classes are offered at SCC for individuals wanting to improve their ability to speak, understand, and write the English language. The SCC-ESL program consists of eight levels that include conversational English, pronunciation improvement, and two levels of college preparation ESL credit classes.

Level 1 (beginning) ESL classes are offered free of charge. Refugees and asylees who have been in the U.S.A. less than five years may qualify for federally funded employment-oriented ESL classes. Levels 2-8 noncredit classes are available and are tuition based. Advanced credit ESL classes are available for those individuals who wish to enter SCC programs.

Citizenship

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

Agriculture

Farm Business Management Program

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

Marketing Techniques for Agriculture Commodities

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

Gold Medal Management Program

The Gold Medal Management program is designed to instruct borrowers in financial and production management. Specific topics include: identify and write family and business goals; prepare and complete a balance sheet and an income statement; develop a family and business cash flow budget; construct specific enterprise records that permit enterprise analysis; and identify and define the level of risks related to production, marketing, technology, and the financial areas of the family business. This program was specifically designed to meet the needs of individuals who have borrowed from the Farm Service Agency.

Other classes have been designed to assist farmers and ranchers understand money management and cash flow, tax planning and preparation, and the utilization of computer software programs that assist in making agricultural decisions.

Business

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

SCORE

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

Computer Training

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

Customized Training Services

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

Seminars/Classes

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

Economic Development

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

WorkKeys

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

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

Driver Education & Safety

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

Family & Consumer Science

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

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

Health

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

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

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

Home Improvement

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

Industrial, Technical, & Vocational Trades

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

Personal Enrichment

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

Chapter 6 - Distance Education

DISTANCE EDUCATION

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

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

- Telecourses
- Fiber Optics
  - Medical Coding Diploma
  - Criminal Justice
  - Off Campus Courses
- Online/Internet
- Distance Learning Academy

Southeast Community College

Going the Distance Video Telecourses

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

Fiber Optics

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

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

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

Medical Coding Diploma

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

Criminal Justice

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

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

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

Off Campus Courses

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

Online/Internet

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

SCC OnLine is much more than a collection of courses available through the Web because our online program provides a complete academic environment. It draws on the expertise of SCC's faculty, it provides learner support that ranges from advising to online registration, and it offers access to a wide range of resources including the College's Library System. You have an opportunity to do homework with others in your class, to join in collaborative discussions led by the instructor, and to participate in a wide range of educational activities—all thanks to a cyberspace journey of just a few seconds.

SCC OnLine is growing. A substantial list of online classes are currently available.

Programs currently provided via the Internet are:

Business Administration

Students interested in pursuing a degree in Business Administration can do so online. Students will earn an Associate of Applied Science degree in Business Administration and can focus in one of three areas; Accounting, Marketing or Nursing Home Administration. Please contact a Business Program Chair for additional information or contact the Admissions Office at any one of our campus locations.

Radiologic Technology

Students interested in pursuing a degree in Radioloic Technology can take the classroom instructional portion of the program on campus or online. The clinical courses are supervised and held at pre-approved accredited medical centers. Radiography programs prepare individuals to safely use radiation to produce images of the human body for diagnostic purposes. Graduates of this program are eligible to take the national examination of the American Registry of Radiologic Technologists. This program is accredited by the Joint Review Committee on Education in Radiologic Technology.

Respiratory Care

Students interested in pursing a degree in Respiratory Care can do so on campus or online starting July 2003. This program is designed to prepare a student to function as a qualified Respiratory Care Practitioner. Upon completion of the program, the graduate is eligible to take the national examination and apply for a state license. Clinical practice for the program is provided in cooperation with a variety of health care facilities throughout the region. This program is accredited by the Committee on Accreditation of Respiratory Therapy.

Surgical Technology

The Surgical Technology program provides a planned course of study and clinical practice in the operating room. Students are trained to function as an important member of the surgical team. Clinical experience is provided in cooperation with health care institutions. Graduates are eligible to take the national certification examination to become a Certified Surgical Technologist. Students interested in pursuing this degree can do so on campus or online web based delivery. This program is accredited by the Commission on Accreditation of Allied Health Education Programs.

Food Service Training Courses

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

Distance Learning Academy

The SCC Distance Learning Academy allows students to take classes on-line while remaining in your community and region. At the same time SCC works with your local community college and local hospital 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 your local community college or through the Distance Learning Academy and then begin their health care provider programs with SCC instructors who teach the courses on-line. The on-line classroom allows instructors and students to engage in discussion and interactions through modern technology. Depending on the agreements reached with local hospitals the on-line portion of the program can serve students anywhere in the nation or world.

Your local hospital or clinic provides 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. Your investment is based on the likelihood that the medical technologists educated right in your own community or region are very likely to remain there to work in your hospitals and clinics.

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

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

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

Contact Bob Morgan, Director, Distance Learning Academy at 402-228-3468 ext. 272 or bmorgan@southeast.edu for more information.

Chapter 7
Programs of Study

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

General Education Requirements

Every Program of Study requires students to take ***General Education classes*** as well as ***Program's Core classes***. To complete an associate of applied science, associate of arts or associate of science degree at Southeast Community College a student must successfully complete a minimum of 22.5 quarter credits; selected from the general education core areas. A certificate program must complete one course from the core areas, and a diploma program must complete one course in two core areas. Two exceptions are the Professional Truck Driver Training Certificate and the Food Service Training Certificate.

Students should work with their advisors to select the most appropriate general education courses for their program of study. Transfer students should work closely with the college to which they plan to transfer.

General Education Core Areas: 22.5

- **ORAL COMMUNICATION**
- **WRITTEN COMMUNICATION**
- **MATHEMATICS**
- **SCIENCE**
- **SOCIAL SCIENCE**
- **HUMANITIES**
- **COMPUTER TECHNOLOGY**

General Education Requirements		Quarter Credits

(ORAL & WRITTEN COMMUNICATIONS are required for all Associate Degrees.)

Oral Communication 4.5

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

Written Communication 4.5

ENGL1000	Written Communications
ENGL1010	Composition I

Mathematics: 4.5

MATH1000	Basic College Mathematics
MATH1040	Business Math
MATH1080	Applied Algebra & Trigonometry
MATH1100	Intermediate Algebra
MATH1150	College Algebra
MATH1180	Elementary Statistics
MATH1400	Applied Calculus
MATH1600	Calculus & Analytic Geometry I
MATH2030	Contemporary Mathematics
MATH2450	Applied Statistics

Science: 4.5-7.5

BIOS1010	General Biology
BIOS1090	General Botany
BIOS1110	Biology of Microorganisms
BIOS1140	Human Anatomy & Lab
BIOS1210	Human Anatomy & Physiology
BIOS1220	Human Anatomy & Physiology
BIOS2130	Human Physiology
CHEM1050	Chemistry and the Citizen
CHEM1090	General Chemistry I
FSDT1350	Introduction to Nutrition
PHYS1017	Technical Physics
PHYS1110	Survey of Physical Science
PHYS1150	Descriptive Physics
PHYS1410	General Physics I
PHYS2010	College Physics I

Social Science: 4.5

ANTH1120	General Anthropology
ECON1200	Personal Finance
ECON2110	Macroeconomics
ECON2120	Microeconomics
GEOG1420	World Regional Geography
HIST1000	Western Tradition I
HIST1010	Western Tradition II
HIST2010	American History I
HIST2020	American History II
HIST2100	Survey of World History to 1500
HIST2110	Survey of World History 1500 to present
HIST2960	Survey of African American History
POLS1000	American Government
POLS1040	Comparative Politics
POLS1600	Introduction To International Relations
PSYC1250	Interpersonal Relations
PSYC1810	Introduction to Psychology
SOCI1010	Introduction to Sociology
SOCI1020	Diversity in Society
SOCI2150	Issues of Unity and Diversity

Humanities: 4.5

ARTS1010	Introduction to Visual Arts
ARTS1050	Introduction to Art History & Criticism I
ARTS1060	Introduction to Art History and Criticism II
ARTS2650	Native American Art
ARTS2750	Women in Art
HUMS1100	Introduction To Humanities
MUSC1010	Introduction To Music
PHIL1010	Introduction To Philosophy
PHIL1060	Applied Ethics
PHIL1150	Critical and Creative Thinking
SPAN1010	Elementary Spanish I
THEA1120	Introduction To Theatre

Computer Technology: 4.5

BSAD1010	Microsoft Applications I
INFO1010	Computer Literacy
INFO1117	Microcomputer Applications

See page 64 for a complete list of General Education Courses.

Academic Transfer

The Academic Transfer program enables students to complete the first two years of general education credits, or to take specific academic courses for transfer.

Academic Transfer courses are carefully designed to meet transfer specifications, and SCC instructors are qualified professional educators in their subject areas. The result is that SCC students are consistently well prepared for success in their transfer colleges.

SCC's positive learning environment encourages student confidence and helps enhance overall academic performance. The instructors set the tone, with strong emphasis on teacher accessibility and student success. Facilities are convenient and well-designed, with carefully maintained classrooms and labs, a complete learning resource center, and up-to-date computer resources. Other student-friendly features include affordable tuition, flexible scheduling, easy registration, and small classes.

Students who satisfactorily complete a two-year Academic Transfer program earn an associate of arts or an associate of science degree from Southeast Community College. The associate degree demonstrates an ability to successfully complete college level studies and expands student options for both further study and career advancement.

Both day and evening classes are available, as well as some weekend classes. Part-time and full-time students are welcome.

New students are accepted every term.

For more information about this SCC Program of Study, please contact:

Mary Bartels, Academic Transfer Advisor-Lincoln

Michele Richards, Academic Transfer Advisor-Lincoln

Robert Mitchell, Humanities Co-Chair-Beatrice

Nancy Hagler-Vujovic, Humanities Co-Chair-Beatrice

Amanda Baron, Humanities Co-chair-Lincoln

Carolee Ritter, Humanities Co-chair-Lincoln

Sandeep Holay, Math/Science Chair-Lincoln

Steven Bassett, Science Chair-Lincoln

Bob Eddy, Math/Science & Biotechnology Chair-Beatrice

Rose Suggett, Social Science Co-Chair-Lincoln

Jim Iseman, Social Science Co-Chair-Lincoln

Jan Arnold, Social Science Co-chair-Beatrice

Dan Johnson, Social Science Co-chair-Beatrice

ACADEMIC TRANSFER PROGRAM

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

It is ultimately the student's responsibility to check with the institution where credits are being transferred.

UNIVERSITY/COLLEGE TRANSFER COURSES FOR SPECIFIC MAJORS

Copies of university/college degree requirements are available in the 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

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

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

See page 125 for the Nebraska Transfer Initiative Articulation MATRIX.

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

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

See page 64 for a complete list of General Education Courses.

ACADEMIC TRANSFER
Beatrice and Lincoln Campuses

ASSOCIATE OF ARTS DEGREE OR

ASSOCIATE OF SCIENCE DEGREE

Prepares students for transfer to a senior college/university.

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

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

Competency in the basic skills – reading writing and computation

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

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

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

Academic Transfer Associate of Arts Degree (A.A.)

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

Credit Hours Required for Graduation: 90.0

COURSE#	COURSE TITLE	CREDIT HRS
A. Written Communication **		**9.0**
ENGL1010	*Composition I **and**	
ENGL1020	*Composition II **or**	
ENGL2560	*Technical Writing **or**	
OFFT1110	*Business Communications	
B. Speech **		**4.5**
	(One class from the following)	
SPCH1090	Fund of Human Communication	
SPCH1110	Public Speaking	
SPCH2810	Business & Professional Communication	
C. Mathematics/Logic **		**4.5**
	(One class from the following)	
MATH1150	*College Algebra	
MATH1180	*Elementary Statistics/Lin	
MATH1200	*Trigonometry	
MATH1300	*Precalculus	
MATH1400	*Applied Calculus	
MATH1600	*Calculus & Analytical Geometry I	
MATH2030	*Contemporary Mathematics	
PHIL2110	*Introduction to Modern Logic	
MATH2450	*Applied Statistics/Bea	
D. Natural Science with lab **		**12.0**
	(One class from Biological Science and one class from Physical Science)	
BIOLOGICAL SCIENCE		
BIOS1010	General Biology	
BIOS1110	Biology of Microorganisms	
BIOS1140	Human Anatomy/Lin	
BIOS1210	Human Anatomy & Physiology/Bea	
BIOS2130	Human Physiology/Lin	
FSDT1350	Basic Nutrition	
PHYSICAL SCIENCE		
CHEM1050	*Chemistry and the Citizen/Lin	
CHEM1090	*General Chemistry I	
GEOG1500	Physical Geography	
GEOL1010	Physical Geology	
GEOL1060	Environmental Geology	
LBST1101	Applied Chemistry I/Lin **and**	
LBST1102	Applied Chemistry II/Lin	
LBST1111	*Applied Chemistry I Laboratory/Lin **and**	
LBST1112	*Applied Chemistry II Laboratory/Lin	
PHYS1030	*Astronomy	
PHYS1110	Survey of Physical Science/Bea	
PHYS1150	*Descriptive Physics	
PHYS1410	*General Physics I	
PHYS2010	*College Physics I/Bea	
E. Humanities **		**13.5**
1.	Literature or Philosophy	4.5
	(One class from the following)	
ENGL1510	*Introduction to Creative Writing	
ENGL2050	*Modern Fiction	
ENGL2100	*Introduction to Literature	
ENGL2140	*Introduction to Shakespeare	
ENGL2150	* Introduction to Women's Literature	
ENGL2160	*Children's Literature	
ENGL2440	*African American Literature	
ENGL2450	*Native American Literature	
ENGL2460	*Latino/a & Latin American Literature	
ENGL2520	*Fiction Writing	
ENGL2530	*Poetry Writing	
PHIL1010	*Introduction to Philosophy	
PHIL1060	*Applied Ethics	
PHIL1150	*Creative & Critical Thinking	
PHIL2130	*Bioethics	
PHIL2610	*Comparative Religions	
2.	**Take one class in any two different fields below**	**9.0**
ARTS1010	Introduction to Visual Arts (Art Appreciation)	
ARTS1050	Introduction to Art History and Criticism I	
ARTS1060	Introduction to Art History and Criticism II	
ARTS1110	Beginning Drawing I/Bea	
ARTS1210	Design & Composition/Bea	
ARTS1330	Beginning Ceramics I/Bea	
ARTS2510	Beginning Painting I/Bea	
ARTS2650	Native American Art	
ARTS2750	Women in Art	
BRDC1710	Survey of Electronic Media/Bea	
BRDC2780	Public Relations Strategies & Techniques/Bea	
ENGL1510	*Introduction to Creative Writing	
ENGL2050	*Modern Fiction	
ENGL2100	*Introduction to Literature	
ENGL2140	*Introduction to Shakespeare	
ENGL2150	*Introduction to Women's Literature	
ENGL2160	*Children's Literature	
ENGL2440	*African American Literature	
ENGL2450	*Native American Literature	
ENGL2460	*Latino/a & Latin American Literature	
ENGL2520	*Fiction Writing	
ENGL2530	*Poetry Writing	
GERM1010	Elementary German I	
GERM1020	Elementary German II	
GERM2010	*Second Year German I	
GERM2020	*Second Year German II	
HUMS1100	*Introduction to the Humanities	
HUMS1200	*20th-Century Arts & Ideas	
JOUR1810	Introduction to Mass Communications/Bea	
JOUR1820	*News Writing & Reporting	
MUSC1010	Introduction to Music	
MUSC1610	Music Theory I/Bea	
MUSC2720	Music History & Literature I	
MUSC2730	Music History & Literature II	
MUSC2750	Introduction to American Music	
PHIL1010	*Introduction to Philosophy	
PHIL1060	*Applied Ethics	
PHIL1150	*Creative & Critical Thinking	
PHIL2130	*Bioethics	
PHIL2610	*Comparative Religions	
PHOT1750	Beginning Photography/Bea	
SIGN1010 & 1030	American Sign Language 1 & 2	
SIGN1050 & 1070	*American Sign Language 3 & 4	
SIGN2020 & 2040	*American Sign Language 5 & 6	
SIGN2060 & 2080	*American Sign Language 7 & 8	
SPCH2050	Oral Performances of Literature	
SPAN1010	Elementary Spanish I	
SPAN1020	*Elementary Spanish II	
SPAN2010	*Second Year Spanish I	

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

SPAN2020 *Second Year Spanish II
SPAN2030 *Intensive Conversation
SPAN2040 *Intensive Writing
SPAN2100 *Accelerated Second Year of Spanish
SPCH2110 Intercultural Communication
THEA1120 Introduction to Theater
THEA1140 Basic Acting

F. Social Sciences ** 18.0

1. Social/Behavior Science 4.5
(One class from the following)
ANTH1120 General Anthropology
PSYC1250 Interpersonal Relations/Lin
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/Lin
3. Geography or History 4.5
(One class from the following)
GEOG1400 Intro to Human Geography
GEOG1420 World Regional Geography
HIST1000 Western Tradition I/Lin
HIST1010 Western Tradition II/Lin
HIST1810 Survey of Russian History/Bea
HIST1820 Survey of Asian History
HIST2010 American History I
HIST2020 American History II
HIST2100 World History to 1500
HIST2110 World History since 1500
HIST2960 Survey of African American History/Lin
4. **The fourth class taken from any of the following:** 4.5
ANTH1120 General Anthropology
ANTH2320 Introduction to Archaeology/Lin
ECON2110 Macroeconomics
ECON2120 Microeconomics
GEOG1400 Intro to Human Geography
GEOG1420 World Regional Geography
HIST1000 Western Tradition I/Lin
HIST1010 Western Tradition II/Lin
HIST1810 Survey of Russian History/Bea
HIST2010 American History I
HIST2020 American History II
HIST2100 World History to 1500
HIST2110 World History since 1500
HIST2960 Survey of African American History/Lin
POLS1000 American Government
POLS1040 Comparative Politics
POLS1600 *Introduction to International Relations/Lin
POLS2020 *State & Local Government
POLS2300 *Political Parties/Lin
PSYC1250 Interpersonal Relations/Lin
PSYC1810 Introduction to Psychology
PSYC2870 *Psychology of the Personality
PSYC2880 *Social Psychology
PSYC2890 *Child Psychology
PSYC2900 *Adolescent Psychology
PSYC2950 *Introduction to Counseling
PSYC2960 *Life-span Human Development
PSYC2970 *Introduction to Psychological Research/Bea
PSYC2980 *Abnormal Psychology
SOCI1010 Introduction to Sociology
SOCI1020 Diversity in Society
SOCI2000 *Women in Contemporary Society
SOCI2010 *Social Problems
SOCI2150 Issues of Unity & Diversity
SOCI2250 *Marriage and the Family
SOCI2260 *Parenting

G. Race, Ethnicity & Gender ** 4.5
ARTS2650 Native American Art
ARTS2750 Women in Art
ENGL2150 *Introduction to Woman's Literature
ENGL2440 *African American Literature
ENGL2450 *Native American Literature
ENGL2460 *Latino/a and Latin American Literature
HIST1820 Survey of Asian History
HIST2960 African American History/Lin
SOCI1020 Diversity in Society
SOCI2000 *Women in Contemporary Society
SOCI2150 Issues of Unity & Diversity
SPCH2110 Intercultural Communication/Lin

H. Electives that fulfill the Associate Degree Requirements: 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
AGRI1131 Crop & Food Science /Bea
AGRI1141 Livestock Management & Selection/Bea
AGRI1153 Soils & Plant Nutrition/Bea
AGRI1171 Ag Technology/Bea
ARTS1120 *Beginning Drawing II/Bea
ARTS1340 *Beginning Ceramics II/Bea
ARTS2210 *Beginning Graphic Design/Bea
ARTS2520 *Beginning Painting II/Bea
BIOS1090 *General Botany/Bea
BIOS1120 *Introduction to Zoology/Bea
BIOS1220 *Human Anatomy & Physiology/Bea
BIOS2410 *General Genetics/Bea
BRDC1710 Survey of Electronic Media/Bea
BRDC1860 Radio Workshop/Bea
BRDC2100 Broadcast Media Production/Bea
BRDC2760 Broadcast Management/Bea
BRDC2830 Communication Law & Ethics/Bea
BRDC2860 Radio Workshop/Bea
BRDC2970 Radio Internship/Bea
BSAD1090 Business Law I
BSAD1100 *Business Law II
BSAD2520 Principles of Marketing
BSAD2540 Principles of Management
CHEM1100 *General Chemistry II
CHEM2510 *Organic Chemistry I/Bea
CHEM2520 *Organic Chemistry II/Bea
CHEM2610 *Biochemistry/Bea
CRIM1010 Introduction to Criminal Justice
CRIM1020 Introduction to Corrections
CRIM1030 *Courts & the Judicial Process
CRIM1140 *Reporting Techniques for Criminal Justice
CRIM2000 Criminal Law
CRIM2030 Police & Society
CRIM2050 Community Based Corrections
CRIM2100 Juvenile Justice
CRIM2150 Social Issues in Criminal Justice
CRIM2200 Criminology
CRIM2260 Criminal Investigation
CRIM2310 Rules of Evidence
CRIM2940 Criminal Justice Internship
DRAF1120 Basic Computer Aided Drafting/Lin
ECON2110 Macroeconomics
ECON2120 Microeconomics
EDUC1080 *Observation/Bea
EDUC1310 Introduction to Education
EDUC2500 Fundamentals of Child Development for Education
EDUC2510 Fundamentals of Adolescent Development for Education
EDUC2610 Fundamentals of Psychology
EDUC2970 Professional Practicum Experiences
EDUC2971 Professional Practicum Experiences
FSDT1350 Basic Nutrition
HLTH1010 Introduction to Health/Bea
HMRS1404 Introduction to Social Work/Lin
HMRS2541 Social Services-Long Term Care Facilities/Lin
JOUR1810 Introduction to Mass Communications/Bea
JOUR1820 *News Writing & Reporting/Bea
JOUR1840/1880/2840/2880 *Publications Production/Bea
JOUR 2970 *Communication Internship/Bea
LBST2162&2172&2163&2173 *Biochemistry I & II w/lab /Lin
MATH1700 *Calculus & Analytic Geometry II
MATH2080 *Calculus & Analytic Geometry III
MATH2200 *Differential Equations
MUSC1015/1020,2010/2020,2030/2040 Individual Instruction in Voice/Bea
MUSC1220/1230,2200/2210,2220/2230 Individual Instruction in Brass/Bea
MUSC1240/1250,2240/2250,2280/2290 Individual Instruction in Woodwinds/Bea
MUSC1260/1270/2260/2270 Class Piano I, II, III, IV/Bea
MUSC1410/1420,2390/2400,2410/2420 College Chorus/Bea
MUSC1430,1440,2430,2440 Vocal Ensemble: Showcase Singers/Bea
MUSC1480/1490,2480/2490,2500/2510 College Band/Bea
MUSC1610 Music Theory I/Bea
MUSC1620 Music Theory II/Bea
MUSC2520/2530,2540/2550,2580/2590 Individual Instruction in Piano/Bea
MUSC2720 Music History & Literature I
MUSC2730 Music History & Literature II
MUSC2750 Introduction to American Music
PHED1000 Lifetime Fitness/Lin
PHOT1760 *Creative Photography/Bea
PHOT1780 *Color Photography/Bea
PHOT2750 *Photojournalism/Bea
PHYS1420 *General Physics II
PHYS2020 *College Physics II/Bea
PSYC2890 Child Psychology
PSYC2900 Adolescent Psychology
PSYC2950 Introduction to Counseling
SOCI2260 Parenting
THEA1850/1860/2850/2860/2880 Theatre Production/Bea

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

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

Academic Transfer Associate of Science Degree (A.S.)

The associate of science degree is for students who plan to complete their first two years of a bachelor's degree in **engineering, science, mathematics, or pre-professional programs**. Students are encouraged to meet with their advisor and receiving college or university to determine a program of transfer courses that will meet the requirement for the student's field of study.

Credit Hours Required for Graduation: 90.0

COURSE #	COURSE TITLE	CREDIT HRS
A. Written Communication **		**9.0**
ENGL1010	*Composition I and	
ENGL1020	*Composition II or	
ENGL2560	*Technical Writing or	
OFFT1110	*Business Communications	
B. Speech **		**4.5**
(One class from the following)		
SPCH1090	Fund of Human Communication	
SPCH1110	Public Speaking	
SPCH2810	Business & Professional Communication/Lin	
C. Mathematics/Logic **		**9.0**
MATH1150	*College Algebra	
MATH1180	*Elementary Statistics/Lin	
MATH1200	*Trigonometry	
MATH1300	* Precalculus	
MATH1400	*Applied Calculus	
MATH1600	*Calculus & Analytical Geometry I	
MATH1700	*Calculus & Analytical Geometry II	

See page 64 for a complete list of General Education Courses.

MATH2030 *Contemporary Mathematics
MATH2450 *Applied Statistics/Bea
PHIL2110 *Introduction to Modern Logic

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

BIOLOGICAL SCIENCE
BIOS1010 General Biology
BIOS1110 Biology of Microorganisms
BIOS1140 Human Anatomy/Lin
BIOS1210 Human Anatomy & Physiology I/Bea
BIOS2130 Human Physiology/Lin

PHYSICAL SCIENCE
CHEM1050 *Chemistry and the Citizen/Lin
CHEM1090 *General Chemistry I
GEOL1010 Physical Geology/Lin
GEOL1060 Environmental Geology
LBST1101&1102 Chemistry I and Chemistry II and Chem I & II with Labs
PHYS1030 *Astronomy
PHYS1110 Survey of Physical Science/Bea
PHYS1150 *Descriptive Physics
PHYS1410 *General Physics I
PHYS2010 *College Physics I/Bea

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
ENGL2440 *African American Literature
ENGL2450 *Native American Literature
ENGL2460 *Latino/a & Latin American Literature
GERM1010 Elementary German I
GERM1020 *Elementary German II
GERM2010 *Second Year German I
GERM2020 *Second Year German II
HUMS1100 *Introduction to the Humanities
HUMS1200 *20th-Century Arts & Ideas
MUSC1010 Introduction to Music
PHIL1010 *Introduction to Philosophy
PHIL1060 *Applied Ethics
PHIL1150 *Creative & Critical Thinking
PHIL2130 *Bioethics
PHIL2610 *Comparative Religions
SPAN1010 Elementary Spanish I
SPAN1020 *Elementary Spanish II
SPAN2010 *Second Year Spanish I
SPAN2020 *Second Year Spanish II
SPAN2030 *Intensive Conversation
SPAN2040 *Intensive Writing
SPAN2100 *Accelerated Second Year of Spanish

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

G. Race, Ethnicity & Gender ** 4.5
ARTS2650 Native American Arts
ARTS2750 Women in Art
ENGL2150 Introduction to Woman's Literature
ENGL2440 *African American Literature
ENGL2450 *Native American Literature
ENGL2460 Latino/a and Latin American Literature
HIST1820 Survey of Asian History
HIST2960 African American History/Lin
SOCI1020 Diversity in Society
SOCI2000 *Women in Contemporary Society
SOCI2150 Issues of Unity & Diversity
SPCH2110 Intercultural Communication/Lin

H. Electives that fulfill the Associate Degree Requirements: 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
AGRI1131 Crop & Food Science /Bea
AGRI1141 Livestock Management & Selection/Bea
AGRI1153 Soils & Plant Nutrition/Bea
AGRI1171 Ag Technology/Bea
ARTS1120 *Beginning Drawing II/Bea
ARTS1340 *Beginning Ceramics II/Bea
ARTS2210 *Beginning Graphic Design/Bea
ARTS2520 *Beginning Painting II/Bea
BIOS1090 *General Botany/Bea
BIOS1120 *Introduction to Zoology/Bea
BIOS1220 *Human Anatomy & Physiology/Bea
BIOS2410 *General Genetics/Bea
BRDC1710 Survey of Electronic Media
BRDC1860 Radio Workshop/Bea
BRDC2100 Broadcast Media Production/Bea
BRDC2760 Broadcast Management/Bea
BRDC2780 Public Relations Strategies & Techniques/Bea
BRDC2830 Communication Law & Ethics/Bea
BRDC2860 Radio Workshop/Bea
BRDC2970 Radio Internship/Bea
BSAD1090 Business Law I
BSAD1100 *Business Law II
BSAD2520 Principles of Marketing
BSAD2540 Principles of Management
CHEM1100 *General Chemistry II
CHEM2510 *Organic Chemistry I/Bea
CHEM2520 *Organic Chemistry II/Bea
CHEM2610 *Biochemistry/Bea
CRIM1010 Introduction to Criminal Justice
CRIM1020 Introduction to Corrections
CRIM1030 *Courts & the Judicial Process
CRIM1140 *Reporting Techniques for Criminal Justice
CRIM2000 Criminal Law
CRIM2030 Police & Society
CRIM2050 *Community Based Corrections
CRIM2100 Juvenile Justice
CRIM2150 Social Issues in Criminal Justice
CRIM2200 Criminology
CRIM2260 Criminal Investigation
CRIM2310 Rules of Evidence
CRIM2940 Criminal Justice Internship
DRAF1120 Basic Computer Aided Drafting
EDUC1080 *Observation
EDUC1310 Introduction to Education
EDUC2500 Fundamentals of Child Development for Education
EDUC2510 Fundamentals of Adolescent Development for Education
EDUC2610 Fundamentals of Psychology
EDUC2970 Professional Practicum Experiences
EDUC2971 Professional Practicum Experiences
ENGL1510 *Introduction to Creative Writing
ENGL2520 *Fiction Writing
ENGL2530 *Poetry Writing
FSDT1350 Basic Nutrition
GEOG1400 Intro to Human Geography
GEOG1420 World Regional Geography
GEOG1500 Physical Geography
HIST1000 Western Tradition I/Lin
HIST1010 Western Tradition II/Lin
HIST1810 Survey of Russian History
HIST2010 American History I
HIST2020 American History II
HIST2100 World History to 1500
HIST2110 World History since 1500
HLTH1010 Introduction to Health/Bea
HMRS1404 Introduction to Social Work/Lin
HMRS2541 Social Services-Long Term Care Facilities/Lin
JOUR1820 *News Writing & Reporting/Bea
JOUR1840/1880/2840/2880 *Publications Production/Bea
JOUR 2970 *Communication Internship/Bea
LBST2162&2172&2163&2173 *Biochemistry I & II w/lab /Lin
MATH2080 *Calculus & Analytic Geometry III
MATH2200 *Differential Equations/Bea
MUSC1015/1020,2010/2020,2030/2040 Individual Instruction in Voice/Bea
MUSC1220/1230,2200/2210,2220/2230 Individual Instruction in Brass/Bea
MUSC1240/1250,2240/2250,2280/2290 Individual Instruction in Woodwinds/Bea
MUSC1260/1270/2260/2270 Class Piano I, II, III, IV/Bea
MUSC1410/1420,2390/2400,2410/2420 College Chorus/Bea
MUSC1430,1440,2430,2440 Vocal Ensemble: Showcase Singers/Bea
MUSC1480/1490,2480/2490,2500/2510 College Band/Bea
MUSC1610 Music Theory I/Bea
MUSC1620 *Music Theory II/Bea
MUSC2520/2530,2540/2550,2580/2590 Individual Instruction in Piano/Bea
MUSC2720 Music History & Literature I
MUSC2730 Music History & Literature II
MUSC2750 Introduction to American Music
PHED1000 Lifetime Fitness/Lin
PHOT1750 Beginning Photography
PHOT1760 *Creative Photography/Bea
PHOT1780 *Color Photography/Bea
PHOT2750 *Photojournalism/Bea
PHYS1420 *General Physics II
PHYS2020 *College Physics II/Bea
POLS1000 American Government
POLS1040 Comparative Politics
POLS1600 Introduction to International Relations
POLS2020 *Introduction to State & Local Government
POLS2300 *Political Parties
PSYC2870 *Psychology of the Personality
PSYC2880 *Social Psychology
PSYC2890 Child Psychology
PSYC2900 Adolescent Psychology
PSYC2950 Introduction to Counseling
PSYC2960 *Life-span Human Development
PSYC2970 *Introduction to Psychological Research
PSYC2980 *Abnormal Psychology
SIGN1010&1030 American Sign Language 1 & 2/Lin
SIGN1050&1070 *American Sign Language 3 & 4/Lin
SIGN2020&2040 *American Sign Language 5 & 6/Lin
SIGN2060&2080 *American Sign Language 7 & 8/Lin
SOCI2010 *Social Problems
SOCI2250 *Marriage and the Family
SOCI2260 *Parenting
SPCH2050 Oral Performance of Literature/Bea
THEA1120 Introduction to Theatre
THEA1140 Basic Acting
THEA1860/2850/2860/2880 Theatre Production/Bea

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

See page 64 for a complete list of General Education Courses.

Agriculture Business & Management Technology

Offers a scientific background for success in agriculture.

Southeast Community College has a long-standing reputation in agribusiness as a respected provider of concentrated technical ag education. The College provides training relevant to current industry, and maintains a leadership position in exposing students to the most advanced technology and modern methods available, from precision agriculture systems to ultrasound. Students also receive instruction in business fundamentals applicable to ag-related professions, including record keeping, computer software, marketing, and communication.

Student learning is enhanced by experiencing the program's renowned cooperative internship opportunities throughout the United States and several foreign countries.

SCC offers five areas of focus in the program: agribusiness, horticulture, crops, livestock, and diversified agriculture. After completing a common core of studies, students select program electives in a chosen focus.

Students can elect either the technical associate's degree (A.A.S.) or the academic transfer-agriculture associate's degree (A.S.), depending upon their educational and career goals. By agreement, credits earned in the Agriculture program may transfer to many four-year colleges. Please check with the four-year college of choice to determine requirements, and plan an SCC curriculum accordingly.

For more information about this SCC Program of Study, please contact:

Jeff Jensby, Agriculture Business & Management Program Chair

AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY

Beatrice Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

Credit Hours Required for Graduation:

•Associate of Applied Science Degree:

Agribusiness Focus:	**132.0**
Horticulture Focus:	**132.0**
Crops Focus:	**132.0**
Livestock Focus:	**132.0**
Diversified Agriculture Focus:	**132.0**

•Certificate:

Dairy Technician Certification:	**61.5**

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

AGRI CORE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
AGRI1123	Agribusiness Careers	4.5
AGRI1131	Crop & Food Science	4.5
AGRI1141	Livestock Management & Selection*	6.0
AGRI1171	Ag Technology	3.0
AGRI1205	Enterprise Analysis	4.5
AGRI1211	Agricultural Marketing	4.5
AGRI1216	Agribusiness Management	4.5
AGRI2204	Agribusiness Intern Seminar I	4.5
AGRI2281	Agribusiness Cooperative Internship	10.5
AGRI2285	Agribusiness Internship Seminar II	1.5
AGRI2291	Ag Business Sales	4.5
		52.5

*Horticulture Focus may substitute AGRI1177 Companion Animals.

GENERAL EDUCATION REQUIREMENTS:
22.5 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

AGRIBUSINESS FOCUS:

AGRI1135	Basic Fertilizer Management	3.0
AGRI1221	Livestock Nutrition	6.0
AGRI1153	Soils & Plant Nutrition	6.0
AGRI2219	Pesticide Certification	3.0
AGRI2232	Harvesting Equipment **or**	
AGRI2233	Planting and Tillage Equipment	6.0
AGRI2267	Advanced Marketing	4.5
AGRI2279	Advanced Ag Technology	4.5
Select 21 hours from the following:		
AGRI1132	Horticulture Plant Identification & Selection	4.5
AGRI1143	Equine Management	4.5
AGRI1154	Greenhouse Management	3.0
AGRI1155	Basic Landscaping	4.5
AGRI1239	Arborculture	3.0
AGRI1242	Turfgrass Management	4.5
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI2202	Farm & Ranch Management	3.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2223	Principles of Livestock Feeding	3.0
AGRI2231	Animal Breeding	7.5
AGRI2245	Animal Health	6.0
AGRI2253	Grain Management	3.0
AGRI2258	Livestock Ultrasound Technology	3.0
AGRI2280	Advanced Crops	4.5
	Agribusiness Focus:	**54.0**
	Electives:	3.0
		57.0

HORTICULTURE FOCUS:

AGRI1132	Horticulture Plant Identification & Selection	4.5
AGRI1153	Soils & Plant Nutrition	6.0
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2265	Irrigation & Water Management	6.0
BIOS1090	General Botany	6.0
Select 18 hours from the following:		
AGRI1135	Basic Fertilizer Management	3.0
AGRI1136	Plant Propagation	3.0
AGRI1145	Agricultural Electricity and Welding	3.0
AGRI1154	Greenhouse Management	3.0
AGRI1155	Basic Landscaping	4.5
AGRI1242	Turfgrass Management	4.5
AGRI2214	Horticulture Equipment Maintenance	3.0
AGRI2222	Agriculture Analysis	3.0
AGRI2292	Landscape Maintenance	3.0
Select 6 hours from the following:		
AGRI1239	Arborculture	3.0
AGRI2240	Range & Forage Management	6.0
AGRI2286	Advanced Landscaping	4.5
AGRI2288	Golf Course Management	3.0
BIOS1010	General Biology	6.0
BIOS1120	Introduction to Zoology	6.0
	Horticulture Focus:	**54.0**
	Electives:	3.0
		57.0

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

CROPS FOCUS:

AGRI1135	Basic Fertilizer Management	3.0
AGRI1153	Soils & Plant Nutrition	6.0
AGRI2202	Farm & Ranch Management **or**	6.0
AGRI2279	Advanced Ag Technology	4.5
AGRI2219	Pesticide Certification	4.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2232	Harvesting Equipment	6.0
AGRI2233	Planting & Tillage Equipment	6.0
AGRI2265	Irrigation & Water Management	6.0
AGRI2267	Advanced Marketing	4.5
	Select 9 hours from the following:	
AGRI1136	Plant Propagation	3.0
AGRI1154	Greenhouse Management	3.0
AGRI2212	Ag Machinery Maintenance	3.0
AGRI2240	Range & Forage Management	6.0
AGRI1242	Turfgrass Management	4.5
AGRI2222	Agriculture Analysis	3.0
AGRI2253	Grain Management	3.0
AGRI2280	Advanced Crop	4.5
	Crops Focus:	**54.0**
	Electives:	3.0
		57.0

LIVESTOCK FOCUS:

AGRI1221	Livestock Nutrition	6.0
AGRI2223	Principles of Livestock Feeding	3.0
AGRI2231	Animal Breeding	7.5
AGRI2245	Animal Health	6.0
	Select 18 hours from the following courses:	
AGRI1135	Basic Fertilizer Management	3.0
AGRI2202	Farm & Ranch Management	6.0
AGRI2222	Agriculture Analysis	3.0
AGRI2232	Harvesting Equipment	6.0
AGRI2233	Planting & Tillage Equipment	6.0
AGRI2240	Range & Forage Management	6.0
AGRI2253	Grain Management	3.0
AGRI2258	Livestock Ultrasound Technology	3.0
AGRI2267	Advanced Marketing	4.5
	Select 13.5 hours from the following courses:	
AGRI1143	Equine Management	4.5
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI2254	Advanced Swine Production	4.5
AGRI2255	Advanced Sheep Production	4.5
AGRI2256	Advanced Beef Cattle Production	4.5
	Livestock Focus:	**54.0**
	Electives:	3.0
		57.0

DIVERSIFIED AGRICULTURE FOCUS:

AGRI1153	Soils & Plants Nutrition	6.0
AGRI1221	Livestock Nutrition	6.0
	Agribusiness Courses - Take a minimum of 6 credits	
AGRI2202	Farm & Ranch Management	6.0
AGRI2223	Principles of Livestock Feeding	3.0
AGRI2253	Grain Management	3.0
AGRI2267	Advanced Marketing	4.5
AGRI2274	Individual Marketing/Management Lab	1.5
AGRI2279	Advanced Ag Technology	4.5
	Livestock Courses -Take a minimum of 12 credits	
AGRI1143	Equine Management	4.5
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI2231	Animal Breeding	7.5
AGRI2240	Range & Forage Management	6.0
AGRI2245	Animal Health	6.0
AGRI1248	Artificial Insemination	1.5
AGRI2254	Advanced Swine Production	4.5
AGRI2255	Advanced Sheep Production	4.5
AGRI2256	Advanced Beef Production	4.5
AGRI2258	Livestock Ultrasound Technology	3.0
	Crops Courses -Take a minimum of 12 credits	
AGRI1135	Basic Fertilizer Management	3.0
AGRI1136	Plant Propagation	3.0
AGRI1154	Greenhouse Management	3.0
AGRI1155	Basic Landscaping	4.5
AGRI1239	Arborculture	4.5
AGRI1242	Turfgrass Management	4.5
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2222	Agriculture Analysis	3.0
AGRI2240	Range & Forage Management	6.0
AGRI2265	Irrigation & Water Management	6.0
AGRI2280	Advanced Crops	4.5
	Mechanics Courses -Take a minimum of 9 credits	
AGRI1116	Electric & Gas Welding	3.0
AGRI1145	Ag Electricity & Welding	3.0
AGRI1218	Basic Farm Engines	4.5
AGRI2212	Ag Machinery Maintenance	3.0
AGRI2214	Horticulture Equipment Maintenance	3.0
AGRI2232	Harvesting Equipment	6.0
AGRI2233	Planting & Tillage Equipment	6.0
	Diversified Agriculture Focus:	**51.0**
	Electives:	6.0
		57.0

PROGRAM ELECTIVES

AGRI1116	Electric & Gas Welding	2.0
AGRI1124	Basic Ag Leadership	4.5
AGRI1132	Horticulture Plant Identification & Selection	4.5
AGRI1135	Basic Fertilizer Management	3.0
AGRI1136	Plant Propagation	3.0
AGRI1143	Equine Management	4.5
AGRI1145	Ag Electricity & Welding	3.0
AGRI1153	Soils & Plant Nutrition	6.0
AGRI1154	Greenhouse Management	6.0
AGRI1155	Basic Landscaping	4.5
AGRI1177	Companion Animals	4.5
AGRI1195	Advanced Electric and Gas Welding	2.0
AGRI1218	Basic Farm Engines	4.5
AGRI1221	Livestock Nutrition	6.0
AGRI1239	Arborculture	3.0
AGRI1242	Turfgrass Management	4.5
AGRI1248	Artificial Insemination	1.5
AGRI1251	Individualized Laboratory	3.0
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI1272	Intermediate Live Animal Selection	1.5
AGRI1258	Introduction to Meats	4.5
AGRI2202	Farm & Ranch Management	6.0
AGRI2212	Ag Machinery Maintenance	3.0
AGRI2214	Horticulture Equipment Maintenance	3.0
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2222	Agriculture Analysis	3.0
AGRI2223	Principles of Livestock Feeding	3.0
AGRI2225	Advanced Leadership Skills	2.0
AGRI2231	Animal Breeding	7.5
AGRI2232	Harvesting Equipment	6.0
AGRI2233	Planting & Tillage Equipment	6.0
AGRI2240	Range & Forage Management	6.0
AGRI2245	Animal Health	6.0
AGRI2253	Grain Management	3.0
AGRI2254	Advanced Swine Production	4.5
AGRI2255	Advanced Sheep Production	4.5
AGRI2256	Advanced Beef Cattle Production	4.5
AGRI2258	Livestock Ultrasound Technology	3.0
AGRI2265	Irrigation & Water Management	6.0
AGRI2267	Advanced Marketing	4.5
AGRI2272	Advanced Live Animal Evaluation & Carcass Selection	1.5
AGRI2274	Individual Marketing/Management Laboratory	1.5
AGRI2279	Advanced Ag Technology	4.5
AGRI2280	Advanced Crops	4.5
AGRI2286	Advanced Landscaping	4.5
AGRI2288	Golf Course Management	3.0
AGRI2291	Agribusiness Sales	4.5
AGRI2292	Landscape Maintenance	4.5

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Architectural-Engineering Technology

Prepares students for careers in architectural and engineering building technologies.

The Architectural-Engineering Technology program teaches students the basics of the architectural, engineering and construction processes. Students complete a variety of drafting projects, using both conventional and AutoCAD® with other CAD systems, which are recognized as the accepted standard in the industry. The final quarter is spent applying design and drafting skills to projects for nonprofit and community organizations. In addition, students may join the Associated General Contractors (AGC) student chapter and the National Association of Home Builders (NAHB) student chapters. Both student chapters have received national honors for their programs and are typically held in high esteem by professionals in the field.

Graduates earn an associate of applied science degree. Some students continue their studies at a four-year college to earn a bachelor's degree. Graduates of the program are trained to be a special member of an engineering team, assisting both the architect and engineer.

Students are admitted in the summer and winter quarters.

Special program notes

A grade of "C", 70% or above is required in prerequisite courses for graduation from this program.

For more information about this SCC Program of Study, please contact:

Dean Roll, Architectural-Engineering Technology Chair

ARCHITECTURAL-ENGINEERING TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in architectural and engineering building technologies.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 136.5

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

Please note: Before a student can enroll in ARCH1434, 1436, 2637, ALL prerequisite classes must have the appropriate grade of "C" or above. Corequisite/companion classes must be taken during the same quarter, as theory & lab information changes each quarter. All classes, ARCH1103 through ARCH2546 are prerequisites for acceptance into the 6th quarter.

ARCHITECTURAL-ENGINEERING TECHNOLOGY COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
ARCH1103	Materials of Construction	3.0
ARCH1107	Heating & Air Conditioning Systems I	3.5
ARCH1115	Light Construction Principles	5.0
ARCH1150	Computer Aided Drafting I (CAD)	2.0
ARCH1158	Basic Architectural Drafting	3.0
ARCH1208	Heating & Air Conditioning Systems II	5.0
ARCH1210	Elementary Structural Design	4.5
ARCH1224	Plumbing Systems Drafting	2.5
ARCH1225	Plumbing Systems	5.0
ARCH1226	Heating & Air Conditioning Systems Drafting	2.5
ARCH1240	Computer Aided Drafting II (CAD)	3.0
ARCH1311	Basic Estimating	3.5
ARCH1320	Freehand Drawing for Design Detailers	1.0
ARCH1328	Structural & Building Systems	8.0
ARCH1329	Structural Concrete & Wood Building Systems	4.0
ARCH1330	Structural Detailing & Design	4.0
ARCH1340	Computer Aided Drafting III (CAD)	1.5
ARCH1434	Fundamentals of Commercial Architecture	3.0
ARCH1436	Commercial Architectural Drafting	5.5
ARCH1438	Residential Design and Drafting	4.5
ARCH2531	Electrical Systems Theory	5.0
ARCH2533	Advanced Mechanical Systems Theory	5.0
ARCH2542	Electrical Systems Drafting	2.5
ARCH2544	Advanced Mechanical Systems Drafting	2.5
ARCH2546	Site Planning & Surveying	3.0
ARCH2637	Comprehensive Project Design	3.0
ARCH2639	Construction Estimating	3.5
ARCH2641	Life Safety Code	3.0
ARCH2648	Comprehensive Project Drawing	8.0
ARCH2710	Construction Law	4.5
		114.0

ARCHITECTURAL-ENGINEERING GENERAL EDUCATION REQUIREMENTS: 22.5 hours

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

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

(One class from each of three areas below)
- MATHEMATICS (MATH1080 or higher)
- SOCIAL SCIENCE
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

MATH1080 is a prerequisite for ARCH1210 Elementary Structural Design. Students must receive a "C" or better in MATH1080 before enrolling in ARCH1210.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Associate Degree Nursing

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

Advanced placement is possible for Licensed Practical Nurses who desire to continue their nursing education.

Graduates of the Associate Degree Nursing program receive an associate of applied science degree. Students may take the NCLEX-RN, become registered nurses, and accept positions in hospitals or clinical settings. Many go on to earn a bachelor's or master's degree at a four-year college. To determine which SCC courses will meet a specific four-year college's requirements, students should consult in advance with representatives from that institution.

Application requirements

Acceptance into the ADN program is dependent upon fulfillment of College admission requirements and program requirements. Program requirements include medical history, immunizations, and a current CPR card and current BNA on the Nebraska registry. Contact the Admissions Office for more information.

For more information about this SCC Program of Study, please contact:

Virginia Hess, Associate Degree Nursing Chair

ASSOCIATE DEGREE NURSING

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as a registered nurse.

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 108.0

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

ASSOCIATE DEGREE NURSING CORE COURSES:

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

*Course has a prerequisite
**Required for LPNS advanced placement students only.
A minimum 2.5 grade (4.0 system) is required in each course.

ASSOCIATE DEGREE NURSING GENERAL EDUCATION REQUIREMENTS: 46.5 hours

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

(One class from area below)
- MATHEMATICS 4.5
  MATH1100 or higher level math

(The following classes are required by accreditation, and fulfill the general education requirement.)
(One class from each of the following areas)
- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5
  Composition I
- SCIENCE

BIOS1140	Human Anatomy & Lab	6.0
BIOS1110	Biology of Microorganisms	6.0
BIOS2130	Human Physiology & Lab	6.0
CHEM1050	Chemistry & the Citizen	6.0
FSDT1350	Basic Nutrition	4.5

- SOCIAL SCIENCE

SOCI1010	Introduction to Sociology	4.5

Required Support Courses: 7.5

MEDA1406*	Basic Pharmacology	2.0
MEDA1407*	Medical Calculations	1.0
PSYC2960	Life-span Human Development	4.5

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

SPECIAL PROGRAM REQUIREMENTS:

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

Other courses to improve success:

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Auto Collision Repair Technology

Auto Collision Technology students learn the entry level basics of auto body repair, and master the skills required for today's structural and non-structural body components. Students apply concepts to laboratory work on cars and light pick-ups, becoming familiar with new and used products and technologies. In addition to technical skills, students acquire business preparation in applied math, personal finance, management principles, communication, and sales, providing a well-rounded education.

Nebraska's first ASE certified program

Southeast Community College is nationally recognized for its excellence in automotive training. The Auto Collision Repair Technology program was the first program of its kind in Nebraska to be ASE certified by the National Automotive Technicians Education Foundation.

Special Program Requirements

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

Entrance and graduation

Students are admitted to the program in the summer and winter quarters. The program can be completed in six full-time quarters. Graduates of the program earn an associate of applied science degree.

For more information about this SCC Program of Study, please contact:

Bill Vocasek, Auto Collision Repair Technology Chair

AUTO COLLISION REPAIR TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in the automotive collision repair industry

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 105.0-106.5

The Auto Collision Repair Technology program is ASE certified by the National Automotive Technicians Educational Foundation (NATEF), and is the only Auto Collision Repair program certified in the state of Nebraska. Students gain the entry-level basics of auto collision repair and master the skills required for today's structural and non-structural body components.

AUTO COLLISION REPAIR CORE COURSES:

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

AUTO COLLISION REPAIR
GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 hours

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

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

(Three classes from the five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Automotive Technology

The Automotive Technology program provides students the fundamental knowledge and practical experience necessary to become a technician in the automotive industry. The program offers training in all aspects of engine repair, transmissions, suspension systems and brakes, electrical/electronics, heating and air conditioning and diagnostics. Students gain experience by diagnosing and repairing current vehicles in supervised lab settings by certified automotive professionals.

Our credentials are second to none

Southeast Community College has long been recognized as a leader in automotive training. The program is certified by the National Automotive Technical Education Foundation. The college has received national recognition and its graduates meet many certification requirements for the National Institute of Automotive Service Excellence (ASE).

Choices allow flexibility

The Lincoln campus offers entry into the program in either the summer or winter quarter. The Milford campus offers entry into the program in the summer, fall, winter and spring quarters. Graduates receive an associate of applied science degree and find positions in a variety of independent garages, dealerships, governmental agencies, machine shops, and service stations.

Special Program Requirements

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

For more information about this SCC Program of Study, please contact:

Ken Jefferson, Automotive Technology Chair-Lincoln;

Rick Morphew, Automotive Technology Chair-Milford

AUTOMOTIVE TECHNOLOGY

Lincoln and Milford Campuses

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in the automotive service and repair industry.

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 128.5-130.0

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

AUTOMOTIVE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
AUTT1000	Shop Procedures	2.0
AUTT1010	Welding	1.5
AUTT1100	Shop Safety & Repair	2.5
AUTT1103	Drive Trains	3.5
AUTT1104	Steering & Suspension I	4.5
AUTT1105	Automotive Brake Systems	7.0
AUTT1106	Electrical Concepts	6.0
AUTT1107	Automotive Heating & AC	6.0
AUTT1108	Automotive Fuel and Control Systems	8.5
AUTT1203	Manual Transmission/Transaxle Theory	4.0
AUTT1204	Steering & Suspension II	2.0
AUTT1206	Automotive Electricity	3.5
AUTT1221	Engine Theory	5.0
AUTT1222	Engine II	11.0
AUTT1306	Automotive Ignition Systems	1.5
AUTT1406	Automotive Electronics I	3.5
AUTT1408	Advanced Engine Performance	9.0
AUTT1506	Automotive Electronics II	4.0
AUTT2102	Automatic Transmission/Transaxle	12.5
AUTT2303	Manual Transmission/Transaxle Lab	4.0
		101.5

Special program requirements:
A grade of "C" (2.0) or better in all AUTT classes is required to progress through the program.

AUTOMOTIVE TECHNOLOGY GENERAL EDUCATION REQUIREMENTS: 27.0-28.5 hours

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

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

(Four classes from the five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Building Construction Technology

In Building Construction Technology, students take part in learning activities related to concrete, masonry, carpentry, drafting, estimating, cabinet making, and house construction. Courses in communication, math, personal finance, human relations and microcomputers provide additional foundation for use in business. Throughout training, students have opportunities to apply concepts and skills to building projects. A key component of the program is building a new house from the planning stages to the final finishing touches.

Students also have the opportunity to participate in the award-winning Associated General Contractors (AGC) student chapter or the National Association of Home Builders (NAHB) student chapter. This affiliation provides an excellent chance to acquire more industry exposure and to make employer contacts.

Program entrance and award

Students are admitted to the program in the spring and fall quarters. The program can be completed in six full-time quarters, with graduates receiving an associate of applied science degree.

For more information about this SCC Program of Study, please contact:

Ron Petsch, Building Construction Technology Chair

BUILDING CONSTRUCTION TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 121.0

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

BUILDING CONSTRUCTION TECHNOLOGY COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
CNST1121	Concrete & Masonry Tools & Materials	8.0
CNST1122	Concrete, & Masonry Applications	7.0
CNST1223	Residential Blueprint Reading	3.0
CNST1224	Construction Processes & Practices	5.5
CNST1225	Tools & Materials	7.5
CNST1326	Residential Construction Drafting Laboratory	2.5
CNST1327	Residential Construction Drafting Theory	5.0
CNST1328	Residential Construction Estimating Laboratory	2.5
CNST1329	Residential Construction Estimating Theory	5.0
CNST1331	Drafting Aids & Trends	3.0
CNST1430	Cabinetry and Carpentry Laboratory	6.5
CNST1433	Carpentry Theory	10.0
CNST2532	Residential Construction Applications	9.0
CNST2537	Residential Construction Principles	2.0
CNST2627	Building Construction Welding	1.5
CNST2634	Commercial Construction Drafting Laboratory	2.0
CNST2636	Commercial Construction Estimating Laboratory	2.5
CNST2639	Commercial Construction Drafting Theory	3.5
CNST2641	Commercial Construction Estimating Theory	5.0
CNST2643	Fundamentals of Structural Steel	3.0
ECON1200	Personal Finance	4.5
		98.5

BUILDING CONSTRUCTION TECHNOLOGY GENERAL EDUCATION REQUIREMENTS: 22.5 hours

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

(One class from each of the following areas)
- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5

ENGL1000 or higher

(Three classes from the areas below)
- MATHEMATICS 4.5

MATH1000 or higher
- SOCIAL SCIENCE
- COMPUTER TECHNOLOGY 4.5

BSAD1010 Microsoft Applications I

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Business Administration

The Business Administration Program provides graduates with up-to-date skills and knowledge needed in today's specialized marketplace.

Today's businesses prefer to hire applicants with special training that enhances productivity and avoids expensive on-the-job training. Business Administration students who choose the diploma track can complete a basic program of core courses and electives in approximately four quarters of full-time study or a more comprehensive associate of applied science degree in six quarters of full-time study.

A focus that fits

The associate of applied science track has three possible focuses: accounting, marketing, and nursing home administration. Each focus provides a common core of business and related courses, specialized courses in the interest area, and valuable intern experiences.

Flexibility — to accommodate student needs

Most business courses are offered during the day and evening, making it convenient for working students to achieve their educational goals. New students are accepted each quarter for both day and evening classes.

For more information about this SCC Program of Study, please contact:

Sharon Dexter, Business Administration Chair-Beatrice;

Doug Strope, Business Administration Chair-Lincoln

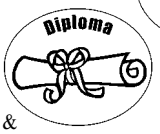
Bill Beltz, Business Administration Chair-Milford

BUSINESS ADMINISTRATION

Beatrice, Lincoln, & Milford Campuses

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA

Prepares students for careers in business.



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

Credit Hours Required for Graduation::

• Diploma:	**51.0**
• Associate of Applied Science Degree:	
Accounting Focus:	**107.0**
Marketing Focus:	**110.0**
Nursing Home Administration Focus:	**109.5**

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

A.A.S. BUSINESS ADMINISTRATION CORE CLASSES:

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

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

COURSE #	COURSE TITLE	CREDIT HRS
ACCT1200	~Principles of Accounting I	4.5
ACCT1210	*Principles of Accounting II	4.5
BSAD1020	*Microsoft Applications II	4.5
BSAD1090	Business Law I	4.5
OFFT1110	*Business Communications	4.5
BSAD1050	Introduction to Business	4.5
OFFT2000	*Employment Techniques	3.0
BSAD2310	~Business Ethics	3.0
BSAD2540	Principles of Management	4.5
ECON2110	Macroeconomics	4.5
ECON2120	Microeconomics	4.5
		46.5

ACCOUNTING FOCUS: (B/L)

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

BSAD1100	*Business Law II	4.5
BSAD2030	*Co-op Supervised Employment	5.0
BSAD2050	*Payroll Accounting	3.0
BSAD2100	Individual Income Tax Procedures **or**	4.5
OFFT2400	*Organizational Procedures/Bea	
BSAD2130	*Intermediate Accounting I	4.5
BSAD2230	*Computerized Accounting	4.5
BSAD2390	*Small Business Management	4.5
ECON1200	~Personal Finance	4.5
		35.0

ADVISOR APPROVED ELECTIVES:

BSAD2090	*Cost Accounting	4.5
BSAD2140	*Intermediate Accounting II	4.5
BSAD2110	*Business Income Tax Procedures	3.0
		3.0

MARKETING FOCUS: (B/L/M)

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

BSAD2030	*Co-op Supervised Employment	5.0
BSAD2270	Professional Selling	4.5
BSAD2520	Principles of Marketing	4.5
BSAD2430	Marketing Communications	4.5
ECON1200	~Personal Finance	4.5
		23.0

Choose one class from the two options below:

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

Choose one class from the two options below:

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

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

BSAD1100	*Business Law II	4.5
BSAD1230	Visual Merchandising	4.5
BSAD2370	Human Resources Management	4.5
BSAD2390	*Small Business Management	4.5
BSAD2400	Principles of Retailing	4.5
BSAD2460	Electronic Commerce Marketing	4.5
BSAD2470	International Marketing	4.5
BSAD2480	Sports Entertainment Marketing	4.5
OFFT1680	*Web Page Support	4.5
		9.0

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

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

BSAD1100	*Business Law II	4.5
BSAD2520	Principles of Marketing	4.5
ECON1200	~Personal Finance	4.5
HMRS2541	Social Services-Long-Term Care Facility	4.5
HMRS2542	Financial Management for Long-Term Care	
HMRS2544	Patient Care and Services	4.5
HMRS2547	Administration for Long-Term Care Facilities	4.5
HMRS2549	Rules, Regulations, and Standards Relating to the Operation of a Health Care Facility	4.5
HMRS2550	Assisted Living Facility Licensure, Regulations, & Standards	4.5
		40.5

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

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

ENGL1010 Composition I 4.5

- COMPUTER TECHNOLOGY

BSAD1010 Microsoft Applications I 4.5

(One class from each area below)
- MATHEMATICS
- SOCIAL SCIENCE

No two classes may be selected from the same area.

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

BUSINESS ADMINISTRATION DIPLOMA:
(B/L/M)
The Diploma in Business Administration is designed to provide a general, but comprehensive study in the basic skills needed for students to obtain entry-level jobs.

DIPLOMA CORE COURSES:

ACCT1200	~Principles of Accounting I	4.5
BSAD1010	~Microsoft Applications I	4.5
BSAD1020	*Microsoft Applications II	4.5
BSAD1050	Introduction to Business	4.5
BSAD2310	~Business Ethics	3.0
BSAD2540	Principles of Management	4.5
OFFT1110	*Business Communications	4.5
OFFT2000	*Employment Techniques	3.0
		28.5

DIPLOMA GENERAL EDUCATION REQUIREMENTS: **18.0 hours**

- **WRITTEN COMMUNICATIONS**

ENGL 1010 ~Composition I 4.5

- **MATHEMATICS**

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

MATH1000	~Basic College Mathematics	4.5
MATH1040	~Business Math	4.5
MATH1100	*Intermediate Algebra	4.5
MATH1150	*College Algebra	4.5
MATH1400	*Applied Calculus	4.5

- ADVISOR APPROVED BSAD ELECTIVES: 9.0

18.0

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

1. Students will need previous accounting work experience or course work in accounting, which can be validated from high school and/or college transcripts.
2. Students will need to demonstrate keyboarding skills of at least 30 words per minute minimum.

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

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

See page 64 for a complete list of General Education Courses.

Computer Aided Drafting & Design Technology

Students take courses using AutoCad and other CAD software in the first three quarters as a prerequisite for advanced computer aided drafting courses. Drafting labs are designed to give students hands-on training in an atmosphere commonly found in the industry.

Students take courses in areas of drafting such as mechanical engineering, electronic and printed circuit board design, residential and/or commercial architecture, electrical engineering, consumer product design and technical illustration.

Academic preparation for job entry requires courses in math, English, physics, and selected general elective courses. Students may elect to take general vocational courses in math and communications or college transfer courses.

The Computer Aided Drafting & Design program is certified by the American Design Drafting Association and is an authorized testing center for the ADDA Drafter Certification Examination.

Program Focus

The focus of the program is to emphasize the design aspect for architectural, engineering, and electrical/electronic areas that employ computer aided drafters. Time is spent in design courses doing research on materials, processes, and end-use requirements for consumer products. Students create products from customer requirements based on past product experience and new technologies.

Career Opportunities

CADD graduates are qualified with entrance level skills in fields of: mechanical, electrical and electronics, architecture, consumer product design and printed circuit board layout. Computer Aided Drafting & Design graduates are employed with companies involved with electronic security equipment, commercial architecture, national defense, automotive related areas, sporting equipment, toys and games, and modern communications.

Graduates, after gaining experience, may reasonably expect advancements into positions such as product design, drafting checker, engineering design, and supervision. Many graduates elect to continue their education to attain a bachelor degree.

Starting Dates

The Computer Aided Drafting and Design program accepts new students every quarter.

For more information about this SCC Program of Study, please contact:

Dan Masters, Computer Aided Drafting & Design Technology Chair

COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

Credit Hours Required for Graduation:: Associate of Applied Science Degree: 106.5

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

CORE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
DRAF1110	Drafting Concepts	3.0
DRAF1120	Basic Computer Aided Drafting	5.0
DRAF1210	Descriptive Geometry	3.0
DRAF1220	3-D Solid Modeling	5.0
DRAF1310	3-D Visualization	3.0
DRAF1330	Solid Works	5.0
DRAF1340	Strength of Materials	4.0
DRAF2100	Principles & Materials of Construction	4.5
DRAF2110	Residential Planning	3.0
DRAF2120	Residential Structures	3.0
DRAF2140	Electrical & Mechanical Systems	3.0
DRAF2160	Commercial Construction	3.0
DRAF2200	Geometric Dimensioning & Tolerancing	3.0
DRAF2210	Engineering Processes & Procedures	3.0
DRAF2220	Flat Pattern Layout	3.0
DRAF2240	Consumer Product Design	3.0
DRAF2260	Jigs & Fixture-Design	3.0
DRAF2300	Pipe Drafting	3.0
DRAF2440	Topographic/Civil Drafting	3.0
DRAF2520	Electronic Drafting	3.0
ACFS2020	Career Development	2.5
		71.0

DRAFTING TECHNICAL ELECTIVES:

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

DRAF1320	AutoDesk Applications	3.0
DRAF2170	Structural Steel	3.0
DRAF2180	Professional Practice-Architectural	4.0
DRAF2190	Construction For Americans with Disabilities	3.0
DRAF2540	Printed Circuit Board Layout	3.0
DRAF2600	Special Drafting	3.0
DRAF2620	Co-op Education Drafting I	3.0
DRAF2621	Co-op Education Drafting II	3.0

GENERAL EDUCATION REQUIREMENTS: 24.0 hours

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

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

MATH1080	Applied Algebra & Trigonometry (or higher)	4.5

- SCIENCE

PHYS1150	Descriptive Physics (or higher)	6.0

- COMPUTER TECHNOLOGY

BSAD1010	Microsoft Applications I **or**	
INFO1010	Computer Literacy	4.5

No two classes may be selected from the same area.

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

GENERAL EDUCATION ELECTIVES:

(partial list)*

BSAD1090	Business Law I	4.5
ECON2110	Macroeconomics	4.5
MACH1172	Machine Tool Lab I	6.5
MACH1222	Machine Tool Lab II	7.0
SOCI1010	Introduction to Sociology	4.5

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Computer Programming Technology

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

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

Admission and completion

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

For more information about this SCC Program of Study, please contact:

Beth Stuzman, Computer Programming Technology Chair

COMPUTER PROGRAMMING TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in computer applications programming.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 131.0

COMPUTER PROGRAMMING TECHNOLOGY CORE COURSES:

Not listed in curriculum sequence order.

COURSE#	COURSE TITLE	CREDIT HRS
INFO1117	Microcomputer Applications	2.0
INFO1187	Computer Fundamentals	5.0
INFO1214	Logic Design & Object Oriented Programming	4.5
INFO1217	Database Management	5.0
INFO1221	Introduction to MVS Environment	2.0
INFO1287	Operating Systems	5.0
INFO1314	Java	4.5
INFO1325	Internet Scripting	3.0
INFO1337	AS/400 Application Development	3.5
INFO1381	Data Communications & Networking	4.5
INFO1414	Advanced Java	4.5
INFO1428	COBOL	8.0
INFO1431	Web Page Fundamentals	2.0
INFO1458	RPG IV	7.5
INFO2528	Advanced COBOL	8.0
INFO2548	Customer Information Control System Programming	8.0
INFO2558	System Analysis & Design	5.0
INFO2564	Visual Basic	4.5
INFO2638	Computer Programming Projects	4.0
INFO2644	Web Application Programming	7.5
INFO2664	Advanced Visual Basic	4.5
INFO2678	DB2 Database Applications & SQL	3.5
ACFS2020	Career Development	2.5
		108.5

GENERAL EDUCATION REQUIREMENTS: 22.5 hours

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

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
  MATH1080 or higher

(Two classes from four areas below)
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Construction Electrician – IBEW option

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

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

For more information about this SCC Program of Study, please contact:

IBEW Option Administration: Earl Fosler, Electronic/Computer Division Dean

Ken Reinsch, Electrical Technology Program Chair

Roy Lamb, Director of Training, Joint Apprenticeship and Training Committee (JATC)

CONSTRUCTION ELECTRICIAN – IBEW OPTION

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

Prepares students for a career in the commercial and residential electrical construction industry.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 157.5

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

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

GENERAL EDUCATION REQUIREMENTS: 22.5 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

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

ELET1715	Electrical Wiring Applications I	13
ELET1720	Electrical Wiring Applications II	13
ELET1725	Electrical Wiring Applications III	13
ELET1730	Electrical Wiring Applications IV	13
ELET1735	Electrical Wiring Applications V	13
		65.0

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

DaimlerChrysler CAP College Automotive Program

The CAP program is offered jointly by DaimlerChrysler and Southeast Community College in cooperation with DaimlerChrysler dealers. Students spend four quarters as full-time students on the Milford Campus and three quarters working in a DaimlerChrysler dealership. Campus and dealership quarters are rotated to allow students more frequent opportunities to apply classroom concepts. Instructors follow a curriculum designed by an advisory committee including Southeast Community College, the DaimlerChrysler Corporation and DaimlerChrysler dealerships. For instructional purposes, the DaimlerChrysler Corporation provides current vehicles, components, state-of-the-art diagnostic equipment, and instructional materials.

Excellence in automotive training

Because of its national reputation for excellence in automotive training, Southeast Community College was selected by DaimlerChrysler as one of 25 college programs in the nation to provide apprenticeship training. The College is certified through the National Institute for Automotive Service Excellence/National Automotive Technicians Education Foundation (ASE/NATEF).

How to qualify for the program

Students interested in the CAP program must locate a sponsoring DaimlerChrysler dealership. Agreements with dealerships can be arranged to meet mutual needs, including contract length and salary arrangements. In addition to securing a sponsorship, students are required to meet College entrance requirements, specified below. A strong physics background is recommended for success in the DaimlerChrysler College Automotive Program.

Entrance, graduation and employment

Students are admitted to the DaimlerChrysler College Automotive program annually. Please contact the Student Services Office on the Milford Campus for current starting dates. The program can be completed in seven full-time quarters. Graduates of the program earn an associate of applied science degree from Southeast Community College, and continue working at the sponsoring DaimlerChrysler dealership according to their agreement.

For more information about this SCC Program of Study, please contact:

Rick Morphew, DaimlerChrysler CAP College Automotive Program Chair

DAIMLERCHRYSLER (CAP) COLLEGE AUTOMOTIVE PROGRAM

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as service technicians in DaimlerChrysler dealerships.

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 145.0-146.5

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

COURSE#	COURSE TITLE	CREDIT HRS
CAPP1110	DaimlerChrysler Shop Orientation	1.5
CAPP1170	DaimlerChrysler Shop Safety & Repair	1.5
CAPP1171	DaimlerChrysler Welding	1.0
CAPP1173	DaimlerChrysler Fundamentals	2.0
CAPP1175	DaimlerChrysler Electrical & Electronic Principles	12.0
CAPP1177	DaimlerChrysler Brake Systems	2.0
CAPP1179	DaimlerChrysler Heating & Air Conditioning	2.0
CAPP1268	Dealer Cooperative Experience	12.0
CAPP1360	DaimlerChrysler Electronic Fuel Systems	10.0
CAPP1361	DaimlerChrysler Diesel Fuel Systems & Emission Control	2.0
CAPP1363	DaimlerChrysler Engine Repair	9.5
CAPP1468	Dealer Cooperative Experience	12.0
CAPP2528	DaimlerChrysler Steering & Suspension Systems	4.5
CAPP2529	DaimlerChrysler Manual Transmission, Transaxles, Clutches, and Transfer Cases	7.0
CAPP2537	DaimlerChrysler Rear Axle Service	2.0
CAPP2538	DaimlerChrysler Advanced Diagnosis, Tune-Up & Driveability	7.0
CAPP2668	Dealer Cooperative Experience	12.0
CAPP2745	DaimlerChrysler Anti-Lock Brake Systems	2.0
CAPP2746	DaimlerChrysler Heating & Air Conditioning	3.5
CAPP2747	DaimlerChrysler Body Electrical & Electronics	6.0
CAPP2748	DaimlerChrysler Automatic Transmissions & Transaxles	9.0
CAPP2749	DaimlerChrysler New Product Update	2.0
		122.5

DAIMLERCHRYSLER CAP GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

Special Program Requirements

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Deere Construction & Forestry Equipment Tech

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

Carefully designed curriculum

Deere Construction & Forestry Equipment Tech program students receive classroom, laboratory and on-the-job experiences. The first quarter of instruction takes place on campus with alternate quarters at a Deere Construction & Forestry Equipment dealership and on campus. Students gain competence and expertise in general engine fundamentals and repair, focusing on systems, such as electrical and electronics, fuel injection, hydraulics, heating and air conditioning. They learn how to repair and adjust Deere Construction & Forestry Equipment products including backhoes, loaders, excavators, motor graders, scrapers and other construction equipment. College-level communications, mathematics and personal finance round out the program.

Special program requirements and benefits

In addition to meeting the general requirements of Southeast Community College, students are tested to evaluate potential for success in the Deere Construction & Forestry Equipment Tech program. Selected applicants must secure a Deere Construction & Forestry Equipment dealership sponsor for off-campus training. Students earn wages for hours of dealership work and are expected to continue employment at the dealership after graduation.

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

For more information about this SCC Program of Study, please contact:

Bill August, John Deere Construction Equipment Tech Chair

DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 138.5-140.0

The program prepares students to be entry-level service technicians with Deere Construction & Forestry dealerships. Graduates typically continue employment with their sponsoring dealership. Each student spends four quarters on campus and three quarters working in a sponsoring Deere Construction & Forestry dealership.

DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH COURSES:
Course offerings and prerequisites will be determined by the program. A grade of "C" (2.0) or better in all JDCE classes is required to progress through the program.

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

DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH
GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Dental Assisting

For careers in chairside dental assisting and dental office management.

The Dental Assisting program at Southeast Community College provides comprehensive classroom and laboratory instruction in foundational sciences and specialized dental health topics. Instructors and cooperating dentists enhance the curriculum with information on current dental practices, laboratory demonstrations, and return demonstrations. Students develop essential job skills by participating in clinical experiences at hospitals, clinics, and private dental offices.

Program starting dates

The Dental Assisting program accepts new students each quarter. Full-time clinical track students can complete the diploma program in four quarters. Part-time students are accepted on a space available basis. Clinical track begins March and October quarters.

Earn a diploma, prepare for certification

Upon successful completion of the Dental Assisting program, students are awarded a diploma in Dental Assisting and become eligible to take the Dental Assisting National Board Exam. The diploma and certification are essential to attaining satisfactory employment in this career.

For more information about this SCC Program of Study, please contact:

Susan Asher, Dental Assisting Program Chair

DENTAL ASSISTING

Lincoln Campus

DIPLOMA

For careers in chairside dental assisting and dental office management.

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

Credit Hours Required for Graduation:
• Diploma: 77.0

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

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

DENTAL ASSISTING COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
*DENT1103	Oral Sciences I	3.0
*DENT1110	Preclinical Concepts	6.5
*DENT1210	Oral Sciences II	6.0
*DENT1211	Dental Assisting Foundations I	4.5
*DENT1214	Clinical Concepts	3.5
*DENT1311	Dental Assisting Foundations II	6.0
*DENT1312	Dental Materials I	3.0
*DENT1313	Oral Radiography I	4.0
*DENT1314	Clinical Education I	6.5
*DENT1410	Practice Management Skills	3.0
*DENT1411	Dental Assisting Foundations III	4.0
*DENT1412	Dental Materials II	3.0
*DENT1413	Oral Radiography II	2.0
*DENT1414	Clinical Education II	6.5
FSDT1106	Nutrition I **or**	3.0
FSDT1350	Basic Nutrition	4.5
MEDA1101	Medical Terminology I	2.0
		66.5

GENERAL EDUCATION RECOMMENDATIONS:

PSYC1250	Interpersonal Relations **or**	4.5
PSYC1810	Introduction to Psychology	4.5
SPCH1110	Public Speaking	4.5
		9.0

*Clinical track courses

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Diesel Technology - Farm

The Diesel Technology-Farm training covers the repair and service of diesel engines/farm applications, diesel fuel injection systems, electrical/electronic systems, farm equipment power trains, hydraulic systems and air conditioning systems. Students also study the setup and adjustment of tillage, planting and harvesting equipment. Other topics include personal finance, management, selling and other business basics.

Learn on the job and earn, too

The fourth quarter of the Diesel Technology-Farm program includes a cooperative education experience in a farm implement dealership. This experience gives students an opportunity to apply training concepts and interact with customers in the field. An extra added benefit is the salary students receive for cooperative work.

Special Program Requirements

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

Admission and completion

New students are accepted during the summer and winter quarters. Graduates earn an associate of applied science degree.

For more information about this SCC Program of Study, please contact:

Bill August, Diesel Technology Farm Chair

DIESEL TECHNOLOGY-FARM

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 122.0-123.5

The Diesel Technology- Farm program provides students with skills to become entry-level technicians in the farm equipment industry. Training is provided on a variety of farm equipment makes and models.

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

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

DIESEL TECHNOLOGY - FARM GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Diesel Technology

SCC is well known throughout the nation for its excellence in technical and vocational training. The Diesel Technology program provides a comprehensive curriculum, with classes in diesel fuel systems, electrical/electronic systems, truck power trains, mobile hydraulic systems, air conditioning, steering and suspension, truck and trailer alignment, truck air brake systems, and oxyacetylene welding and cutting.

Experience-based education promotes real learning

On-the-job learning pays off. A co-op experience in a truck dealership lets students put classroom theory to work. An extra added benefit is the salary paid for co-op work.

Special Program Requirements

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

Admission dates, award

New students are accepted during the summer and winter quarters. Graduates of the Diesel Technology program receive an associate of applied science degree.

For more information about this SCC Program of Study, please contact:

Bill August, Diesel Technology Truck Chair

DIESEL TECHNOLOGY - TRUCK

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in diesel truck service.

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

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

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

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

COURSE #	COURSE TITLE	CREDIT HRS
DESL1201	Electrical Systems I	2.5
DESL1211	Batteries & Cranking Motors	2.5
DESL1221	Electronic Ignition & Charging Systems	3.0
DESL1231	Power Trains I	3.5
DESL1241	Diesel Welding	1.5
DESL1261	Hand & Precision Measuring Tools	3.5
DESL2251	Theory of Engine Operation	3.0
DESL2271	Theory of Fuel System Operations	3.0
DESL2281	Valve Trains	3.0
DESL2301	Engine Overhaul & Inspection	3.5
DESL2321	Diesel and Gas Fuel Injection	4.0
DESL2351	Electrical/Electronic Systems I	4.0
DESL3451	Conventional Transmissions and Clutches	6.5
DESL3471	Truck Final Drives	4.0
DESL3481	Preventative Maintenance and Inspection	5.5
DESL4341	Air Brakes	4.5
DESL4351	Steering & Suspensions	5.0
DESL4361	Hydraulic Brakes	3.0
DESL4381	Basic Hydraulics	2.5
DESL4541	Heating & Air Conditioning I	3.5
DESL5412	Post-Cooperative Education Seminar	2.0
DESL5582	Cooperative Education	10.0
DESL6302	Heating & Air Conditioning II	2.5
DESL6432	Automatic Truck Transmissions	3.5
DESL6452	Electrical Systems III	6.0
DESL6482	Electronic Diesel Engine Diagnosis & Tune-Up	5.5
		101.0

DIESEL TECHNOLOGY - TRUCK GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Early Childhood Education

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

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

Two diploma focuses are offered in the Early Childhood Education program.

• The In-Home Child Care Professional focus offers students the basic skills and knowledge to work in a home setting as a professional nanny or a family child care provider.

• The Child Care Professional focus is more comprehensive where students gain the skills, knowledge and practice needed to become a head teacher in a child care center, or an aide or assistant in most early childhood settings.

Starting dates

The program accepts new students each quarter. Part-time students are accepted on a space-available basis.

For more information about this SCC Program of Study, please contact:

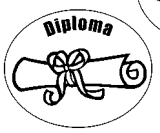
Alicia Baillie, Early Childhood Education Chair

SPECIAL PROGRAM REQUIREMENTS:
Students who will be taking classes or practicums where they will be working directly with children or adults will be charged a nominal fee for insurance and a name tag. Persons must be declared Early Childhood Education program students in order to register for any lab, practicum or co-op course that requires First Aid/CPR certification. Students' names will be submitted and must clear the State Central Register of Child Abuse and Neglect. Current CPR certification with infant and child skills, and First Aid certification are required before enrolling in specific labs, practicums or co-ops. See course descriptions.

EARLY CHILDHOOD EDUCATION

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA



Prepares students for careers in child care.

Credit Hours Required for Graduation:
Diploma:
• In-Home Child Care Professional Focus 80.0
• Child Care Professional Focus: 83.5

Associate of Applied Science Degree: 120.0

ECED REQUIRED CORE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
ECED1000	Pre-Practicum Seminar	2.0
ECED1101	Introduction to Early Childhood Education	4.5
ECED1110	Infant and Toddler Development	4.5
ECED1120	Preschool Child Development	3.0
ECED1140	Children with Exceptionalities	4.5
ECED1145	School Age Child	3.0
ECED1200	Observation, Assessment and Guidance	4.5
ECED1222	Early Language & Literature	4.5
ECED1224	Preschool Math, Science and Social Studies Curriculum	3.0
ECED1228	Expressive Arts Curriculum	4.5
ECED1235	Early Childhood Health, Safety and Nutrition	4.5
ECED1510	Infant and Toddler Practicum	3.0
ECED1540	Preschool/School Age Practicum	3.0
ECED2150	Family & Community Relations	4.5
ECED2800	Early Childhood Graduation Seminar	3.0
		56.0

IN-HOME CHILD CARE PROFESSIONAL FOCUS:

(ECED Required Core Courses		56.0)
ECED1475	Professional In-Home Child Care	4.5
ECED1575	In-Home Child Care Professional Practicum **or**	
ECED1675	In-Home Child Care Professional Co-op	6.0
		10.5

IN-HOME DIPLOMA - GENERAL EDUCATION REQUIREMENTS: 13.5
(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(One class from five areas below)
- MATHEMATICS
- SOCIAL SCIENCE
- SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

CHILD CARE PROFESSIONAL FOCUS:

(ECED Required Core Courses		56.0)
ECED1226	Early Childhood Education Curriculum Planning	4.5
ECED1340	How Children Learn	3.0
ECED1565	Child Care Head Teacher Practicum **or**	
ECED1665	Child Care Head Teacher Co-op	8.0
	Elective Credit*	3.0
		18.5

CHILD CARE DIPLOMA - GENERAL EDUCATION REQUIREMENTS: 9.0
(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

A.A.S. DEGREE CORE COURSES:

(ECED Required Core Courses		56.0)
ECED1226	Early Childhood Education Curriculum Planning	4.5
ECED1340	How Children Learn	3.0
ECED2455	Child Care Administration	4.5
ECED1565	Child Care Head Teacher / Practicum **or**	
ECED1665	Child Care Head Teacher Co-op	8.0
ECED2501	Early Childhood Education Professional Lab	7.0
ECED2575	Advanced Practicum or	
ECED2675	Advanced Co-op	7.0
		34.0

EARLY CHILDHOOD EDUCATION GENERAL EDUCATION REQUIREMENTS: 22.5 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SOCIAL SCIENCE
- SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

*Students will also have to complete an additional 7.5 credit hours. Any ECED course not required for specialization diploma or AAS degree OR any elective approved at the discretion of the academic advisor.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Electrical & Electromechanical Technology

Electrical Technology

Prepares students for careers in designing and installing electrical systems. In the Electrical Technology program students receive classroom instruction on many topics, including fundamental electrical principles, the National Electrical Code, residential, commercial and industrial wiring, repair and maintenance of electric motors and generators, variable speed and digital control systems, predictive maintenance, programmable logic controllers and robotics. Approximately half of the training time will take place in a laboratory setting where students will apply classroom theory.

Admission and completion

New students are accepted in the summer and winter quarters. Graduates earn an associate of applied science degree and readily find positions in commercial, residential and industrial wiring, sales, repair and maintenance.

Electromechanical Technology

Prepares students for careers in the assembly, installation, maintenance, and repair of industrial equipment. In the Electromechanical Technology program, students focus on electrical principles, manufacturing processes, electrical and mechanical repair of machinery, hydraulics, and many other components and processes directly related to electromechanical technology. Through concentrated classroom and hands-on learning, students acquire the ability to construct circuits and do computer-aided drafting of mechanical components. Laboratories provide ample opportunity to apply classroom theory and specialized skills.

Admission and completion

New students are accepted in the summer and winter quarters. Graduates earn an associate of applied science degree or diploma and readily find positions in business and industry as technicians, maintenance supervisors/engineers, and service representatives.

Graduates from either program may choose to enhance their education by completing approximately 33 credit hours of additional training and receive a second A.A.S. degree.

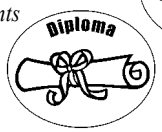
For more information about either of these SCC Programs of Study, please contact:

Ken Reinsch, Electrical Technology Chair and Electromechanical Technology Chair

ELECTRICAL AND ELECTROMECHANICAL TECHNOLOGY

Milford Campus

DIPLOMA • ASSOCIATE OF APPLIED SCIENCE DEGREE



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

Credit Hours Required for Graduation:

• Diploma – Construction Electrician: 84.0

• Associate of Applied Science Degree

Electrical Technology: 148.0

Electromechanical Technology: 147.5

CONSTRUCTION ELECTRICIAN DIPLOMA REQUIRED COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
ELEC1131	DC Principles	13.0
ELEC1217	AC Principles	13.0
ELEC1336	CAD & Electrical Estimating	3.0
ELEC1344	Motor Controls	3.0
ELEC1365	Residential & Commercial Wiring	18.0
ELEC1464	Transformer Three Phase Systems	6.5
ELEC1474	Predictive Maintenance Principles	4.0
ELEC1495	Industrial Wiring	13.0
INFO1121	Microsoft Word	1.5
		75.0

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

ELECTRICAL
AAS DEGREE COURSES:
(Diploma courses (75.0) credits plus the following)

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

ELECTROMECHANICAL
AAS DEGREE COURSES:

ELEC1131	DC Principles	13.0
ELEC1217	AC Principles	13.0
ELEC1337	Sketching & CAD	3.0
ELEC1344	Motor Controls	3.0
ELEC1356	Fluid Power	6.5
ELEC1376	Welding	3.0
ELEC1436	Power Transmission & Lubricants	5.0
ELEC1446	Industrial Machines & Mechanical Systems	6.5
ELEC1464	Transformer Three Phase Systems	6.5
ELEC1474	Predictive Maintenance Principles	4.0
ELEC2534	Programmable Logic Controllers I	5.5
ELEC2546	Electrical Machine Controls	3.0
ELEC2555	Industrial Communications & Alarm Systems	3.0
ELEC2564	Industrial Electronics	9.0
ELEC2614	Industrial Control Systems	12.0
ELEC2624	Programmable Logic Controllers II	13.0
INFO1121	Microsoft Word	1.5
MACH1121	Manufacturing Processes	5.0
MFGT1456	Manufacturing Processes II	4.5
ACFS2020	Career Development	2.5
BSAD1730	Principles of TQM	2.5
		125.0

GENERAL EDUCATION REQUIREMENTS: 22.5 hours

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

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

MATH1080 Algebra & Trigonometry

- SCIENCE

PHYS1017 Technical Physics **or**
PHYS1150 Descriptive Physics

(One class from three areas below)
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

You must choose either the Electrical Technology Program or the Electromechanical Technology Program and then

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Electronic Servicing and Electronic Engineering Technology

Electronic Servicing Technology

The Electronic Servicing focus places emphasis on the installation, configuration and repair of commercial and consumer electronics products such as computer systems, video and audio systems, AM/FM radio communication systems, avionics, alarm systems and telephone systems.

Electronic Engineering Technology

The Electronic Engineering focus is an additional step that Electronic Service graduates can take to further their education and skill set. These courses emphasize more advanced electronic training in two specializations.

The first of the two specializations is Computers and Networking, which prepares technicians to install, configure and repair various computer systems and networks.

The second of the two specializations is Industrial Control, which prepares technicians that will install, configure and repair industrial control systems that include such devices such as programmable logic controllers, robotics and vision systems. Typical job positions obtainable by graduates would include network administrator, network technician, computer PC support technician, technical manager, engineering assistant, field service technician, robotics technician, industrial automation technician, plus many more.

SCC is well known throughout the region for excellence in technical and vocational training. To receive an associate of applied science degree in the Electronic Servicing Technology program, students complete a core curriculum focusing on the development of a solid, well-rounded background in electronics. Students can then continue training to earn an additional associate of applied science degree in Electronic Engineering Technology, choosing one of two possible focus areas of study: Computers & Networking or Industrial Control.

Admission dates

New daytime students are admitted each winter and summer quarter at both campuses. Evening students are admitted at the Lincoln campus only for the spring and fall quarters.

For more information about this SCC Program of Study, please contact:

John Fiedler, Electronic Servicing and Engineering Chair-Lincoln;

Al Brunkow, Electronic Servicing and Engineering Chair-Milford

ELECTRONIC SERVICING AND ELECTRONIC ENGINEERING TECHNOLOGY

Lincoln and Milford Campuses

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in consumer and industrial electronics.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree:
Electronic Servicing: 138.0

Electronic Engineering:
• Computers & Networking Focus: 180.0
• Industrial Control Focus: 180.0

ELECTRONIC SERVICING TECHNOLOGY: REQUIRED AAS DEGREE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
ELEC1131	DC Principles	13.0
ELEC1217	AC Principles	13.0
ELEC1227	Digital I	6.5
ELEC1317	Active Devices	13.0
ELEC1362	Electronic Drafting	1.0
ELEC1422	Analog Circuits	10.0
ELEC1432	Power Supply Systems	3.0
ELEC1452	Audio Systems	3.0
ELEC1482	Digital II	6.5
ELEC2522	Voice Communication Circuits	13.0
ELEC2527	Microprocessors	6.5
ELEC2542	Telephony Systems	2.0
ELEC2562	Antennas & Transmission Lines	2.0
ELEC2622	Video Display Systems	13.0
INFO2564	Visual Basic **or**	
INFO1314	Java	4.5
INFO1121	Microsoft Word	1.5
INFO1131	Microsoft Excel	1.5
ACFS2020	Career Development	2.5
		115.5

ELECTRONIC ENGINEERING TECHNOLOGY: Students must complete the Electronic Servicing courses before progressing in the program.

ELECTRONIC ENGINEERING TECHNOLOGY REQUIRED AAS DEGREE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
ELEC2760	Networking Infrastructure	3.5
ELEC2761	Router Implementation	3.5
ELEC2743	Microcontroller Interfacing & Programming/Mil	7.5
ELEC2753	PC Operating Systems & Hardware/Mil	7.0
INFO2664	Advanced Visual Basic **or**	
INFO1414	Advanced Java	4.5
		26.0

COMPUTERS & NETWORKING FOCUS:
This specialization prepares individuals for a variety of positions in the Computers & Networking field. The positions include computer systems specialists, network administrators, telecommunication technicians, computer network infrastructure technicians, as well as engineering assistants.

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

INDUSTRIAL CONTROL FOCUS: (Milford only)
This specialization prepares individuals for a variety of positions in the Industrial Control field. The positions include robotic field service technicians, security systems installation and maintenance technicians, as well as engineering assistants.

ELEC2672	Electronic Control Systems/Mil	4.0
ELEC2853	Hydraulics & Pneumatics/Mil	2.5
ELEC2863	PLC's in Automation Systems/Mil	6.5
ELEC2883	Robotics in Automation Systems/Mil	3.0
		16.0

GENERAL EDUCATION REQUIREMENTS: 22.5 hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
• MATHEMATICS
MATH1080 Algebra & Trigonometry
• SCIENCE
PHYS1017 Technical Physics **or**
PHYS1150 Descriptive Physics
(One class from three areas below)
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY
No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Electronic Technology - NAVY Option

The Nebraska Community Colleges Tech Prep Navy Program will assist the Navy in identifying, recruiting, and training qualified individuals who have the necessary skills to succeed in high-demand job classifications.

This Electronic Technology - Navy option program prepares the student for both entry and advanced level employment in a wide array of work areas related to electronics.

Please note: The Electronic Technology - Navy option program is **not an approved program for students wanting to use the Montgomery GI Bill** to help finance educational cost. Other SCC electrical programs that are available for veteran training are:

- ELECTRONIC SERVICING TECHNOLOGY
- ELECTRONIC ENGINEERING TECHNOLOGY
- ELECTRICAL TECHNOLOGY
- ELECTROMECHANICAL TECHNOLOGY

It is recommended that students complete the following courses while attending secondary school:

Algebra I & II
Trigonometry
Applied Math I & II
Physics
Principles of Technology I & II
Drafting/AutoCad
AC, DC, Active Devices
Digital Electronics
Computers

For more information about this SCC Program of Study, please contact:

Navy Option Administration: Earl Fosler, Electronic/Computer Division Dean

ELECTRONIC TECHNOLOGY - NAVY OPTION

ASSOCIATE OF APPLIED SCIENCE DEGREE

Provides an articulation path for students who have completed electronics training in the Navy to earn an Associate of Applied Science degree at Nebraska Community Colleges.

AAS ELECTRONICS DEGREE – NAVY OPTION

REQUIRED CORE COURSES: 22.5

DC Principles
AC Principles
Active Devices
Digital Electronics
Or other Electronics courses approved by advisor

The student will receive approximately 1200 hours of electronics training from the Navy in the following areas:

Direct Current
Alternating Current
Solid State
Digital
Superheterodyne Receiver
Fire Controlman
Or Electronics Technician – Communications
Or Electronics Technician - Radar
Or Nuclear Field – Electronics Technician
Or Nuclear Field – Electrician's Mate
Or Nuclear Field – Machinist's Mate
"C" School

GENERAL EDUCATION REQUIREMENTS: 22.5

The following General Education requirements must be met to complete the requirements for the Electronics Technology AAS degree – Navy Option as prescribed by Nebraska Community Colleges.

ENGL1010	English Composition	4.5
SPCH1110	Public Speaking	4.5
MATH1150	College Algebra (or Higher level Math Course)	4.5
PHYS1017	Technical Physics	4.5
SOCI1010	Introduction to Sociology	4.5

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Fire Protection Technology

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

Graduates are certified in Hazardous Materials Operations and eligible to take the Nebraska State Firefighter I Certification Test.

A unique training facility

SCC's Fire Protection Technology program, the Lincoln Fire Department, and several rural fire departments have joined together to provide an exceptional fire protection training facility on the College grounds.

A unique feature of the facility is a full-sized fire tower used for practice in tactical control of structural fires.

Earn an associate's degree

Graduates of Fire Protection Technology earn an associate of applied science degree which qualifies them to work in many areas of fire science. For information on admission dates, please contact the Admissions office.

For more information about this SCC Program of Study, please contact:

Bill Meehan, Fire Protection Technology Chair

FIRE PROTECTION TECHNOLOGY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in fire science.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 99.5

The Fire Protection Technology program offers comprehensive instruction in building construction as related to the fire protection field, fire department management, hazardous materials, fire prevention fundamentals, investigation, public education, Firefighter 1 and other areas.

REQUIRED AAS DEGREE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
FIRE1110	Fire Department Management	7.0
FIRE1113	Instructor I	4.0
FIRE1120	Building Construction	7.5
FIRE1123	Public Fire Education	4.0
FIRE1131	Fire Protection Hydraulics	7.0
FIRE1245	Fundamentals of Fire Prevention	3.0
FIRE1247	Firefighter I	8.0
FIRE1241	Introduction to Fire Investigation	4.0
FIRE2251	Hazardous Materials	3.0
FIRE2252	Fire Detection & Suppression Systems	3.0
FIRE2261	Firefighting Tactics & Strategy	8.0
EMTL1220	EMT-B	11.0
ACFS2020	Career Development	2.5
		72.0

GENERAL EDUCATION REQUIREMENTS: 22.5 hours

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

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

No two classes may be selected from the same area.

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

ELECTIVES:

Electives* may include but are not limited to:

BSAD1050	Introduction to Business Administration	4.5
SIGN1010	American Sign Language I	3.0
FIRE1171	Independent Study	3.0
FSDT1360	Lifetime Fitness	2.0
SPAN1010	Elementary Spanish I	7.5
		5.0

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

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Food Service/Hospitality

Food Service Training Certificate

Courses in this focus cover many aspects of the institutional food service operation and may be used to update knowledge of food service for people currently employed in the food service industry. Completion of the curriculum meets the requirements of the Nebraska department of Health for a food service manager of a hospital or nursing home.

After completion of the course work and the preceptorship, the student will be eligible as a non-certified member of the Dietary Managers Association. Successful completion of credential examination given by the Dietary Managers Association permits certified status.

Program Entry and Awards

The Food Service/Hospitality program accepts new students each quarter. Part-time students are admitted on a space-available basis.

Special program requirements

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

Dietetic Technology students are required to complete a physical examination and earn a Cardiopulmonary Resuscitation (CPR) card prior to entering the second quarter of the program. You will be required to purchase a professional uniform and appropriate shoes and provide your own transportation to off-campus practicum and co-op learning sites.

A grade of "C" is required for all required Food Service/Hospitality program courses and a grade of "C" is also required for all courses which serve as prerequisites before students may advance to the next course in the sequence.

For more information about this SCC Program of Study, please contact:

Jo Taylor, Food Service/Hospitality Chair

FOOD SERVICE/HOSPITALITY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA • CERTIFICATE

Prepares students for careers in food service management, culinary arts, dietetic technology, and provides updates for current food service professionals.

The Dietetic Technician focus is granted development accreditation by the Commission on Accreditation for Dietetics Education, 120 So. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800-877-1600.
The Culinary Arts focus is accredited by the American Culinary Federation Accrediting Commission, 10 San Bartola Drive, St. Augustine, FL 32086, 800-624-9458

Credit Hours Required for Graduation:

• Associate of Applied Science Degree:	**112.0**
• Diploma:	**72.0**
• Certificate	
Food Service Management Focus:	**35.0**
Dietetic Technician Focus:	**35.0**
Culinary Arts Focus:	**35.0**
• Food Service Training Certificate:	**14.0**

The Food Service program prepares students for employment in the food service industry and provides an opportunity to increase job knowledge and skills for those already employed in the area.

A.A.S. DEGREE REQUIREMENTS:
To receive an Associate of Applied Science degree in the Food Service/Hospitality Program, students must complete the following requirements:

• Food Service/Hospitality **Core Classes**	51.0 hours
• **General Education Requirements**	24.0 hours
• AAS degree **Focus area**	37.0 hours

FOOD SERVICE/HOSPITALITY **CORE CLASSES:**

FSDT1100	Introduction to the Food Service/Hospitality Industry	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
*FSDT2146	Equipment & Layout	3.0
		51.0

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

FOOD SERVICE MANAGEMENT FOCUS:
These courses prepare students for employment as production supervisors, manager trainees, and entry level managers in food service.

FSDT1122	Beverage Selection and Management	2.0
FSDT1150	Selection of Meat Products	3.0
*FSDT2142	Meal Service II	2.0
FSDT2154	Food Service Seminar I	1.0
FSDT2160	Co-op Education **or**	
FSDT2180	Practicum	5.5
FSDT1208	Advanced Food Prep I	2.0
FSDT1209	Advanced Food Prep I Lab	1.0
OFFT1310	Office Accounting I	4.5
	Choose two business electives from the following:	7.5 - 9.0
BSAD1090	Business Law I	4.5
BSAD2270	Professional Selling	4.5
*BSAD2370	Human Resource Management	4.5
*BSAD2520	Principles of Marketing	4.5
BSAD2430	Marketing Communications	3.0
ECON2110	Macroeconomics	4.5
	Additional Electives	7.5-9.0
		37.0

CULINARY ARTS FOCUS:
The Culinary Arts courses are currently granted accreditation by the American Culinary Federation Accrediting Commission. These courses emphasize more advanced culinary training in recognition of today's opportunities for educated chefs to become mainstays in the management of food service establishments. Graduates of this focus who are also American Culinary Federation members at the time of graduation will become certified.

FSDT1122	Beverage Selection and Management	2.0
FSDT1150	Selection of Meat Products	3.0
FSDT2142	Meal Service II	2.0
FSDT2154	Food Service Seminar I	1.0
FSDT2160	Food Service Co-op **or**	
FSDT2180	Practicum	5.5
FSDT1204	Artistry for Baker	1.5
+•FSDT1208	Advanced Food Prep I	2.0
+•FSDT1209	Advanced Food Prep I Lab	1.0
+FSDT1214	Advanced Food Prep II	2.0
+FSDT1215	Advanced Food Prep II Lab	1.0
FSDT2218	Professional Baking	2.0
FSDT2220	Buffet Decorating & Catering	1.0
FSDT2221	Buffet Decorating & Catering Lab	1.0
FSDT2222	International Cuisine	3.0
FSDT2224	Restaurant Fundamentals	3.0
FSDT2226	Culinary Nutrition	2.0
FSDT2228	Garde Manger	2.0
FSDT2230	Advanced Pastry	2.0
		37.0

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

DIETETIC TECHNICIAN FOCUS:

The Dietetic Technician courses are currently granted approval by the American Dietetic Association Council on Education Division of Education Accreditation/Approval, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education. Graduates of these courses are eligible to take the registration exam and apply for membership in the American Dietetic Association. This option is designed to prepare students to work under the supervision of a dietitian or consultant focusing on the nutritional goals of the targeted market groups.

+•FSDT1304	Diet Therapy I	1.5
+•FSDT1305	Diet Therapy I Practicum	.5
+FSDT1308	Nutrition II	3.0
+FSDT1309	Nutrition II Practicum	1.0
FSDT1312	Diet Therapy II	2.0
FSDT1313	Diet Therapy II Practicum	1.0
FSDT2318	Diet Therapy III	2.0
FSDT2319	Diet Therapy III Practicum	1.0
FSDT2324	Dietetic Technician Practicum	5.5
FSDT2326	Dietetic Technician Seminar	2.0
FSDT2330	Nutrition III	3.0
BIOS2130	Human Physiology or	
LPNS1103	Anatomy & Physiology	6.0
MEDA1101	Medical Terminology I	2.0
	Additional Electives	6.5
		37.0

GENERAL EDUCATION REQUIREMENTS:
18.0 hours

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

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

FSDT1350 Basic Nutrition (program requirement fulfills this area)

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

BSAD1050	Introduction to Business	4.5
INFO1121	Microsoft Word (or other appropriate course)	1.5

FOOD SERVICE/HOSPITALITY **CERTIFICATE:**

Food Service Management Certificate: 35.0 hours
Dietetic Technician Certificate: 35.0 hours
Culinary Arts Certificate: 35.0 hours

• Required certificate courses-Food Service/Hospitality Core Courses plus one General Education class and additional FSDT classes to equal 35.0 hours.

FOOD SERVICE/HOSPITALITY **DIPLOMA:**
72.0 credit hours

+ Required diploma courses-Food Service/Hospitality Core Courses
Plus two General Education classes and additional FSDT classes to equal 72.0 hours.

FOOD SERVICE TRAINING CERTIFICATE:

All Food Service Training Certificate classes are offered online as well as in the typical classroom setting. Courses in this focus cover many aspects of the institutional food service operation and may be used to update knowledge of food service for people currently employed in the food service industry. After completion of the course work and the preceptorship, students are eligible for membership in the Dietary Managers Association. Successful completion of the Dietary Manager Association's credentialing exam permits certified status. These classes meet the educational requirements of the American School Food Service Association for certified managers.

REQUIRED FOOD SERVICE TRAINING CERTIFICATE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
*FSDT1870	Sanitation & Safety	1.5
*FSDT1872	Food Preparation Techniques	1.0
FSDT1876	Introduction to Food Service	1.0
**FSDT1879	Protein & Starch Cookery Lab	.5
**FSDT1881	Yeast & Quick Breads Lab	.5
**FSDT1883	Fruits, Vegetables & Salads Lab	.5
**FSDT1885	Desserts Lab	.5
FSDT1886	Basic Nutrition & Menu Planning	2.0
FSDT1887	School Food Service	1.0
FSDT1888	Principles of Diet Therapy & Nutrition Assessment	2.0
FSDT1896	Management Skills I	1.5
FSDT1898	Management Skills II	2.0
		14.0

* Prerequisites to lab classes - A grade of "C" (2.0) or better in these classes is required to progress through the program.
** FSDT1870 Sanitation & Safety and FSDT1872 Food Preparation Techniques are required prerequisites to these lab classes.

The entirety of the "Food Service Training Certificate" curriculum transfers into the Food Service/Hospitality associate degree program for FSDT1102 Sanitation & Safety; FSDT1108 Food Service Concepts; FSDT1105 Quantity Food Prep I Lab; FSDT1111 Quantity Food Prep II Lab; and three elective hours.

See page 64 for a complete list of General Education Courses.

Ford ASSET

Automotive Student Service Educational Training Program

The Automotive Student Service Educational Training Program (ASSET) is offered jointly by Ford Motor Company and SCC in cooperation with Ford-Lincoln-Mercury dealers. Students spend four quarters as full-time students on the Milford Campus and three quarters working in a Ford-Lincoln-Mercury dealership. Instructors follow a curriculum designed by an advisory committee including SCC, Ford Motor Company and Ford-Lincoln-Mercury dealerships.

Knowledge and experience

Ford Motor Company provides current vehicles, components, state-of-the-art diagnostic equipment and instructional materials. Students gain knowledge of the entire operation of the vehicle and receive advanced diagnostic training to keep them current with industry progress.

Dealership sponsor, entrance, graduation and employment

Students must secure a Ford-Lincoln-Mercury dealer to sponsor them during training. This training alternates between the dealer and the SCC campus. Full details are available through the Student Services Office on the Milford Campus. The program can be completed in seven full-time quarters. Graduates earn an associate of applied science degree from SCC, and continue working at the sponsoring Ford-Lincoln-Mercury dealership.

Special Program Requirements

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

For more information about this SCC Program of Study, please contact:

Rick Morphew, Ford ASSET Chair

FORD (ASSET) AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as service technicians in Ford-Lincoln-Mercury dealerships.

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 145.0-146.5

ASSET - AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING A.A.S. DEGREE:
Course offerings and prerequisites will be determined by the program. A grade of "C" (2.0) or better in all ASST classes is required to progress through the program.

COURSE #	COURSE TITLE	CREDIT HRS
ASST1110	Ford Shop Orientation	1.5
ASST1170	Ford Shop Safety & Repair	1.5
ASST1171	Ford Welding	1.0
ASST1173	Ford Fundamentals	2.0
ASST1175	Ford Electrical & Electronic Principles	12.0
ASST1177	Ford Brake Systems I	2.0
ASST1179	Ford Heating & Air Conditioning I	2.0
ASST1268	Dealer Cooperative Experience	12.0
ASST1360	Ford Electronic Engine Controls	10.0
ASST1361	Ford Diesel Engine & Fuel Systems	4.0
ASST1363	Ford Engine Repair	7.5
ASST1468	Dealer Cooperative Experience	12.0
ASST2529	Ford Manual Transmission, Transaxles, Clutches, and Transfer Cases	7.0
ASST2537	Ford Rear Axle & Driveline	2.0
ASST2538	Ford Advanced Diagnosis, & Driveability	7.0
ASST2546	Ford Heating & Air Conditioning II	3.5
ASST2668	Dealer Cooperative Experience	12.0
ASST2728	Ford Steering & Suspension Systems	4.0
ASST2745	Ford Brake Systems II	2.0
ASST2747	Ford Body Electrical & Electronics	7.5
ASST2748	Ford Automatic Transmissions & Transaxles	8.0
ASST2749	Ford New Product Update	2.0
		122.5

FORD ASSET
GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

General Motors ASEP
Automotive Service Educational Program

The Automotive Service Educational Program (ASEP) is offered jointly by General Motors and Southeast Community College in cooperation with GM dealers. Students spend four quarters as a full-time student on the Milford campus and the remaining three quarters working in a General Motors dealership.

Knowledge and experience

Through a carefully constructed program of classroom and experience-based education, students gain knowledge of engine fundamentals, electrical and electronic principles, fuel systems, brakes, steering and suspension systems, body computer systems, transmissions, heating and air conditioning systems. Students have access to new products and equipment necessary for proper and accurate diagnosis of current GM systems. They also receive regular updates on all new GM products to stay current with industry progress.

Dealership sponsor required

Students must arrange with a General Motors dealer to sponsor them during training, which rotates between the campus and the dealership. Wages are paid for work at the dealership.

Special Program Requirements

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

Employment after graduation

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

For more information about this SCC Program of Study, please contact:

Rick Morphew, General Motors ASEP Chair

GENERAL MOTORS (ASEP) AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM
Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 143.0-144.5

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

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

COURSE #	COURSE TITLE	CREDIT HRS
ASEP1170	GM Shop Orientation & Safety	2.0
ASEP1171	GM Welding	1.0
ASEP1173	GM Fundamentals	3.0
ASEP1175	GM Electrical and Electronic Principles	12.0
ASEP1177	GM Brake Systems	4.0
ASEP1268	Dealer Cooperative Experience	12.0
ASEP1360	GM Powertrain Electronic Systems	6.5
ASEP1363	GM Engine Repair	9.5
ASEP1379	GM Heating & Air Conditioning	5.0
ASEP1468	Dealer Cooperative Experience	12.0
ASEP2528	GM Steering and Suspension Systems	4.5
ASEP2529	GM Manual Transmission, Transaxles, Clutch & Transfer Case	7.0
ASEP2537	GM Rear Axle Service	2.0
ASEP2538	GM Advanced Powertrain Electronic Systems	3.5
ASEP2561	GM Diesel Fuel & Emission Control System	2.0
ASEP2668	Dealer Cooperative Experience	12.0
ASEP2743	GM Powertrain Electronic Systems & Driveability Diagnostics	5.5
ASEP2747	GM Body Electrical & Electronics	6.0
ASEP2748	GM Automatic Transmission & Transaxles	9.0
ASEP2749	GM New Product Update	2.0
		120.5

GM ASEP
GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Graphic Design

Graphic design prepares students for design careers in a variety of positions as art directors in advertising agencies, newspaper layout artists, outdoor billboard artists, publication designers, web designers, and numerous other businesses. Students learn to solve graphic design problems with hands-on application and individual direction. Computer and drawing board applications as well as extensive study, reading, research, testing, written and oral presentations are required.

Students learn basic theories, techniques and skills needed to produce multimedia art/advertising. Assignments simulate typical job-related projects requiring team and individual effort. Students work in individual computer stations using major software programs found in businesses today. Computer and drawing board applications as well as extensive study, reading, research, testing, written and oral presentations are required. Techniques, skills, theories and tools are a major emphasis. Students learn to design with a combination of media, graphics, photography and typography. Finished projects become part of the student's professional portfolio.

Special program requirements

One group of 18 students is accepted into the program every 18 months. Students are selected on the basis of an assessment of talent, interest and aptitude in a half-day workshop held at the College. Applicants will also submit a portfolio with at least eight samples of original art in various media of various subjects.

For the next acceptance date, please contact SCC-Milford.

Earn a degree — step up your career

Graduates of the Graphic Design program earn an associate of applied science degree.

For more information about this SCC Program of Study, please contact:

Merrill Peterson, Graphic Design Chair

GRAPHIC DESIGN

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in graphic design.

Credit Hours Required for Graduation:
Associate of Applied Science Degree: 139.0

GRAPHIC DESIGN AAS DEGREE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
EIGT1120	Drawing/Illustration I	6.0
EIGT1122	Introduction to Graphic Design	4.5
EIGT1126	Typography I	4.5
EIGT1136	Computer Graphics I	6.0
EIGT1230	Typography II	4.5
EIGT1234	Computer Graphics II	6.0
EIGT1238	Drawing/Illustration II	6.0
EIGT1240	Publication Design	4.5
EIGT1348	Computer Graphics III	6.0
EIGT1354	Color Theory	6.0
EIGT1356	Photography & Digital Imaging	6.0
EIGT1460	Environmental & Package Design	6.0
EIGT1465	Corporate Identity Design	6.0
EIGT1485	Web Design I	6.0
EIGT2567	Web Design II	6.0
EIGT2575	Graphic Design Portfolio I	7.5
EIGT2585	Print Reproduction Processes	4.5
EIGT2662	Web Design III	6.0
EIGT2664	Graphic Design Portfolio II	8.0
EIGT2799	Directed Independent Study in Graphic Design	1.0-5.0
EIGT2800	Graphic Design Internship	2.0
BSAD2520	Principles of Marketing	4.5
		117.5

GRAPHIC DESIGN
GENERAL EDUCATION REQUIREMENTS: 22.5 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Heating, Ventilation, Air Conditioning & Refrigeration Technology

Comprehensive training at its best

The Heating, Ventilation, Air Conditioning & Refrigeration Technology program offers training in the most current technologies for installation and maintenance of indoor temperature control systems.

Students in the program acquire basic concepts and practices using current materials and test instruments to prepare them for employment opportunities as HVAC/R service technicians and installers, maintenance in manufacturing and apartment buildings, plumbing, sheet metal, sales or design. Skills and knowledge for these careers are gained in the classroom/lab and through coop on-the-job training with industry.

They learn to use current materials and instruments for troubleshooting and ductwork design. Concepts and skills are applied to practical projects, including the design and installation of heating and air conditioning systems in a house built at SCC-Milford as a joint project with students in various construction programs.

Program entry

Students are admitted into the program during the summer and winter quarters.

Earn an associate's degree

Graduates of the program receive an associate of applied science degree.

Special Program Requirements

1. A grade of "C" or better is required in all prerequisite courses.
2. Students may substitute academic transfer courses for vocational general study courses.

For more information about this SCC Program of Study, please contact:

Glenn Pasho, Heating, Ventilation, Air Conditioning & Refrigeration Technology Chair

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in design, installation and servicing temperature control systems.

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

HVAC/R REQUIRED COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
HVAC1109	Electrical Fundamentals	4.0
HVAC1131	Refrigeration Theory I	5.0
HVAC1132	Piping Practices	3.0
HVAC1133	Plumbing Theory/Print Reading	5.0
HVAC1226	Refrigeration Lab I	6.0
HVAC1230	Electrical Principles & Practices	2.0
HVAC1234	Plumbing Code	5.0
HVAC1237	Refrigeration Theory II	5.0
HVAC1251	Hydronic Theory	4.0
HVAC1330	Residential HVAC Systems & Controls I	4.0
HVAC1331	Manual J/Manual D	6.0
HVAC1336	Sheet Metal Lab	3.0
HVAC1343	Refrigeration Theory III	5.0
HVAC1363	Heat Pump Principles	5.0
HVAC1434	Refrigeration Lab II	3.0
HVAC1435	HVAC Welding Practices	1.5
HVAC1440	Mechanical Code	1.5
HVAC1447	Commercial HVAC Fundamental & Practices I	5.0
HVAC1450	EPA Refrigerant Certification	2.5
HVAC1452	Residential Install Lab	2.0
HVAC1461	Residential HVAC Systems & Controls II	5.0
HVAC2500	Cooperative Education	10.0
HVAC2510	Post Cooperative Education	2.0
HVAC2600	HVAC/R Lab	5.0
HVAC2649	Commercial HVAC Fundamental & Practices II	5.0
HVAC2650	Troubleshooting Techniques	4.0
INFO1000	Computer Essentials	1.0
		109.5

HVAC
GENERAL EDUCATION REQUIREMENTS: 22.5 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Human Services

The Human Services program is an accredited program with the Council for Standards in Human Services Education. Students follow a comprehensive curriculum which includes general academic studies, human services core courses, and a minimum of 900 hours of direct client contact in clinical settings.

Choices of focus and degree

Students can earn an Associate of Applied Science Degree. Graduates are qualified to work in a variety of positions, including mental health technician, drug and alcohol abuse counselor, houseparent, youth worker, activities director, or senior center director.

Flexibility is a hallmark of Human Services

Students in Human Services typically complete an associate degree in eight quarters. However, schedules are planned to meet individual needs, and students may take longer to complete the program. Both daytime and evening classes are available. Students may enter the program any quarter.

Special program requirements

Students must complete a physical examination prior to acceptance into the program.

Students admitted to the program will have their names submitted to the Nebraska Child Abuse and Neglect Central Registry and to the Nebraska Adult Protective Services Central Registry. Students whose names appear on either registry will then have an opportunity to clear their name before beginning the clinical education portion of the program. An uncleared file with either registry may limit possible placements. A grade of "C" or above is required for all Human Services (HMRS) courses. Students should work with their advisor to establish a plan of study.

For more information about this SCC Program of Study, please contact:

David Lamb, Human Services Chair

HUMAN SERVICES

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 146.0

PROGRAM PREREQUISITES:

COURSE #	COURSE TITLE	CREDIT HRS
(During the first or second quarter for declared students)		
+HMRS1102	Counseling Theories and Techniques	4.5
+HMRS2591	Intra-personal Training for Human Services	2.0
		6.5

REQUIRED HUMAN SERVICES COURSES:

HMRS1101	Human Services Concepts **or**	
HMRS1404	Introduction to Social Work	4.5
HMRS1201	Health Foundations	4.5
HMRS1202	Behavior Therapy	4.5
HMRS1302	Crisis Intervention	4.5
HMRS1320	Multicultural Competency	4.5
+HMRS1357	Multicultural Counseling	4.5
+HMRS1402	Group Theory & Process	4.5
+HMRS1403	Assessment, Case Planning/ Management & Professional Ethics for A & D **or**	
HMRS1405	Case Management & Ethics for Human Services	4.5
		36.0

REQUIRED CLINICAL COURSES:

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

• Approved Nursing Home Administration licensure courses.
* Meets Nebraska requirements for activities worker in long term care facilities.

ADDITIONAL HMRS REQUIRED COURSES:
(Select 4 classes totaling 18 hours from the following classes)

HMRS1355	Strategies for Relaxation	4.5
HMRS2360	Women's Issues in Human Services	4.5
HMRS2363	Death, Dying, Grieving, & Loss	4.5
HMRS2501	Developmental Disabilities	4.5
*HMRS2502	Activities and Recreation in Human Services	4.5
HMRS2504	Mental Retardation	4.5
HMRS2516	Co-Dependency & Dysfunctional Families	4.5
+HMRS2517	Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction	4.5
+HMRS2518	Clinical Treatment Issues in Chemical Dependency	4.5
HMRS2521	Applied Behavior Analysis	4.5
HMRS2523	Human Sexuality	4.5
HMRS2524	Advanced Counseling	4.5
HMRS2533	Youth & the Juvenile Justice System	4.5
•HMRS2541	Social Services-Long Term Care Facilities	4.5
HMRS2542	Financial Management for Long Term Care	4.5
•HMRS2544	Patient Care & Services	4.5
•HMRS2547	Administration for Long Term Care Facilities	4.5
•HMRS2549	Rules, Regulations and Standards Relating to the Operation of a Health Care Facility	4.5
HMRS2550	Assisted Living Facility Licensure, Regulations, and Standards	4.5
		18.0

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

HMRS ELECTIVES:
Any of the previous "ADDITIONAL HMRS REQUIRED COURSES" not used as part of the (18.0 credits) may be used as electives. The program also offers elective courses, or a student may choose from any College credit course or a combination of all three. The program recommends a computer course for students who have no computer skills.

ELECTIVES:
(Select 12 hours from the following classes)

HMRS1150	Communication & Assertiveness Training	2.0
HMRS2361	Domestic Violence	3.0
HMRS2362	Child Abuse	3.0
HMRS2364	Adult Survivors of Child Sexual Abuse	3.0
HMRS2365	Mental Illness & Family Issues	3.0
HMRS2505	Non-aversive Intervention for Problem Behaviors	2.5
HMRS2710	Clinical Education VII	5.0
HMRS2711	Clinical Education for Alcohol/Drug Counseling V	6.0
HMRS2811	Clinical Education for Alcohol/Drug Counseling VI	6.0
		12.0

GENERAL EDUCATION REQUIREMENTS:
31.5 hours

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

(One class from each of the following areas)

• ORAL COMMUNICATIONS	4.5
• WRITTEN COMMUNICATIONS	4.5
• MATHEMATICS	4.5

(One class from three areas below) 4.5

- SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

- SOCIAL SCIENCE

PSYC1250	Interpersonal Relations	4.5
PSYC1810	Introduction to Psychology	4.5
SOCI1010	Introduction to Sociology	4.5

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

ADDITIONAL REQUIREMENTS:

+PSYC2960	Life-span Human Development	4.5
PSYC2980	Abnormal Psychology	4.5
		9.0

• Approved Nursing Home Administration licensure courses.
* Meets Nebraska requirements for activities worker in long term care facilities.

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

REQUIREMENTS FOR ALCOHOL & DRUG (A & D) ABUSE COUNSELOR STUDENTS:
+Advanced standing is available for those individuals seeking an educational program approved to offer training for State of Nebraska certification as a provisional alcohol and drug abuse counselor. Prospective students with degrees in related health and human services fields may apply for advanced standing. Students seeking the A.A.S. degree must complete a minimum of 48.0 quarter credits from Southeast Community College.

REQUIREMENTS FOR PROVISIONAL A & D CERTIFICATION:
1. A minimum of 300 clinical hours of clinical performance with a CADAC counselor. (At least 10 hours in each of the 12 core competencies/functions.
2. Hours supervised at 1:10 ratio by supervisor.
3-9. HMRS1102, HMRS1357, PSYC2960 (not online), HMRS1402, HMRS1403, HMRS2517, and HMRS2518.

See page 64 for a complete list of General Education Courses.

John Deere Ag Parts

The first of its kind in the United States, the John Deere Ag Parts program has given hundreds of people a unique training and employment opportunity.

Carefully designed curriculum

The John Deere Ag Parts program provides students a balance of classroom instruction, laboratory experience and on-the-job experiences. Instruction begins on campus for the first two quarters, then alternates quarters between a John Deere dealership and the campus. Students gain competence and expertise in parts nomenclature, shipping and receiving, computer parts system, inventory control and management. The basic components of parts marketing are emphasized: selling, merchandising, and telemarketing techniques. Communications, mathematics and personal finance courses round out the curriculum. Graduates of the program earn an associate of applied science degree.

Special program requirements and benefits

The program starts every two years. In addition to meeting the general requirements of Southeast Community College, students are tested to evaluate potential for success in the John Deere Ag Parts program. Selected applicants must secure a John Deere dealership sponsor for off-campus training. Students earn wages for hours of dealership work and are expected to continue employment at the dealership after graduation.

For more information about this SCC Program of Study, please contact:

Dennis Medinger, John Deere Ag Parts Chair

JOHN DEERE AG PARTS

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in John Deere dealerships in parts management and merchandising.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 117.0

The John Deere Ag Parts program prepares students to be entry level parts department personnel for John Deere dealers. This program is offered jointly by SCC and the John Deere Co. in cooperation with John Deere dealers. Upon completion of the program, graduates typically continue employment at a sponsoring John Deere dealership. Each student spends four quarters on campus and two quarters working in a sponsoring John Deere dealership.

JOHN DEERE AG PARTS COURSES:
Course offerings and prerequisites will be determined by the program.

COURSE #	COURSE TITLE	CREDIT HRS
JDAP1140	Product Knowledge I	7.0
JDAP1141	Shipping & Receiving	1.5
JDAP1142	John Deere Merchandise	7.0
JDAP1143	Concepts of Merchandising	4.5
JDAP1247	Product Knowledge II	7.0
JDAP1248	References, Electronic Cataloging	5.0
JDAP1249	Counter Sales	5.0
JDAP1351	Dealer Cooperative Education	12.0
JDAP2454	Inventory Control & Management	9.0
JDAP2455	Product Knowledge III	5.0
JDAP2558	Dealer Cooperative Experience	12.0
JDAP2660	Marketing Strategies	7.5
JDAP2662	Parts Marketing & Management	7.5
BSAD2270	Professional Selling	4.5
		94.5

JOHN DEERE AG PARTS
GENERAL EDUCATION REQUIREMENTS: 22.5 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

John Deere Ag Tech

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

Carefully designed curriculum

John Deere Ag Tech program students receive classroom, laboratory and on-the-job experiences. The first two quarters of instruction take place on campus with alternate quarters at a John Deere dealership and on campus. Students gain competence and expertise in general engine fundamentals and repair, focusing on systems, such as electrical and electronics, fuel injection, hydraulic, heating and air conditioning. They learn how to set up and adjust John Deere products–tractors, tillage, planting, harvesting and monitoring equipment. College-level communications, mathematics and personal finance round out the program.

Special program requirements and benefits

New students are admitted once a year. In addition to meeting the general requirements of Southeast Community College, students are tested to evaluate potential for success in the John Deere Ag Tech program. Selected applicants must secure a John Deere dealership sponsor for off-campus training. Students earn wages for hours of dealership work and are expected to continue employment at the dealership after graduation.

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

For more information about this SCC Program of Study, please contact:

Bill August, John Deere Ag Tech Chair

JOHN DEERE AG TECH

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in John Deere dealerships.

Credit Hours Required for Graduation:
Associate of Applied Science Degree: 157.5-159.0

JOHN DEERE AG TECH COURSES:
Course offerings and prerequisites will be determined by the program. A grade of "C" (2.0) or better in all JDAT classes is required to progress through the program.

COURSE #	COURSE TITLE	CREDIT HRS
JDAT1140	John Deere Fundamentals	5.5
JDAT1142	John Deere Orientation & Safety	4.5
JDAT1144	John Deere Welding	1.5
JDAT1146	John Deere Electrical/Electronics I	9.0
JDAT1240	John Deere Theory of Engine Operation	7.0
JDAT1242	John Deere Engine Repair	8.0
JDAT1244	John Deere Fuel Systems	2.0
JDAT1246	John Deere Tractor Performance	2.0
JDAT1370	Dealer Cooperative Experience	12.0
JDAT1440	John Deere Heating/ Air Conditioning	4.0
JDAT1442	John Deere Electrical/Electronics II	7.0
JDAT1446	John Deere Hydraulics I	6.5
JDAT1448	John Deere Power Trains I	6.5
JDAT2540	John Deere Hydraulics II	13.5
JDAT2542	John Deere Power Trains II	12.0
JDAT2670	Dealer Cooperative Experience	12.0
JDAT2740	John Deere Hydraulics II	3.5
JDAT2742	John Deere Power Trains III	3.5
JDAT2744	John Deere Tillage and Seeding Equipment	2.0
JDAT2746	John Deere Harvesting Equipment	7.0
JDAT2748	John Deere Electrical/Electronics III	4.0
JDAT2750	John Deere Advanced Technologies	2.0
		135.0

JOHN DEERE AG TECH
GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 hours

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

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

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Laboratory Science Technology

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

Graduates work in a variety of laboratories, including quality assurance, analytical chemistry, biochemistry, biotechnology, microbiology, water treatment, and wastewater treatment. Starting salaries are typically in the $22,000 - $25,000 range. Hands-on laboratory experience and on-site practicums offer ample opportunities to perfect lab skills. The program is highly regarded in the industry and has been approved by the American Chemical Society through its Chemical Technology Program Approval Service.

Earn a diploma or an associate degree

Graduates may earn a diploma in four quarters of full-time study or an associate's degree in six quarters, full-time. Both choices include basic core courses and qualify graduates to work as a laboratory technician.

Starting Dates

Qualified students are able to enter the program during any quarter on either a full- or part-time basis.

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.

For more information about this SCC Program of Study, please contact:

Don Mumm, Laboratory Science Chair

LABORATORY SCIENCE TECHNOLOGY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA

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

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

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

REQUIRED LBST COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
*LBST1100	Laboratory Science Orientation	1.0
*LBST1101	Applied Chemistry I	3.0
*LBST1102	Applied Chemistry II	3.0
*LBST1111	Applied Chemistry I Laboratory	1.5
*LBST1112	Applied Chemistry II Laboratory	1.5
*LBST1121	Analytical Chemistry for Technicians I	3.0
*LBST1131	Analytical Chemistry I Laboratory	1.5
*LBST1161	Organic Chemistry	3.0
*LBST1171	Organic Chemistry Laboratory	1.0
*LBST1205	Introductory Biology	3.0
*LBST1215	Introductory Biology Laboratory	1.5
*LBST1221	Introduction to Microbiology	2.0
*LBST1231	Introduction to Microbiology Laboratory	1.5
*LBST1301	Water Quality	3.0
*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

LABORATORY SCIENCE GENERAL EDUCATION REQUIREMENTS: 24.0 hours

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

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

MATH1100 Intermediate Algebra or higher 4.5
- SCIENCE

PHYS1150 Descriptive Physics 6.0
- SOCIAL SCIENCE

No two classes may be selected from the same area.

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

ADDITIONAL REQUIREMENTS: 11.0 hours

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

Microcomputer Elective	2.0
Microcomputer Elective	3.0
Biology Elective	3.0
Advisor Approved Elective	3.0

*Core classes required for a diploma.
+Any four classes with this designation, including accompanying laboratory class if applicable, must be chosen to apply toward a diploma.

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

LBST2522 Cooperative Education may be used as a substitution for LBST2501/2502 Practicum, please see program advisor.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Land Surveying/Civil Engineering Technology

Land Surveying/Civil Engineering Technology is a comprehensive, six-quarter program, with thorough training in surveying, AutoCAD civil drafting with Land Development Desktop applications, and conventional board drafting. Students train on the latest surveying and drafting equipment, including electronic distance measuring instruments, digital read-outs and a state-of-the-art CAD laboratory. Studies include blueprint reading, soils and concrete inspection processes, utility systems, construction materials and safety practices. One quarter is spent in an internship with a cooperating employer, where students earn a salary and absorb valuable on-the-job experiences. Additional courses in math, communications and personal finance build student's practical business expertise.

Degree and career opportunities

Graduates are awarded an associate of applied science degree and find positions in private consulting, engineering firms, governmental engineering departments, materials testing laboratories, and private surveying companies.

Program admission dates

For information on admission dates, please contact the Admissions Office.

Special Program requirements

A minimum grade of "C" or 70% is required in all LSCE and General Education courses to progress through or graduate from the program.

For more information about this SCC Program of Study, please contact:

Dale Mueller, Land Surveying/Civil Engineering Chair

LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for employment opportunities as land surveyors, civil drafters and construction material inspectors.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 126.5

REQUIRED LSCE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
LSCE1110	Land Surveyors Math	5.0
LSCE1120	Plane Surveying	9.0
LSCE1126	Civil Drafting I	6.0
LSCE1220	Engineering Surveying	6.0
LSCE1226	Civil Drafting II	5.0
LSCE1230	Earthworks Inspection	3.0
LSCE1232	Highway Plan Reading	3.0
LSCE1320	Route and Construction Surveying	5.0
LSCE1324	Concrete Inspection	4.0
LSCE1326	Civil Drafting III	2.0
LSCE1346	Computer Aided Drafting	6.0
LSCE1392	Pre-Cooperative Education	1.0
LSCE1400	Cooperative Education	10.0
LSCE1441	Post-Cooperative Education	2.0
LSCE2520	Geodetic Surveying	11.0
LSCE2526	Civil Drafting IV	3.0
LSCE2546	Applied Computer Aided Drafting	5.0
LSCE2620	Boundary Control and Legal Principles	5.0
LSCE2626	Civil Drafting V	3.0
LSCE2646	Advanced Computer Aided Drafting	5.0
LSCE2667	Land Surveying Systems	5.0
		104.0

GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

MATH1080 Applied Algebra & Trigonometry (or higher)

- COMPUTER TECHNOLOGY
- SOCIAL SCIENCE

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Machine Tool Technology

The Machine Tool Technology program provides curriculum and experience in tool and materials selection, blueprint-reading, measurement, and project layout. In addition to machine-specific training, students also receive a foundation in academic subjects useful in the manufacturing industry.

SCC provides instruction in the fundamentals of conventional machine operation, materials and manufacturing processes. Students practice skills on the College's state-of-the-art machines, including Computer Numerical Control machines, CNC lathes and milling machines, CNC wire feed and Ram-type electrical discharge machines. Laboratories provide valuable experience in computer aided drafting (CAD) using AutoCAD software, and computer aided manufacturing (CAM) using TEKSOFT.

Two possible levels of mastery

Machine Tool Technology offers the choice of completing a diploma or an associate of applied science degree, depending upon career and education goals. Each level is carefully planned around a common core of classes, so students can readily continue to the next level. With completion of each academic level, students gain additional skills which will benefit them in attaining the position and salary level desired.

Admission and completion

New students are admitted to the program each quarter. Graduates earn either a diploma or an associate of applied science degree. They can expect to find high quality careers in many areas: general and production machining, toolmaking, moldmaking, tool designing, CNC programming, machine maintenance and quality assurance.

Gain experience along with education

Individualized instruction and plenty of hands-on training characterize the Machine Tool Technology program. In state-of-the-art laboratories, students practice skills on the same or similar equipment and materials commonly used in the industry.

For more information about this SCC Program of Study, please contact:

John Gabelhouse, Machine Tool Co-chair-Lincoln;

Brian Livingston, Machine Tool Co-chair-Lincoln;

Scott Kahler, Machine Tool Chair-Milford

MACHINE TOOL TECHNOLOGY

Lincoln and Milford Campuses

DIPLOMA • ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as a skilled machinist and a specialist in die making, mold making, and tool & die making.

Credit Hours Required for Graduation:

• Diploma: 80.5

• Associate of Applied Science: 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	6.5
MACH1453	CNC Lathe	3.5
MACH1454	CAM	2.0
		71.5

MACH A.A.S. DEGREE REQUIREMENTS:
Not all courses may not be available at each SCC campus.

DIE MAKER FOCUS: (Milford)

MACH2530	Die Design I	2.0
MACH2532	Die Making Lab I	7.0
MACH2547	Die Theory	5.0
MACH2634	Die Design II	2.0
MACH2636	Die Making Lab II	7.0
MACH2535	Mold Theory	5.0
		28.0

MOLD MAKER FOCUS: (Milford)

MACH2535	Mold Theory	5.0
MACH2537	Injection Mold Design	2.0
MACH2538	Mold Making Lab I	7.0
MACH2547	Die Theory	5.0
MACH2640	Injection Mold Design II	2.0
MACH2642	Mold Making Lab II	7.0
		28.0

TOOL AND DIE MAKER FOCUS: (Lincoln)

WELD1174	Machine Tool Welding	1.5
MACH2244	Tool and Cutter Grinding	3.0
MACH2246	Jigs and Fixtures	6.0
MACH2256	Die Construction	7.0
MACH2258	Quality Control	3.0
MACH2266	Advanced Die Construction	7.5
		28.0

MACHINE TOOL TECHNOLOGY GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

(Two classes from four areas below)
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

To complete the diploma, a total of nine (9.0) general education requirements must be fulfilled. MATH1000 plus one other general education course from Oral or Written Communications.)

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Manufacturing Engineering & CAD Technology

The Manufacturing Engineering and CAD Technology program provides focused instruction in traditional and computer-aided drafting, layout and design of fabricated products, study of materials used in manufacturing, plant layout and materials handling, manufacturing processes, and use of machines. Students also study quality control, time and motion efficiency, tool and product design, and mold design. Classes in applied mathematics, physics, personal finance and communication help to round out the curriculum.

Certified Program

The Manufacturing Engineering and CAD Technology program is fully certified at the Design Drafter level by the American Design Drafting Association (www.adda.org). New students are accepted every other quarter. Students attend six quarters and earn an Associate of Applied Science degree and in some cases, if they so choose, can transfer credits to a four-year institution for a baccalaureate degree. Students who know which four-year institution they prefer to transfer to should check with an advisor from that college to ensure smooth transfer of credits.

Establish important contacts in your field:

While in college, most students take advantage of student membership in the Society of Manufacturing Engineers (www.sme.org). This provides an opportunity to learn more about the industry and meet other engineers and technicians. Students in the program are eligible, in their sixth quarter, to take the Certified Manufacturing Technologist exam offered by the Society of Manufacturing Engineers.

Graduates are highly recruited and can expect to find quality work in engineering technology within engineering firms, corporations, and state and federal governmental agencies.

For more information about this SCC Program of Study, please contact:

George Matzen, Manufacturing Engineering & CAD Chair

MANUFACTURING ENGINEERING & CAD TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

This program prepares students for manufacturing or engineering careers in drafting, layout and design of products.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 145.0

Graduates of the program are trained to be a member of an engineering team. They will work with everyone, from the engineers to the individuals in the shop, to design and build their company's products. The Manufacturing Engineering & CAD Technology program is fully certified at the Design Drafter level by the American Design Drafting Association (www.adda.org). Students in the program are eligible in their sixth quarter, to take the Certified Manufacturing Technologist exam offered by the Society of Manufacturing Engineers (www.sme.org).

Please note: A grade of "C" or better is required in all prerequisite courses.

MANUFACTURING ENGINEERING & CAD TECHNOLOGY
AAS DEGREE REQUIREMENTS:

COURSE #	COURSE TITLE	CREDIT HRS
MFGT1125	Materials of Industry	5.0
MFGT1144	Industrial Drafting I	8.5
MFGT1250	Industrial Drafting II	5.5
MFGT1333	Applied Hydraulic & Pneumatics	8.0
MFGT1350	Computer Aided Drafting	4.5
MFGT1354	Elementary Tool Design	6.5
MFGT1362	Plant Layout & Materials Handling	3.5
MACH1370	Applied Trigonometry	4.5
MFGT1413	Electrical Fundamentals	5.0
MFGT1421	Manufacturing Processes I	5.0
MFGT1429	CNC Machines	3.5
MFGT1441	Machine Design	5.0
MFGT1456	Manufacturing Processes II	4.5
MFGT1458	Electrical Drafting	2.0
MFGT2549	Quality Assurance & SPC	5.0
MFGT2551	Time & Motion Study	5.0
MFGT2559	Advanced Geometric Dimensioning & Tolerancing	5.0
MFGT2560	Manufacturing Processes III	4.0
MFGT2566	Tool & Product Design	4.0
MFGT2635	Plastics: Design & Engineering	5.0
MFGT2643	Strength of Materials	5.0
MFGT2668	Design and Production Problems	3.5
MFGT2670	Advanced CAD/CAE Autodesk Inventor	5.5
MFGT2672	Mechanisms	5.0
		118.0

MANUFACTURING ENGINEERING & CAD GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

(Two classes from four areas below)
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

To complete the AAS degree, students are also required to take:

OFFT1110 Business Communications 4.5

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Mass Media

Mass Media program students can choose to earn an associate of applied science with a focus in either broadcasting or communication. The Broadcasting focus provides a solid background in radio with plenty of on-air and station management experience at the College's radio station, **KQIQ-88.3 FM.**

The Communication focus is ideal for students who want to use acquired skills such as photography, production, writing and public relations in other fields. Six areas of emphasis in communication are offered: Agriculture Business and Management Technology, Business, Health Occupations, Humanities, Social Science or Math, and Science. Working on the campus newspaper, ***The Challenge***, provides practical experience for students.

Choice of degree

If the student's ultimate goal is to earn a bachelor's degree, the Academic Transfer program provides general education courses intended for transfer to a four-year institution. Additional courses in broadcasting or communication are included. Graduates of the Academic Transfer program earn an associate of arts degree.

SCC transfer agreements with public and private four-year colleges and universities allow transfer of SCC credits. However, if students know the institution to which they will transfer, it is their responsibility to check with an appropriate advisor at the four-year college to determine the best course selection for transfer.

For more information about this SCC Program of Study, please contact:

Jerry Fritz, Mass Media Chair

MASS MEDIA

Beatrice Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for a career in broadcasting or communication or transfer to a senior institution.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree 93.0

MASS MEDIA REQUIREMENTS:

COURSE #	COURSE TITLE	CREDIT HRS
BRDC1710	Survey of Electronic Media	4.5
BRDC1860	Radio Workshop	4.5
BRDC2100	Broadcast Media Production	4.5
BRDC2760	Broadcast Management	4.5
BRDC2830	Communication Law & Ethics	4.5
BRDC2860	Radio Workshop	4.5
BRDC2780	Public Relation Strategies & Techniques	4.5
BRDC2970	Broadcast Internship	4.5
JOUR1810	Introduction to Mass Communication	4.5
JOUR1820	News Writing & Reporting	4.5
		45.0

MASS MEDIA
GENERAL EDUCATION REQUIREMENTS: 48.0 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

	• ORAL COMMUNICATIONS	4.5
	• WRITTEN COMMUNICATIONS	4.5
ENGL1010	Composition I (prerequisite to ENGL1020)	
	• MATHEMATICS	4.5
MATH1150	College Algebra (or higher)	
	• SCIENCE	12.0
	• SOCIAL SCIENCE	4.5
	• HUMANITIES	9.0
	• COMPUTER TECHNOLOGY	4.5

No two classes may be selected from the same area.

In addition students must complete the following course.

ENGL1020 Composition II 4.5

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

Please note - for students who wish to continue on to a 4-year institution: It is the student's responsibility to check with the receiving institution where credits will be transferred. Even though most courses listed under the Academic Transfer area at SCC transfer to most colleges and universities, you should consult with your advisor, the Registrar's office in Beatrice and Milford or Career Services in Lincoln to be sure the courses you take are applicable to the degree you are seeking. Copies of some university/college degree requirements are available in the Registrar's office in Beatrice and Milford and in Career Services in Lincoln.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Medical Assisting

The trained medical assistant is increasingly an essential member of the medical team in medical offices, clinics, and hospitals, providing vital support services in a variety of skill areas. The Medical Assisting program includes instruction in office patient care procedures and basic laboratory techniques. The student also learns office practices and receptionist/secretarial duties related to a medical environment. A clinical experience is provided for students in cooperation with physicians and surgeons in Lincoln and surrounding communities.

Earn a diploma from an accredited program

Graduates of this program receive a diploma and are eligible to take the American Association of Medical Assistants Certification Examination to become a Certified Medical Assistant. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208), on recommendation of the Committee on Accreditation for Medical Assistant Education.

Program starting dates

Students are admitted to the program in the spring and fall quarters.

Special program requirements

1. Students must complete a health statement before acceptance into the Medical Assisting program.

2. Students may be requested by clinical sites to submit to and pass drug testing and to a reasonable background investigation, including a criminal background check.

3. Students must pass all required courses for the program with a "C+" or better to continue through the program.

4. All students must have a Current CPR card - Module C, prior to enrolling in fourth quarter classes.

5. MEDA1301, MEDT1161/1171/1181/ & 1191 taken and passed concurrently or all must be repeated.

Keyboarding placement is dependent on assessment of skills. Testing is available in the Testing Center.

High school biology and other natural sciences are recommended prerequisites to Medical Assisting.

For more information about this SCC Program of Study, please contact:

Jeanette Goodwin, Medical Assisting Chair

MEDICAL ASSISTING

Lincoln Campus

DIPLOMA

Prepares students for a career in medical assisting, including patient care, laboratory procedures, and medical office administration.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Credit Hours Required for Graduation:
• Diploma: 80.5

To complete a diploma in the Medical Assisting program, courses are generally taken in the following order.

COURSE #	COURSE TITLE	CREDIT HRS
LPNS1103	Anatomy & Physiology	6.0
MEDA1101	Medical Terminology I	2.0
MEDA1102	Medical Assisting Orientation	2.0
OFFT1710	Word Applications I	4.0
MEDA1204	First Aid	2.0
MEDA1201	Medical Terminology II	3.0
MEDA1202	Communication in Allied Health	4.5
MEDA1203	Medical Law, Ethics & Bioethics for the Medical Office Employee	3.0
MEDA1406	Basic Pharmacology	2.0
MEDA1407	Medical Calculations	1.0
OFFT1160	Keyboarding III	3.0
MEDA1301	Examination Room Techniques	7.5
MEDT1161	Basic Urinalysis & Microbiology for the Office Laboratory	1.0
MEDT1171	Basic Urinalysis & Microbiology Laboratory	1.0
MEDT1181	Basic Hematology for the Office Laboratory	1.0
MEDT1191	Basic Hematology Laboratory	1.0
OFFT1190	Medical Assisting Machine Transcription	4.5
OFFT2440	Medical Office Procedures	4.5
MEDA1401	Clinical Education	8.0
MEDA1402	Senior Clinical Seminar	3.0
MEDA1404	Medical Diseases	3.0
MEDA1405	Insurance for the Medical Office	4.5
		71.5

Please note: Felony convictions may prevent a graduate from acquiring certification. Contact the American Association of Medical Assistants (AAMA) Certifying Board for more information.

GENERAL EDUCATION REQUIREMENTS:
9.0 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

• WRITTEN COMMUNICATIONS

ENGL1010 Composition I 4.5

• COMPUTER TECHNOLOGY

BSAD1010 Microsoft Applications I 4.5

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

MEDICAL CODING

Lincoln Campus

DIPLOMA

Southeast Community College in cooperation with Central Community College provides the opportunity for students to enter the occupation of Medical Coding. If interested, contact the admissions office on the Lincoln Campus.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Medical Laboratory Technology

The Medical Laboratory Technician performs clinical laboratory tests that aid in the diagnosis and treatment of disease. The program includes principles and technical instruction in the areas of hematology, clinical chemistry, clinical microbiology, immunohematology (blood banking), immunology/serology, parasitology, urinalysis, and clinical microscopy. Students obtain additional laboratory experiences and learning opportunities within hospital and clinic laboratories.

Accreditation and certification

The Medical Laboratory Technician Program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS). A graduate of the program is eligible to take national certification examinations offered by the American Society for Clinical Pathology (ASCP) and/or National Certification Agency for Clinical Laboratory Sciences (NCA), and may also transfer these two years of credits to the University of Nebraska Medical Technology program.

Admission and completion

Students are admitted into the program in the summer quarter. The program can be completed in eight full-time quarters.

Special Program Requirements:

A minimum grade of "C" is required in all courses. A health statement, including a skin test for tuberculosis and/or a chest x-ray, laboratory tests, and immunizations, is required before acceptance into the program. A cardiopulmonary resuscitation (CPR) card and a repeat skin test for tuberculosis and/or a chest x-ray are required prior to Clinical Education I.

Advanced Standing: Students with previous college credit may apply for advanced placement pending evaluation of transcripts and availability of class space.

Options: Students may choose a three-year option in which to complete the program.

For more information about this SCC Program of Study, please contact:

Janis Bible, Medical Laboratory Technology Chair

MEDICAL LABORATORY TECHNOLOGY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as technicians in medical laboratories, performing clinical laboratory tests to obtain test results used by a physician.

This program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 8410 W. Byrn Mawr Ave., Ste. 670, Chicago, IL 60631, 773-714-8880, www.naacls.org

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 133.5

MEDICAL LABORATORY TECHNOLOGY REQUIREMENTS:

COURSE #	COURSE TITLE	CREDIT HRS
LBST1101	Applied Chemistry I	3.0
LBST1111	Applied Chemistry I Laboratory	1.5
LBST1205	Introductory Biology	3.0
LBST1215	Introductory Biology Laboratory	1.5
MEDT1101	Clinical Laboratory Procedures	2.0
LBST1221	Introduction to Microbiology	2.0
LBST1231	Introduction to Microbiology Lab	1.5
LBST1102	Applied Chemistry II	3.0
LBST1112	Applied Chemistry II Laboratory	1.5
MEDT1201	Medical Laboratory Measurements	2.0
MEDT1100	Procedures in Phlebotomy	2.5
LBST1161	Organic Chemistry	3.0
LBST1171	Organic Chemistry Laboratory	1.0
MEDT1301	Clinical Microbiology I	2.0
MEDT1311	Clinical Microbiology I Laboratory	2.0
MEDT1321	Hematology I	2.0
MEDT1331	Hematology I Laboratory	2.0
LBST1121	Analytical Chemistry I	3.0
LBST1131	Analytical Chemistry I Laboratory	1.5
BIOS2130	Human Physiology and Laboratory	6.0
MEDT1401	Clinical Microbiology II	2.0
MEDT1411	Clinical Microbiology II Laboratory	2.0
MEDT1421	Hematology II	2.0
MEDT1431	Hematology II Laboratory	2.0
LBST2125	Instrumental Analytical Chemistry	3.0
LBST2135	Instrumental Analytical Chemistry Laboratory	1.0
MEDT2501	Urinalysis	1.0
MEDT2511	Urinalysis Laboratory	1.0
MEDT2521	Immunohematology I	1.0
MEDT2531	Immunohematology I Laboratory	1.0
MEDT2541	Clinical Chemistry I	2.5
MEDT2551	Clinical Chemistry I Laboratory	2.0
MEDT2561	Immunology	2.0
MEDT2571	Immunology/Serology Laboratory	2.0
MEDT2581	Hemostasis	1.5
MEDT2591	Hemostasis Laboratory	1.0
MEDT2601	Parasitology	1.0
MEDT2611	Parasitology Laboratory	1.0
MEDT2621	Immunohematology II	1.0
MEDT2631	Immunohematology II Laboratory	1.0
MEDT2641	Clinical Chemistry II	2.5
MEDT2651	Clinical Chemistry II Laboratory	2.0
MEDT2681	Clinical Orientation I	2.0
MEDT2690	Clinical Education I	2.5
MEDT2701	Clinical Education II	11.0
MEDT2702	Clinical Seminar I	2.0
MEDT2703	Clinical Orientation II	2.0
MEDT2801	Clinical Education III	11.0
MEDT2802	Clinical Seminar II	2.0
		114.0

OPTIONAL:

MEDT2710	Clinical Project I	1.0 - 3.0
MEDT2810	Clinical Project II	1.0 - 3.0

GENERAL EDUCATION REQUIREMENTS: 19.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

- WRITTEN COMMUNICATIONS 4.5

*ENGL1010 Composition I

- MATHEMATICS 4.5

MATH1100 Intermediate Algebra or higher

- ORAL COMMUNICATIONS 4.5

*SPCH1090 Fundamentals of Human Communication or
*SPCH1110 Public Speaking

- SOCIAL SCIENCE 4.5
- COMPUTER TECHNOLOGY 1.5

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

* Recommended for transfer to 4-year institution. UNMC Articulation Agreement.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Microcomputer Technology

Students in Microcomputer Technology have the option of earning a certificate or an associate of applied science degree. The certificate level provides basic instruction in software applications, operating systems, and hardware installation. Or students can go on to earn an associate degree, acquiring a foundation in general education, business-related courses, and advanced training in microcomputers.

Choosing a focus

Four focuses are available at the associate degree level: PC Support, Microcomputer Programming, Web Applications Programming, or Network Management.

Each focus trains students in a core group of competencies and further develops specialized skills and knowledge. The program of study is designed to accommodate full-time and part-time students, and is a flexible way to build marketable skills for employment.

Program starting dates

The Microcomputer Technology program accepts new full-time day students in the fall and spring quarters only. Part-time evening students are accepted any quarter. Both day and evening classes are available, but not every course is offered each term.

Special Program Requirements

All INFO courses have the prerequisite of prior computer experience or coursework. Additional prerequisites are listed in the course description section of the college catalog. Courses taken in the Microcomputer Technology program must be completed with a grade of "C" or better if the class is a prerequisite.

For more information about this SCC Program of Study, please contact:

Linda Bettinger, Microcomputer Co-chair-Lincoln;

Jo Schuster, Microcomputer Co-chair-Lincoln

MICROCOMPUTER TECHNOLOGY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE • CERTIFICATE

Prepares students for careers in the microcomputer field.

Credit Hours Required for Graduation::

- **Associate of Applied Science Degree: 110.0**
  - **Network Manager Focus**
  - **PC Support Specialist Focus**
  - **Microcomputer Programmer Focus**
  - **Web Applications Programmer Focus**
- **Certificate: 30.5**

CERTIFICATE REQUIREMENTS:

COURSE #	COURSE TITLE	CREDIT HRS
INFO1121	Microsoft Word	1.5
INFO1131	Microsoft Excel	1.5
INFO1141	Windows 2000 Professional	2.0
INFO1151	Microcomputer Fundamentals	4.5
INFO1211	Microsoft Access	1.5
INFO1261	MS-DOS	2.5
INFO1311	Database Concepts	3.0
INFO1371	Hardware Installation & Maintenance	3.0
INFO1381	Data Communications & Networking	4.5
INFO1431	Web Page Fundamentals	2.0
MATH1000	Basic College Math or higher level MATH class	4.5
		30.5

AAS DEGREE CORE COURSES:

The following core courses must be completed to meet the requirements for all four specializations in the Microcomputer Technology AAS degree - Network Manager, Microcomputer Programmer, PC Support Specialist, and Web Applications Programmer.

INFO1121	Microsoft Word	1.5
INFO1131	Microsoft Excel	1.5
INFO1141	Windows 2000 Professional	2.0
INFO1151	Microcomputer Fundamentals	4.5
INFO1211	Microsoft Access	1.5
INFO1261	MS-DOS	2.5
INFO1311	Database Concepts	3.0
INFO1381	Data Communications & Networking	4.5
INFO1431	Web Page Fundamentals	2.0
INFO1441	Advanced Windows 2000 Professional	3.0
INFO2511	Microcomputer Lab Assistant	1.0
INFO2531	UNIX Operating System	2.0
INFO2611	Microcomputer Practicum **or**	
OFFT2000	Employment Techniques	3.0
OFFT1110	Business Communications	4.5
		36.5

NETWORK MANAGER FOCUS:

INFO1371	Hardware Installation & Maintenance	3.0
INFO1391	TCP/IP	3.0
INFO1453	Customer Support	2.0
INFO1463	Advanced Hardware Troubleshooting	3.0
INFO1495	Novell Network Administration	4.5
INFO2585	Windows 2000 Server Administration	4.5
INFO2631	Linux Network Administration	4.5
INFO2695	Advanced Windows 2000 Server	3.0
		27.5

BUSINESS SUPPORT ELECTIVE CHOOSE FROM: 4.5

BSAD1050	Introduction to Business
BSAD2540	Principles of Management
BSAD2520	Principles of Marketing
OFFT1310	Office Accounting I

TECHNICAL ELECTIVES CHOOSE FROM: 19.0

ELEC2760	Networking Infrastructure (3.5)
ELEC2761	Router Implementation (3.5)
ELEC2860	Advanced Routing & Switching (3.0)
ELEC2861	Wide Area Networking (3.0)
INFO1214	Logic Design & Object Oriented Programming (4.5)
INFO1314	Java (4.5)
INFO1325	Internet Scripting (3.0)
INFO1491	Network Security Fundamentals (3.0)
INFO1511	Advanced Database Concepts (3.0)
INFO1515	Database Administration (3.0)
INFO1525	Web Server Scripting (4.5)
INFO1531	Advanced Web Page (3.0)
INFO2564	Visual Basic (4.5)

PC SUPPORT SPECIALIST FOCUS:

INFO1214	Logic Design & Object Oriented Programming	4.5
INFO1371	Hardware Installation & Maintenance	3.0
INFO1391	TCP/IP	3.0
INFO1413	WordPerfect for Windows	2.0
INFO1423	Microsoft PowerPoint	2.0
INFO1453	Customer Support	2.0
INFO1463	Advanced Hardware Troubleshooting	3.0
INFO1473	Advanced Microsoft Word	2.0
INFO1483	Advanced Microsoft Excel	2.0
INFO1493	Advanced Microsoft Access	2.0
INFO2513	Software Support	2.0
INFO2585	Windows 2000 Server Administration	4.5
		32.0

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

BUSINESS SUPPORT ELECTIVE CHOOSE FROM: 4.5

BSAD1050 Introduction to Business
BSAD2520 Principles of Marketing
BSAD2540 Principles of Management
OFFT1310 Office Accounting I

TECHNICAL ELECTIVES CHOOSE FROM: 14.5

ELEC2760 Networking Infrastructure (3.5)
ELEC2761 Router Implementation (3.5)
ELEC2860 Advanced Routing & Switching (3.0)
ELEC2861 Wide Area Networking (3.0)
INFO1314 Java (4.5)
INFO1325 Internet Scripting (3.0)
INFO1491 Network Security Fundamentals (3.0)
INFO1495 Novell Network Administration (4.5)
INFO1501 Integrated Applications (1.0)
INFO1511 Advanced Database Concepts (3.0)
INFO1515 Database Administration (3.0)
INFO1521 Web Graphics (2.0)
INFO1525 Web Server Scripting (4.5)
INFO1531 Advanced Web Page (3.0)
INFO2564 Visual Basic (4.5)
INFO2631 Linux Network Administration (4.5)
INFO2695 Advanced Windows 2000 Server (3.0)

MICROCOMPUTER PROGRAMMER FOCUS:

INFO1214	Logic Design & Object Oriented Programming	4.5
INFO1314	Java	4.5
INFO1414	Advanced Java	4.5
INFO1511	Advanced Database Concepts	3.0
INFO2514	Java Server Programming	4.5
INFO2554	C++	4.5
INFO2564	Visual Basic	4.5
INFO2594	Programming Project Design	1.5
INFO2664	Advanced Visual Basic	4.5
INFO2694	Programming Project	3.0
		39.0

BUSINESS SUPPORT ELECTIVE CHOOSE FROM: 4.5

BSAD1050 Introduction to Business
BSAD2520 Principles of Marketing
BSAD2540 Principles of Management
OFFT1310 Office Accounting I

TECHNICAL ELECTIVES CHOOSE FROM: 7.5

INFO1325 Internet Scripting (3.0)
INFO1391 TCP/IP (3.0)
INFO1515 Database Administration (3.0)
INFO1521 Web Graphics (2.0)
INFO1525 Web Server Scripting (4.5)
INFO1531 Advanced Web Page (3.0)
INFO2674 Enterprise Visual Basic.NET (4.5)

WEB APPLICATIONS PROGRAMMER FOCUS:

INFO1214	Logic Design & Object Oriented Programming	4.5
INFO1314	Java	4.5
INFO1325	Internet Scripting	3.0
INFO1391	TCP/IP	3.0
INFO1511	Advanced Database Concepts	3.0
INFO1521	Web Graphics	2.0
INFO1525	Web Server Scripting	4.5
INFO1531	Advanced Web Page	3.0
INFO2564	Visual Basic	4.5
INFO2692	Web Programming Project	4.5
BSAD2520	Principles of Marketing	4.5
		41.0

TECHNICAL ELECTIVES CHOOSE FROM: 10.0

INFO1371 Hardware Installation & Maintenance (3.0)
INFO1414 Advanced Java (4.5)
INFO1453 Customer Support (2.0)
INFO1491 Network Security Fundamentals (3.0)
INFO1515 Database Administration (3.0)
INFO2514 Java Server Programming (4.5)
INFO2554 C++ (4.5)
INFO2585 Windows 2000 Server Administration (4.5)
INFO2631 Linux Network Administration (4.5)
INFO2664 Advanced Visual Basic (4.5)
INFO2674 Enterprise Visual Basic.NET (4.5)

GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE
- HUMANITIES

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

See page 64 for a complete list of General Education Courses.

Motorcycle, ATV, and Personal Watercraft Technology

The Motorcycle, ATV and Personal Watercraft Technology program places a high priority on practical training to ensure that students receive individual attention and adequate laboratory experience to develop their skills. Students receive instruction in all aspects of Motorcycle, ATV and Personal Watercraft repair along with classes in metrics, specialty tools, applied mathematics, and physics to ensure an academic foundation for hands-on training. Curriculum is designed to coincide with current industry and service standards.

Students can complete a diploma in four quarters. The program classes begin July, but students may complete the General Education requirements prior to or during the program schedule.

Special Program Requirements

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

For more information about this SCC Program of Study, please contact:

Ken Jefferson, Motorcycle, ATV, & Personal Watercraft Technology Chair

MOTORCYCLE, ATV, AND PERSONAL WATERCRAFT TECHNOLOGY

Lincoln Campus

DIPLOMA

Prepares students for careers in repair and maintenance of motorcycles, All-Terrain-Vehicles and personal watercrafts.

Credit Hours Required for Graduation:

- **Diploma: 84.5-86.0**

REQUIRED DIPLOMA COURSES:

Course offerings and prerequisites will be determined by the program.

COURSE #	COURSE TITLE	CREDIT HRS
MSTT1000	Shop Procedures & Hand Tools	4.5
MSTT1112	Basic Engine Theory	5.0
MSTT1120	Wheels & Tires	3.0
MSTT1122	Frames, Suspensions, & Brakes	3.5
MSTT1125	Electrical Concepts	4.5
MSTT1131	Electrical Circuits	10.0
MSTT1132	Fuel & Ignition Systems	5.0
MSTT1133	Tune Up & Rideability	7.5
MSTT1138	Personal Watercraft	3.0
MSTT1140	Transmissions and Final Drives	3.5
MSTT1141	Engine Rebuild and Overhaul	4.0
MSTT1145	Engine Machine Operations	3.0
MSTT1146	Rideability and Electrical Update **or**	
MSTT1147	Rideability and Electrical Update with Coop	6.0
WELD1178	Motorcycle Welding	4.0
		66.5

MOTORCYCLE, ATV, & PERSONAL WATERCRAFT
GENERAL EDUCATION REQUIREMENTS: 18.0-19.5 hours

To complete a diploma for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(Two classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Nebraska Law Enforcement

The purpose of the cooperative Associate of Applied Science Degree in Nebraska Law Enforcement is to provide a special track for students at the six Nebraska community colleges who want to pursue a career in law enforcement. This track includes criminal justice courses with common learning objectives identified by the colleges and the Nebraska Law Enforcement Training Center (NLETC) in Grand Island. As a result of the common learning objectives, the students will complete an abbreviated certification program at the NLETC designated as an internship. Upon completing the internship, students will have an associate's degree and certification from NLETC.

Individuals considering a degree or employment in law enforcement must be aware of strict qualifications. Factors that usually disqualify candidates from employment in the profession include a criminal record, history of drug abuse, significant psychological/personal disorders, physiological disorders, neuro-muscular dysfunction, etc. Law enforcement agencies hire only the highest, best-qualified individuals available in order to obtain and maintain public trust and confidence at all times.

Please note: Estimated cost for the nine-hour internship at the Training Center is $4,000. A comprehensive test may remain part of the admissions process to the NLETC.

Nebraska Law Enforcement Training Center:
3600 North Academy Road, Grand Island, NE 68801
www.nletc.state.ne.us

Thanks to the NLETC for permission to use the NLETC logo.

For more information about this SCC Program of Study, please contact:

Tom Young, Social Science - Beatrice

Michele Richards, Academic Transfer Advisor - Lincoln

NEBRASKA LAW ENFORCEMENT

Beatrice and Lincoln Campuses

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in city and county law enforcement agencies in Nebraska

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 90.0

REQUIRED NEBRASKA LAW ENFORCEMENT COURSES:
Course offerings and prerequisites will be determined by the program.

COURSE #	COURSE TITLE	CREDIT HRS
CRIM1010	Intro To Criminal Justice	4.5
CRIM1030	Courts & The Judicial Process	4.5
CRIM1140	Reporting Techniques for CRJ	4.5
CRIM2000	Criminal Law	4.5
CRIM2030	Police and Society	4.5
CRIM2100	Juvenile Justice	4.5
CRIM2150	Social Issues in Criminal Justice	4.5
CRIM2200	Criminology	4.5
CRIM2260	Criminal Investigation	4.5
CRIM2310	Rules of Evidence	4.5
		45.0

Admissions to NLETC and Physical Training: Students enrolling in the NE Law Enforcement program need to be aware of the admission requirements for acceptance at the Nebraska Law Enforcement Training Center for the six credit hour internship to complete requirements for the Associate of Applied Science Degree. Students must meet the following stipulations as part of the application process at the Training Center.

SPECIAL PROGRAM REQUIREMENTS:

1. Take and pass the required Test of Adult Basic Education (TABE) before the processing of any paperwork can be done
2. Be a citizen of the United States
3. Be 21 years of age or older
4. Be a high school graduate or provide GED
5. Possess a valid motor vehicle operator's or chauffeur's license
6. Have 20/20 vision or correctable to 20/30
7. Have normal hearing or corrected to normal hearing
8. Submit 4 fingerprint cards for criminal record search
9. Possess good character as determined by a thorough background check conducted by the Training Center
10. Have not used illegal drugs or narcotics in the past two years
11. Have not been convicted of DREW in the two years immediately preceding admission to the Training Center
12. Submit to a physical exam within one year prior to admission and provide medical history
13. Provide current photograph
14. Provide driving record (obtain from NE Department of Motor Vehicles)
15. Pay $100 non-refundable processing fee
16. Plan to submit application to the Training Center one year prior to attending
17. Plan to interview at the Training Center as part of the admission process

GENERAL EDUCATION REQUIREMENTS: 36.0 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(One class from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Physical Education (aerobic & anaerobic)	6.0
Advisor Approved Electives	7.5

INTERNSHIP AT LAW ENFORCEMENT TRAINING CENTER:

CRIM2940	Law Enforcement Internship (Nine Weeks)	9.0
		9.0

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Nondestructive Testing Technology

The Nondestructive Testing Technology program is one of few such training programs in the United States. Developed in cooperation with the industries it serves, the program trains technicians who are in demand in a wide variety of industries, including aircraft and aerospace, construction, nuclear and manufacturing.

Experience-based curriculum

NDT students learn to examine products and materials for flaws without damaging the products. They master a variety of testing techniques: visual inspection, liquid penetrant, magnetic particle, radiography, ultrasonics, and Eddy current. Study of topics such as blueprint reading, metallurgy, electrical and electronics, and welding provide essential background. Communications, management, personal finance, and computer applications courses impart practical business skills. SCC students practice on equipment comparable to industry's.

Admission and completion

New students are admitted during the summer and winter quarters. Graduates of the program earn an associate of applied science degree.

For more information about this SCC Program of Study, please contact:

Randy Walbridge, Nondestructive Testing Chair

NONDESTRUCTIVE TESTING TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for product testing, consulting and inspecting careers in engineering and quality assurance areas of industry.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 146.0

The Nondestructive Testing Technology program trains students to examine products and materials for flaws without damaging the products. This program is one of the few nondestructive testing programs in the United States. Listed below are the courses necessary for a full-time student to complete an AAS degree in Nondestructive Testing Technology. A grade of "C" or better is required in all prerequisite courses.

REQUIRED NDTT COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
NDTT1121	Visual Inspection Methods	4.5
NDTT1133	Manufacturing Processes	10.0
NDTT1138	Welding Processes	3.0
NDTT1164	Blueprint Reading & CAD	5.0
NDTT1236	Electrical & Electronic Fundamentals	5.0
NDTT1255	NDT Methods	10.0
NDTT1263	Metallurgy	6.5
NDTT1356	Liquid Penetrant	3.0
NDTT1360	Ultrasonics I	7.5
NDTT1450	Eddy Current I	2.5
NDTT1458	Magnetic Particle	4.0
NDTT1464	Radiography I	9.0
NDTT1470	Radiation Safety & Administration	5.0
NDTT2040	NDTT Mathematics	4.5
NDTT2569	Radiography II & Film Interpretation	8.0
NDTT2570	Eddy Current II	10.0
NDTT2652	Ultrasonics II	8.0
NDTT2675	Computer Applications in NDT	4.5
NDTT2679	Code Interpretation & Procedure Development	4.5
		114.5

NONDESTRUCTIVE TESTING GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

(Two classes from four areas below)
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

In addition students must complete the following courses.

BSAD2540	Principles of Management	4.5
PHYS1017	Technical Physics	4.5

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Office Technology

Today's offices require extensive knowledge of grammar, punctuation, computers, word processing, accounting, office machines, and special vocabularies. The Office Technology Program offers course work and cooperative work experiences designed to prepare students for responsible office positions.

Earn the award of your choice.

Students have the option of completing a certificate, a diploma, or an associate of applied science degree, depending upon their career goals.

Choose a focus tailored to your interests.

Students completing an associate degree may choose among three special focuses--administrative, legal, and medical. With appropriate elective courses, students completing requirements for the associate of applied science degree will also be prepared to take the Certified Professional Secretary (CPS) examination awarded through the International Association of Administrative Professionals.

For more information about this SCC Program of Study, please contact:

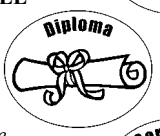
Sharon Dexter, Office Technology Program Chair–Beatrice;

Jo Ann Frazell, Office Technology Program Chair–Lincoln

OFFICE TECHNOLOGY

Beatrice and Lincoln Campuses

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA • CERTIFICATE



Prepares students for careers in office professions.

Credit Hours Required for Graduation:

- **Certificate: 40.0**
- **Diploma:**
  - **General Office Focus: 80.0**
  - **Medical Transcription Focus: 84.0**
- **Associate of Applied Science Degree:**
  - **Administrative Office Focus: 119.0**
  - **Legal Office Focus: 119.5**
  - **Medical Office Focus: 118.0**

The Office Technology Program offers students generalized training in office professions as well as course work in three focus areas: administrative, legal, and medical. All course prerequisites must be passed with a "C" or better to continue through the program.

Special Program Requirements

Students who wish to pursue their education in Office Technology must complete the regular College admission requirements and the special program requirements:

1. Students will complete the pre-admissions COMPASS test administered by SCC. This test will help determine the skills students currently have in math, writing, and reading comprehension. Scores from this test will be used to place students in appropriate math and writing courses as well as any developmental reading program that may be necessary. Developmental courses include the following:

ENGL0850	Reading Strategies I
ENGL0880	Reading Strategies II
ENGL0950	Writing Skills
ENGL0980	Basic Writing
MATH0400	Math Fundamentals

Your 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 transcript must validate successful completion of an accounting course. Two semesters of high school accounting or one semester/quarter of college accounting must have been completed with a "B" average or better.

Students who cannot validate previous accounting course work will be required to take OFFT1310, Office Accounting.

3. Prerequisite competencies required in the program include a typing/keyboarding skill of a minimum of 30 words per minute with three or fewer errors on a three-minute timing. Students who do not meet this requirement will complete Keyboarding I (OFFT1010) and/or Keyboarding II (OFFT1020).

4. If your advisor determines that you must take developmental courses, they will be taken during the first part of the program. The credit hours earned in these classes will not count toward graduation requirements.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

PREREQUISITE COURSES OR EQUIVALENTS
(Credits not counted toward graduation requirements) (Course numbers preceded by an asterisk (*) have prerequisites.)

COURSE #	COURSE TITLE	CREDIT HRS
OFFT1010	Beginning Keyboarding I	2.0
*OFFT1020	Beginning Keyboarding II	2.0
OFFT1310	Office Accounting	4.5

AAS OFFICE TECHNOLOGY CORE COURSES:

BSAD1050	Introduction to Business (Bea) **or**	
*OFFT2430	Administrative Office Management (Linc)	4.5
*INFO1211	Microsoft Access (Linc) **or**	
*OFFT1480	Microsoft Access (Bea)	1.5
OFFT1040	Records Management	3.0
*OFFT1110	Business Communications	4.5
*OFFT1160	Keyboarding III	3.0
*OFFT1170	Keyboarding IV	3.0
*OFFT1710	Word Applications I	4.0
*OFFT1720	Word Applications II	4.0
*OFFT1730	Word Applications III	4.0
*OFFT2000	Employment Techniques	3.0
*OFFT2020	Co-op Supervised Employment	5.0
*OFFT2090	Applied Transcription Skills	4.5
*OFFT2180	Keyboarding V	3.0
*OFFT2410	Administrative Professional Procedures I	4.5
*OFFT2420	Administrative Professional Procedures II	4.5
*OFFT2460	Office Simulation	4.5
*OFFT2600	Emerging Business Technologies	4.5
		65.0

ADMINISTRATIVE FOCUS COURSES:

*ACCT1200	Principles of Accounting I	4.5
*OFFT1680	Web Page Support	4.5
*OFFT2040	Computer Input Technologies	4.5
*OFFT1470	Advanced Excel (Bea) **and**	1.5
BSAD2050	Payroll Accounting (Bea) **or**	3.0
*OFFT2330	Excel Applications for Office Accounting (Linc)	4.5
*OFFT2700	Multimedia Office Applications	4.5
*OFFT2710	Microsoft Office Integration I	4.5
*OFFT2720	Microsoft Office Integration II	4.5
		31.5

LEGAL FOCUS COURSES:

*ACCT1200	Principles of Accounting I	4.5
BSAD1090	Business Law I	4.5
*BSAD1100	Business Law II	4.5
*OFFT1200	WordPerfect for Windows (Bea) **or**	
*INFO1413	WordPerfect for Windows (Linc)	2.0
*OFFT2210	Legal Processes I	4.5
*OFFT2220	Legal Processes II	4.5
*OFFT2230	Legal Processes III	4.5
*OFFT2260	Legal Research	3.0
		32.0

MEDICAL FOCUS COURSES:

*BIOS1210	Anatomy and Physiology (Bea)	
*LPNS1103	Anatomy and Physiology (Linc)	6.0
MEDA1101	Medical Terminology I (Linc)	2.0
*MEDA1201	Medical Terminology II (Linc) **or**	3.0
OFFT1120	Medical Terminology (Bea)	4.5
*MEDA1203	Medical Law, Ethics, and Bioethics (Linc)	3.0
*MEDA1404	Medical Diseases (Linc)	3.0
*OFFT1210	Medical Coding (Bea) **or**	
*MEDA1405	Insurance for the Medical Office (Linc)	4.5
*OFFT2130	Medical Machine Transcription	4.5
*OFFT2440	Medical Office Procedures	4.5
		30.5

GENERAL EDUCATION REQUIREMENTS: **22.5 hours**
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

ENGL1010 Composition I
- MATHEMATICS

MATH1040 or higher
- SOCIAL SCIENCE
- COMPUTER TECHNOLOGY

BSAD1010 Microsoft Applications I

No two classes may be selected from the same area.

OFFICE TECHNOLOGY DIPLOMA:
Choose from two focuses: General Office Focus or Medical Transcription Focus.

GENERAL OFFICE FOCUS:

OFFT1040	Records Management	3.0
*OFFT1160	Keyboarding III	3.0
*OFFT1170	Keyboarding IV	3.0
*OFFT1680	Web Page Support	4.5
*OFFT1710	Word Applications I	4.0
*OFFT1720	Word Applications II	4.0
*OFFT1730	Word Applications III	4.0
*OFFT2000	Employment Techniques	3.0
*OFFT2020	Co-op Supervised Employment	5.0
*OFFT2090	Applied Transcription Skills	4.5
*OFFT2410	Administrative Professional Procedures I	4.5
*OFFT2420	Administrative Professional Procedures II	4.5
	Adviser Approved Electives	15.0
		62.0

MEDICAL TRANSCRIPTION FOCUS:

BIOS1210	Anatomy and Physiology (Bea) **or**	
LPNS1103	Anatomy and Physiology (Linc)	6.0
MEDA1101	Medical Terminology I (Linc)	2.0
*MEDA1201	Medical Terminology II (Linc) **or**	3.0
OFFT1120	Medical Terminology (Bea)	4.5
*MEDA1203	Medical Law, Ethics, and Bioethics (Linc)	3.0
*MEDA1404	Medical Diseases (Linc)	3.0
*OFFT1210	Medical Coding (Bea) **or**	
*MEDA1405	Insurance for the Medical Office (Linc)	4.5
*MEDA1406	Basic Pharmacology (Linc)	2.0
OFFT1040	Records Management	3.0
*OFFT1160	Keyboarding III	3.0
*OFFT1170	Keyboarding IV	3.0
*OFFT1710	Word Applications I	4.0
*OFFT1720	Word Applications II	4.0
*OFFT1730	Word Applications III	4.0
*OFFT2000	Employment Techniques	3.0
*OFFT2020	Co-op Supervised Employment	5.0
*OFFT2090	Applied Transcription Skills	4.5
*OFFT2130	Medical Machine Transcription	4.5
*OFFT2440	Medical Office Procedures	4.5
		66.0

Some courses for this focus are offered only on the Lincoln campus.

REQUIRED GENERAL EDUCATION

DIPLOMA COURSES:

BSAD1010	Microsoft Applications I	4.5
ENGL1010	Composition I	4.5
MATH1040	Business Math (General Office Focus) **or** Speech (Medical Transcription Focus students choose one of the two)	4.5
PSYC1250	Interpersonal Relations	4.5
		18.0

OFFICE TECHNOLOGY CERTIFICATE:

OFFT1040	Records Management	3.0
*OFFT1160	Keyboarding III	3.0
*OFFT1710	Word Applications I	4.0
*OFFT2000	Employment Techniques	3.0
	Adviser Approved Electives	13.5
		26.5

REQUIRED GENERAL EDUCATION CERTIFICATE COURSES:

BSAD1010	Microsoft Applications I	4.5
MATH1040	Business Math	4.5
PSYC1250	Interpersonal Relations	4.5
		13.5

See page 64 for a complete list of General Education Courses.

Parts Marketing & Management

Prepares students for careers in sales and service to customers in automotive, implement, aviation, construction, or any other business that sells products.

The Parts Marketing and Management program is a five quarter program, which includes a cooperative education experience during the fourth quarter.

Students develop competencies including personnel and business management, marketing, advertising, inventory control, pricing and salesmanship through a certified ASE (Automotive Service Excellence) instructor. A high priority is placed on practical training in the SCC parts store to ensure that students receive individual attention and lab time to develop their skills. Students have the option of a Diploma or an Associate of Applied Science degree.

The Parts Marketing and Management Technology program focuses on job competencies, such as inventory control, cataloging, pricing, warranty policies, nomenclature, microfiche, and computer parts systems. To develop effective customer service skills, students receive instruction in sales, merchandising and marketing. They also gain practical experience working at the SCC parts store and in a cooperative internship in a commercial operation. The internship offers wages as well as an opportunity to establish vital contacts with people in the field. Accounting, applied mathematics, and oral and written communication courses provide information and skills applicable to any business.

Admission, completion and rewards

New students are admitted in the fall quarter. Graduates of the program earn an Associate of Applied Science degree or a diploma.

Trained individuals in this field are scarce, and job opportunities are excellent. Graduates are often hired by their cooperating businesses following the internship.

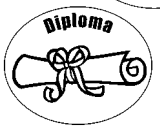
For more information about this SCC Program of Study, please contact:

Dennis Medinger, Parts Marketing & Management Chair

PARTS MARKETING & MANAGEMENT

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA



Prepares students for careers in sales and service to customers in automotive, implement, aviation, construction, or any other business that sells products.

Credit Hours Required for Graduation:

• Diploma:	**88.5**
• Associate of Applied Science:	**110.5**

Admission to the Parts Marketing & Management Program begins in the Fall term but students may enroll early and begin taking General Education or the other required non-PDSM classes before fall.

PARTS MARKETING AND MANAGEMENT REQUIREMENTS:

Course offerings and prerequisites will be determined by the program.

COURSE #	COURSE TITLE	CREDIT HRS
PDSM1120	Nomenclature I	12.0
PDSM1131	Aftermarket Catalogs & Obsolescence I	5.5
PDSM1221	Nomenclature II	4.0
PDSM1222	Dealership Cataloging & Obsolescence II	6.0
PDSM1223	Warranty Policies, Tools, & Equipment	3.0
PDSM1226	Counter Sales & Operations	2.0
PDSM1321	Parts Management & Advanced Counter Operations	3.0
PDSM1325	Merchandising & Advertising	4.0
PDSM1327	Customer Sales & Relations	3.5
PDSM1339	Computer Electronic Cataloging	6.0
PDSM1428	Cooperative Education	10.0
PDSM1429	Cooperative Education Experience Analysis Seminar	2.0
ACCT1200	Principles of Accounting I	4.5
BSAD2270	Professional Selling	4.5
BSAD2400	Principles of Retailing	4.5
BSAD2520	Principles of Marketing	4.5
BSAD2540	Principles of Management	4.5
PSYC1250	Interpersonal Relations	4.5
		88.0

PARTS MARKETING & MANAGEMENT GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Practical Nursing

The Practical Nursing program offers concentrated basic study and laboratory practice in nursing fundamentals. The program teaches students the concepts, principles, skills, and attitudes needed to become practical nurses who can work with patients throughout the life-span. Students will gain knowledge in medical-surgical, maternal-child, and geriatric nursing. Faculty facilitate clinical experience in area health care agencies.

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.

Becoming a licensed practitioner

The Practical Nursing diploma program is approved by the Nebraska State Board of Nursing and accredited by the National League for Nursing Accreditation Commission.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN). Graduates become a licensed practical nurse (LPN) by successfully passing the exam.

Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. Contact the State Board of Nursing with questions.

For students interested in advanced study

SCC transfer agreements with public and private four-year colleges and universities allow the transfer of SCC credits. However, if students know the institution to which they will transfer, it is their responsibility to check with an appropriate advisor at the four-year college to determine the best course selection for transfer.

Program starting dates:

Beatrice - Winter and Summer Quarters
Lincoln - Fall and Spring Quarters

Satellite Sites:

This program is also offered in Falls City and Geneva, Nebraska on a part-time basis. Total time approximately 18 months.

For more information about this SCC Program of Study, please contact:

Crystal Higgins, Practical Nursing Chair-Beatrice;

Mary Trumble, Practical Nursing Chair-Lincoln

PRACTICAL NURSING

Beatrice and Lincoln Campuses

DIPLOMA

Prepares students for a career as a licensed practical nurse.

This program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway Street, New York, NY 10006, 212-363-5555, www.nlnac.org

Credit Hours Required for Graduation:

- **Diploma** **75.5**
  - **Satellite Sites**
    - **Falls City, Nebraska**
    - **Geneva, Nebraska**

PRACTICAL NURSING DIPLOMA COURSES:

All program nursing courses must be taken in sequence.

COURSE #	COURSE TITLE	CREDIT HRS
*LPNS1103	Anatomy & Physiology	6.0
LPNS1155	Transition to Practical Nursing	8.0
**PSYC2960	Lifespan/Growth & Development or	
LPNS1158	Growth and Development	3.0
LPNS1156	Foundations of Practical Nsg. I	6.0
LPNS1157	Foundations of Practical Nsg. II	4.5
LPNS1176	Pharmacology	3.0
LPNS1178	PN Across the Life Span I	9.0
LPNS1179	PN Across the Life Span II	9.0
LPNS1180	PN Across the Life Span III	9.0
LPNS1181	PN Across the Life Span IV	9.0
		66.5

Courses marked (*/**) may be taken prior to entering the program.
**Students planning to continue into an RN program should select courses that will apply to both programs. To continue to an RN program students should take Anatomy and Physiology courses with lab.

SPECIAL PROGRAM REQUIREMENTS:

1. Must have taken a basic nursing assistant course and be on the Nebraska Registry for nursing assistants
2. Specific immunizations and current CPR-Healthcare Provider level (contact program for list)
3. A "C+" must be achieved in each nursing course to progress in the program.

PRACTICAL NURSING
GENERAL EDUCATION REQUIREMENTS: **9.0 hours**

To complete a diploma for this program, a student must complete additional credit hours in the following general education core areas.

(One class from the following area)
- WRITTEN COMMUNICATIONS 4.5

In addition the student must also take
FSDT1350 Nutrition 4.5

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

OTHER COURSES TO IMPROVE SUCCESS IN THE PROGRAM: Medical Terminology, Microcomputer Concepts, Human Relations, First Aid.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Professional Truck Driver Training

Students in Professional Truck Driver Training learn to expertly operate articulated vans and flat beds through instruction and experience.

The program includes accident procedures, daily driver's log, trip planning, hazard perception, speed management, vehicle preventative maintenance, extreme driving conditions, hands-on defensive driving and skill development in coupling and uncoupling, backing, shifting, and city and highway driving.

Students perfect driving skills on the private Southeast Community College concourse before progressing to highway driving.

Scheduling and time commitment

Students are assigned to either first or second shift by the program. During first shift, students are scheduled from 7 a.m. to 1:30 p.m.

During second shift, students attend 15 days of classroom instruction from 7 a.m. to 1:30 p.m., with the remaining 39 days of the quarter for practice driving from 1:30 to 8 p.m. Second shift may not be offered each quarter.

Program entry and completion

Students are admitted to the program in any quarter. The program can be completed in one quarter. Graduates receive a certificate from Southeast Community College.

For more information about this SCC Program of Study, please contact:

Cliff Sawyer, Professional Truck Driver Training Chair

PROFESSIONAL TRUCK DRIVER TRAINING

Lincoln Campus

CERTIFICATE

Prepares students for careers in over-the-road truck driving in both intrastate and interstate commerce.

Credit Hours Required for Graduation:
• Certificate: 15.0

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	15.0

SPECIAL REQUIREMENTS OF THIS PROGRAM PRIOR TO START OF CLASS:

1. Valid motor vehicle operator's license.
2. Copy of driving record for the past five years from the Department of Motor Vehicles.
3. Physically qualified under Department of Transportation regulations. Physician to complete a D.O.T. form.
4. Minimum age of 18 years.*
5. Drug screen required.
6. Acceptance into the program may be contingent on the quality of the driving record, 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.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Radiologic Technology

The Radiologic Technology program teaches the safe use of radiation to produce images of the human body for diagnostic purposes. Students will learn the knowledge and skills required for critical thinking, problem solving, and effective communication in the Radiologic Technology field. Students will also be prepared to practice within the ethical and professional legal boundaries required.

Earn an associate's degree

Program graduates can earn an associate of applied science degree after eight quarters of study and become eligible to take the national examination of the American Registry of Radiologic Technologists and apply for state licensure.

The Radiologic Technology program offers 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 hospitals, long-term care facilities, and various clinics.

Transfer options

Graduates may continue their education toward a baccalaureate degree in Radiologic Technology at several colleges which grant transfer credit. These institutions may provide additional training in specialties, such as nuclear medicine, radiation therapy, sonography and related modalities. Check with the four-year college of choice for information on transfer requirements and courses.

Program starting dates

Program Prerequisites must be completed prior to entering the program. General Education requirements may be completed prior to program entry as well. Students must be accepted into the program before any RADT classes are taken. The RADT program classes begin in the summer and winter quarters.

For more information about this SCC Program of Study, please contact:

Kelly Findley, Radiologic Technology Co-chair, Program Coordinator;

Bev Niewohner, Radiologic Technology Co-chair, Distance Learning Coordinator

RADIOLOGIC TECHNOLOGY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in performing diagnostic imaging procedures.

This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900, Chicago, IL 60606, 312-704-5300, www.jrcert.org

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 124.5

NOTE: All required Program Prerequisite courses must be completed with a grade of C+ (75%) or better prior to entry into the program. All Program courses must also be completed with a grade of C+ or better. If a student receives less than a "C+" in any program course, the student may take the class over, within one year, if there is an opening in the program that term.

Individuals who met requirements five or more years prior must repeat or test out of the math and science courses. The General Education requirements may be taken at any accredited college or university, but an application for admission to the program must also be completed at SCC when beginning prerequisite courses.

PROGRAM PRE-REQUISITES:
The following classes must be taken prior to entry to the RADT program. Credits may be transferred to or earned at SCC.

- * Human Anatomy and Physiology/with a lab (two terms)
- Concept based physics/with a lab
- * Intermediate Algebra
- Medical Terminology
- General college chemistry
- Pharmacology
- * Computer Literacy
- * Composition I

** Must meet four of the General Education Requirement Core Areas on page 64.*

RADIOLOGIC TECHNOLOGY COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
RADT1100	Radiologic Technology	2.0
RADT1111	Radiographic Production	4.5
RADT1112	Radiographic Procedures I	4.5
RADT1119	Clinical Education I	5.0
RADT1123	Radiographic Procedures II	5.0
RADT1124	Radiologic Science	4.5
RADT1129	Clinical Education II	7.5
RADT1133	Radiographic Procedures III	5.0
RADT1134	Radiation Biology	3.0
RADT1139	Clinical Education III	7.5
RADT1143	Radiographic Procedures IV	5.0
RADT1147	Specialized Imaging	4.5
RADT1149	Clinical Education IV	7.5
RADT2253	Radiographic Procedures V	4.5
RADT2259	Clinical Education V	7.5
RADT2265	Pathophysiology	5.5
RADT2269	Clinical Education VI	7.5
RADT2276	Imaging Systems & Equipment	5.5
RADT2279	Clinical Education VII	7.5
RADT2288	Senior Seminar	4.5
RADT2289	Clinical Education VIII	7.5
		115.5

GENERAL EDUCATION REQUIREMENTS: 4.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core area.

• ORAL COMMUNICATIONS

Students are encouraged but not required to complete the Oral Communications requirement prior to beginning the program.

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

SPECIAL PROGRAM REQUIREMENTS:
1. CPR for Health Care Providers Certification is required prior to entrance into the program.
2. Health statement with required immunizations:
   a. Tetanus
   b. MMR (measles, mumps, rubella)
   c. Heptavax (Hepatitis B) Series of 3
   d. Negative Tuberculosis Skin text (in the event a student has a positive TB skin test, a Negative TB chest X-ray is required.)

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Respiratory Care

In the Respiratory Care Program, students complete a comprehensive curriculum in assessment, treatment, management, control, diagnostic evaluation, and care of patients with lung or heart problems. Supervised clinical practice at local hospitals and health centers give students practice in common procedures, such as administering medical gases, aerosols and inhaled medications, applying ventilatory support, and testing techniques used in diagnosis, monitoring, and treatment. Clinical practice for the program is provided in cooperation with a variety of healthcare facilities throughout the region.

Fully accredited program

The program is fully accredited by the Commission on Accreditation of Allied Health Education Programs and the Joint Review Committee for Respiratory Therapy Education. Upon completion of the program, students receive an associate of applied science degree and are eligible to take the national examination and apply for a license from the State Health Department.

Course options

The Respiratory Care program offers classroom instruction, web-based courses, and part-time online courses for declared distance students.

Transfer options

Graduates may continue their education toward a baccalaureate degree by transferring credit to receiving institutions. Students need to check with the four-year college of their choice for information on transfer requirements and courses.

Program starting dates

Students accepted into the program may enter during the summer quarter. All Program Prerequisites and General Education requirements must be completed prior to entering the program.

For more information about this SCC Program of Study, please contact:

Charlotte Pasco, Respiratory Care Chair

RESPIRATORY CARE

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for a career as a respiratory care practitioner in a variety of health care settings.

This program is accredited by the Committee on Accreditation for Respiratory Therapy (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244, (800) 874-5615, www.coarc.com

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 121.5

RESPIRATORY CARE COURSES:
Student must complete RESP courses in the following order.

COURSE #	COURSE TITLE	CREDIT HRS
RESP1111	Respiratory Physiology	4.5
RESP1112	Respiratory Care Procedures I	4.5
RESP1113	Respiratory Pharmacology	3.0
RESP1114	Patient Care Principles	3.0
RESP1117	Respiratory Care Lab I	2.0
RESP1121	Cardiopulmonary Pathology	4.5
RESP1122	Respiratory Care Procedures II	4.5
RESP1124	Biomedical Ethics	2.0
RESP1127	Respiratory Care Lab II	2.0
RESP1129	Clinical Education II	1.0
RESP1131	Cardiopulmonary Diagnostics	3.0
RESP1132	Mechanical Ventilation	6.5
RESP1137	Cardiopulmonary Diagnostics Lab	1.0
RESP1139	Clinical Education III	5.0
RESP1141	Cardiopulmonary Pathology II	4.5
RESP1143	Neonatal & Pediatric Respiratory Care	4.5
RESP1144	Rehab/Home Care	3.0
RESP1149	Clinical Education IV	8.0
RESP2251	Cardiovascular Physiology	4.5
RESP2257	Cardiopulmonary Procedures Lab	1.0
RESP2258	Respiratory Care Professions	3.0
RESP2259	Clinical Education V	8.0
RESP2263	Patient Education	2.0
RESP2267	Clinical Simulations Lab	2.0
RESP2268	Seminar Review	4.0
RESP2269	Clinical Education VI	8.0
		99.0

PROGRAM PREREQUISITES:
(May be transferred or earned at SCC. These courses must be completed before entry to the program. Contact a program advisor for specific courses.)
• Human Anatomy & Physiology with Lab
• Microbiology with lab
• Computer course
• Physics & Lab
• Chemistry & Lab
• Medical Terminology I
A program prerequisite may fulfill general education requirements.

NOTE: All required Program Prerequisite courses must be completed with a grade of C+ or better prior to entry into the program. If a student receives less than a C+ in two or more courses, he/she must reapply to the program; and program entry is based on available space and successful completion of all prerequisites.

GENERAL EDUCATION REQUIREMENTS: 22.5 hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE

(One class from three areas below)
- SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

SPECIAL PROGRAM REQUIREMENTS:
1. CPR for Health Care Providers Certification is required prior to entrance into the program.
2. Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. Contact the State Licensing Board if there are questions.
3. All RESP courses must be passed with a minimum grade of 75% (C+) to progress through the program. If a 75% is not achieved, the student will be dropped from the program. The student may reapply to the program the following year if space is available.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Surgical Technology

Surgical technologists are highly skilled and uniquely prepared in their role as a valuable and integral part of the surgical team. Surgical technologists perform a wide variety of tasks in the operating room. Their main role is to hand the necessary instruments, supplies and equipment to the surgeon(s) during surgery. Their role may also be to assist the surgeon during surgery by holding retractors, cutting sutures, suctioning the wound, adjusting the lights, and applying the dressings. Additional responsibilities are to operate the sterilizer, set up the room in preparation for the procedure, care and handling of the instruments after the procedure, and to gather supplies, instrument set(s), and equipment for the next day's procedures.

Comprehensive instruction and experience

The Surgical Technology program provides a planned course of classroom study and clinical experience. The classroom study encompasses many facets of the operating room, such as operating room techniques, care and handling of instruments and equipment, principles of asepsis, and an extensive study of surgical procedures. The program includes clinical experience with a surgical team at a hospital or clinic surgical area. Clinical experience is provided in cooperation with health care institutions in Lincoln and surrounding areas.

Entering the program

New program students enter every third quarter, contact the college Admissions department for entry dates.

Earn an associate degree and certification

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs. Program graduates earn an associate of applied science degree and are eligible to take the National Certification Examination for certified surgical technologist status.

This program is also offered via online, web-based delivery. Online learning students can work in conjunction with the local community college in their area to complete the General Education courses.

For more information about this SCC Program of Study, please contact:

Kathy Uribe, Surgical Technology Chair

SURGICAL TECHNOLOGY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students to function as a trained surgical technologist on a surgical team.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org ARC-ST, 7108-C South Alton Way, Centennial, CO 80112-2106, 303-694-9262

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 108.5

REQUIRED SURT COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
*BIOS1110	Biology of Microorganisms	6.0
*BIOS1140	Human Anatomy with Lab	6.0
*BIOS2130	Human Physiology with Lab	6.0
SURT1600	Orientation to Surgical Technology	2.0
*MEDA1101	Medical Terminology I	2.0
SURT1601	Techniques of Surgical Asepsis	2.5
SURT1603	Fundamentals of Surgical Technology	5.0
SURT1604	Concepts of Surgical Procedures	2.0
SURT1701	Clinical Orientation	4.5
SURT1704	Surgical Procedures & Techniques I	6.0
SURT1705	Principles of Surgical Technology	4.0
*MEDA1407	Medical Calculations	1.0
SURT1804	Surgical Procedures & Techniques II	5.0
SURT1810	Clinical Education I	7.0
SURT2904	Surgical Procedures & Techniques III	5.0
SURT2907	Senior Seminar	2.0
SURT2909	Correlated Patient Study	2.5
SURT2910	Clinical Education II	8.0
SURT2920	Individualized Clinical Instruction	5.0
SURT2930	Clinical Education III	4.5
		86.0

SPECIAL PROGRAM REQUIREMENTS:
1. It is recommended that Microbiology, Anatomy & Physiology, and Medical Terminology be taken before entry to the program.
2. A current CPR card and TB test are required prior to entering the clinical portion of the program and required to remain current throughout the program.
3. All SURT courses, unless otherwise specified on the class syllabus, must be passed with a C+ (75%)
4. All General Education courses must be passed with a "C" (70%) or above.

GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE
- COMPUTER TECHNOLOGY

Microcomputer knowledge is required to graduate. If no prior experience or course has been taken, a computer fundamentals course should be taken before graduation.
No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Visual Publications

The Visual Publications program works primarily with software programs currently being used in the Printing, Publishing, Multimedia, and Web fields. Graduates will acquire skills in both Macintosh and PC platforms. Both knowledge and hands on skills will be experienced in offset printing and web design.

The Visual Publications field is changing rapidly. With this change comes new opportunities in growing technological job markets. Graduates are trained to meet these opportunities in a variety of possible positions in Publications, Web, Multimedia, Computer Illustration and Computer Layout, Prepress and Desktop Publishing.

The Visual Publications Diploma would prepare graduates for work in entry-level positions for printing industries. Students will gain knowledge of the production sequences of the printing industry and have hands on experiences in publishing software.

The Digital Publishing Certificate offers graduates generalized training for the administrative and office professional interested in advancing skills in the publishing software.

The Offset Printing Certificate will prepare graduates for work in entry-level positions for printing industries. Students will gain knowledge in the production sequences and have hands on experiences in computer, camera, film assembly, Offset duplicators, platemaking, and binding/finishing processes.

Program entry

Students are admitted to the program in the fourth quarter.

Special Program Requirements: A grade of "C" or better is required in each VPUB course to progress in the program.

Please note: It is recommended that VPUB students have a keyboarding speed of at least 40 words per minute.

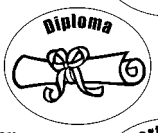
For more information about this SCC Program of Study, please contact:

Mike Keating, Visual Publications Chair

VISUAL PUBLICATIONS

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA • CERTIFICATE



Prepares students for careers in Publications, Web, Multimedia, Computer Illustration, Layout, Prepress and Desktop Publishing.

Credit Hours Required for Graduation::

Associate of Applied Science Degree:	**116.0**
Diploma:	
Digital Publishing Focus:	**48.0**
Certificate:	
Digital Publishing Focus:	**31.5**
Offset Printing Focus:	**28.0**

VPUB CORE COURSES:

COURSE #	COURSE NAME	CREDIT HRS
VPUB1110	Publishing Concepts	4.5
VPUB1111	Platform Manipulation	4.5
VPUB1112	Elements of Design	4.5
VPUB1120	Design to Production	5.0
VPUB1121	PhotoShop I	4.5
VPUB1122	Page Layout I	4.5
VPUB1125	Digital Typography	2.0
VPUB1130	Pre Production Techniques	4.5
VPUB1131	PhotoShop II	4.5
VPUB1132	Page Layout II	4.5
VPUB1133	Creative Troubleshooting	2.0
VPUB1134	Web Design I	4.5
VPUB2241	PhotoShop III	4.5
VPUB2242	Computer Illustration I	4.5
VPUB2244	Web Design II	4.5
VPUB2245	Digital Video Production	2.0
VPUB2252	Computer Illustration II	4.5
VPUB2254	Web Design III	4.5
VPUB2255	Portfolio Development	3.0
VPUB2260	Design Fieldwork	4.5
VPUB2265	3D Design	4.5
BSAD1020	Microsoft Applications II	4.5
OFFT2000	Employment Techniques	3.0
		93.5

Please note: All VPUB courses must be passed with a "C" (70%) to progress through the program.

GENERAL EDUCATION REQUIREMENTS: **22.5 hours**

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE
- COMPUTER TECHNOLOGY

BSAD1010 Microsoft Applications I

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

DIGITAL PUBLISHING DIPLOMA:

VPUB1110	Publishing Concepts	4.5
VPUB1111	Platform Manipulation	4.5
VPUB1112	Elements of Design	4.5
VPUB1121	PhotoShop I	4.5
VPUB1122	Page Layout I	4.5
VPUB1132	Page Layout II	4.5
VPUB1134	Web Design I	4.5
VPUB2242	Computer Illustration I	4.5
		36.0

GENERAL EDUCATION REQUIREMENTS:

OFFT2000	Employment Techniques	3.0
	Written Communications	4.5
	Math/Physical Science	4.5
		12.0

DIGITAL PUBLISHING CERTIFICATE:

DIGITAL PUBLISHING FOCUS:

VPUB1110	Publishing Concepts	4.5
VPUB1111	Platform Manipulation	4.5
VPUB1121	PhotoShop I	4.5
VPUB1122	Page Layout I	4.5
VPUB1132	Page Layout II	4.5
VPUB1134	Web Design I	4.5
		27.0

GENERAL EDUCATION REQUIREMENTS:

	Written Communications	4.5
		4.5

OFFSET PRINTING FOCUS:

VPUB1110	Publishing Concepts	4.5
VPUB1111	Platform Manipulation	4.5
VPUB1120	Design to Production	5.0
VPUB1133	Creative Troubleshooting	2.0
VPUB2260	Design Fieldwork	4.5
		20.5

GENERAL EDUCATION REQUIREMENTS:

OFFT2000	Employment Techniques	3.0
	Math	4.5
		7.5

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Welding Technology

The Welding Technology program includes classroom instruction and extensive hands-on training. The program meets AWS, API and ASME standards. The curriculum focuses on current welding practices and procedures, material handling, troubleshooting, metallurgy, destructive and nondestructive testing, and principles of design and inspection.

Students in this program get practical experience in SCC labs using typical equipment found in industry today. Lab experiences include plasma arc cutting, oxy-fuel cutting, plus the following welding processes: shielded metal arc, gas tungsten arc, gas metal arc, flux cored arc, submerged arc, and much more. Information on welding symbols, codes and standards, and quality control is presented. Classes in communications, management, personal finance, computer and applied math teach students practical business competencies.

Program entry and completion

New students are admitted every quarter. Graduates earn either a certificate/diploma in four quarters or an associate of applied science degree in six quarters. SCC graduates are highly recruited by local and regional employers.

For more information about this SCC Program of Study, please contact:

Duane Parrish, Welding Technology Chair-Lincoln;

Shannon Hansen, Welding Technology Co-chair-Milford;

Jeff Pelster, Welding Technology Co-chair-Milford

WELDING TECHNOLOGY

Lincoln and Milford Campuses

CERTIFICATE • DIPLOMA• ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in welding and related specialties.

Credit Hours Required for Graduation:

• Certificate:	**36.0**
• Diploma:	**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

WELD TECHNICAL ELECTIVES:

WELD1120	SMAW Lab III	5.0
WELD1252	GMAW (SS & AL)	4.0
WELD1273	Special Welding Applications	3.0
WELD2550	Post-Cooperative Education	2.0
WELD2551	Cooperative Education	10.0

GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

(Two classes from four areas below)
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should **contact their program advisor to ensure that the course/s meet the program requirements.**

CERTIFICATE:
Requires 31.5 credit hours of weld core courses, and MATH1000, see program advisor .

DIPLOMA:
Requires 68.0 credit hours of weld core courses, MATH1000 and one additional General Education course, see program advisor.

AAS DEGREE:
Requires 86.5 credit hours of weld core courses, 12.0 credit hours of weld technical electives, MATH1000 or higher and four General Education courses, see program advisor.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

Chapter 8 - Course Descriptions

COURSE DESCRIPTIONS

On the following pages are the descriptions (alphabetical by prefix) for credit courses offered at Southeast Community College.

Each course is identified with a lettered prefix and a course number, followed by the course title and campus where class is taught, class hours, lab/clinical/co-op/practicum hours (when applicable) and credit hours.

Following that is any prerequisite needed before taking the course and a brief description.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

COURSE PREFIX: **ENGL** | COURSE #: **2100** | COURSE TITLE: **Introduction to Literature**

B/L	45	-	4.5
OFFERED AT THIS CAMPUS LOCATION	CLASS HOURS	LAB HOURS	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.

💻 = *Denote course also offered On-line.*

Southeast Community College

SCC Credit Course Prefixes

SCC PROGRAMS OF STUDY CREDIT COURSES STARTS ON PAGE 128

AACS (see Continuing Education)
ACCT Accounting
ACFS Academic Foundation
AGRI Agriculture Business & Management
ANTH Anthropology
ARCH Architectural-Engineering Technology
ARTS Art
ASEP General Motors ASEP - Automotive Service Educational Program
ASST Ford ASSET - Automotive Student Service Educational Training Program
AUTB Auto Collision Repair Technology
AUTT Automotive Technology

BIOS Bioscience
BRDC Broadcasting
BSAD Business Administration

CAPP DaimlerChrysler CAP College Automotive Program
CHEM Chemistry
CNST Building Construction Technology
CRIM Criminal Justice

DENT Dental Assisting
DESL Diesel Technology
DRAF Computer Aided Drafting & Design Technology

ECED Early Childhood Education
ECON Economics
EDUC Education
EIGT Graphic Design
ELEC Electrical Technology
Electromechanical Technology
Electronic Servicing Technology
Electronic Engineering Technology
ELET Construction Electrician-IBEW Option
EMTL (see Continuing Education)
ENGL English
ESLX (see Continuing Education)

FIRE Fire Protection Technology
FSDT Food Service/Hospitality

GEOG Geography
GEOL Geology
GERM German

HIMS Health Information Medical Services (Medical Coding)
HIST History
HLTH Health
HMRS Human Services
HUMS Humanities
HVAC Heating, Ventilation, Air Conditioning, & Refrigeration Technology

INFO Computer Programming Technology, Microcomputer Technology

JDAP John Deere Ag Parts
JDAT John Deere Ag Tech
JDCE Deere Construction & Forestry Equipment Tech
JOUR Journalism

LBST Laboratory Science Technology
LLFW (see Continuing Education)
LPNS Practical Nursing
LSCE Land Surveying/Civil Engineering Technology

MACH Machine Tool Technology
MATH Math
MEDA Medical Assisting
MEDT Medical Laboratory Technology
MFGT Manufacturing Engineering & CAD Technology
MSTT Motorcycle, ATV, & Personal Watercraft Technology
MUSC Music

NDTT Nondestructive Testing Technology
NURA (see Continuing Education)
NURS Associate Degree Nursing

OFFT Office Technology

PDSM Parts Marketing & Management
PHED Physical Education
PHIL Philosophy
PHOT Photography
PHYS Physical Sciences
POLS Political Science
PSYC Psychology

RADT Radiologic Technology (see also Continuing Education)
RESP Respiratory Care

SIGN Sign Language
SOCI Sociology
SPAN Spanish
SPCH Speech
SURT Surgical Technology

THEA Theatre
TRUK Professional Truck Driver Training

VPUB Visual Publications
WELD Welding Technology

SCC CONTINUING EDUCATION CREDIT COURSE PREFIXES STARTS ON PAGE 187

AACS Area Community Services
EMTL Emergency Medical Services
ESLX English As a Second Language
LLFW Family & Consumer Science
NURA Nursing Assistant
RADT Radiography

= Denote course also offered On-line.

Nebraska Community Colleges • Nebraska Initiative • Associate of Arts Articulation Matrix

Core Area	English	Speech	Fine Arts 3.0 Semester Hours			History 3.0 Semester Hours	
Community College Course ➡	ENGL 1010 English Composition 3 Cr. Hrs.	SPCH 1110 Public Speaking 3 Cr. Hrs.	ARTS 1010 Intro to Visual Arts 3 Cr. Hrs.	MUSC 1010 Introduction to Music 3 Cr. Hrs.	THEA 1010 Introduction to Theatre 3 Cr. Hrs.	HIST 2010 American History 3 Cr. Hrs.	HIST 2020 American History 3 Cr. Hrs.
Receiving Institution							
Bellevue University	EN 101	CA 103	Art Elective	No Equivalent Course	No Equivalent Course	HI 151	HI 152
Chadron State College	ENG 135	SP 135	No Equivalent Course	MUS 235	TH 235	HIST 231	HIST 232
Clarkson College	EN 101	CA 120	No Equivalent Course			HI 201	HI 202
College of Saint Mary	ENG 101	CAC 310	ART 200			HPS 131	HPS 132
Concordia University	ENG 102	CTA 103	ART 101	MU 101	CTA 151	HIST 115	HIST 115
Dana College	21.103	15116	Gen. Ed.	Gen. Ed	Gen. Ed.	27 201	27 202
Doane College	ENG 101	CMS 205	ART 204	FAR 103	THE 101	HIS 205	HIS 206
Grace University	EN 101, 102	SP 120	No Equivalent Course	MU 211	COM 360	SS 431	SS 432
Hastings College	ENG 100	SPH 100	ART 200	MU 200 (2 cr)	THR 200 (2 cr)	HIS 251	HIS 253
Midland Lutheran	ENG 101	SPE 110	ART 120			HIS 205	HIS 207
Nebraska Christian College	ENG 101	SP 101	ART 100			HS 205	HS 206
Nebraska Methodist College	CM 101	CM 205	No Equivalent Course	No Equivalent Course	No Equivalent Course	No Equivalent Course	No Equivalent Course
Nebraska Wesleyan University	ENG 001	COMM 001	Fulfill Fine Arts Require.	MUSIC 013	THTRE 001	HIST 001	HIST 002
Peru State College	English 101	Speech 152	ART 206	MUSC 211	SPCH 232	History 113	History 114
Union College	ENGL 111	COMM 105	ART 104			HIST 255	HIST 455
UNK	ENG 101	SPCH 100	ART 120	MUS 100	THEA 120	HIST 250	HIST 251
UNL	ENGL 150	COMM 209	General Hours Credit	MUNM 276G	THEA 112	HIST 201	HIST 202
UNO	ENGL 1150	SPCH 1110	ART 1010	MUS 1090	DART 1010	HIST 1110	HIST1120
Wayne State	ENG 102	CNA 100	ART 100	MUS100	CNA 101	HIS 180 / HIS 181 Only 3 crs from this block apply	HIS 180 / HIS 181 Only 3 crs from this block apply
York College	ENG 113	COM 113	ART 203	MUS 203	COM 173	HST 213	HST 223

💻 = *Denote course also offered On-line.*

Nebraska Community Colleges • Nebraska Initiative • Associate of Arts Articulation Matrix

Core Area	Diversity	Humanities 3.0 Semester Hours					ECON/Political Science - 3.0 HRS
Community College Course ➡	SOCI 2150 Issues of Unity & Diversity 3 Cr. Hrs.	PHIL 1010 Intro to Philosophy 3 Cr. Hrs.	ENGL 2100 Intro to Literature 3 Cr. Hrs.	RELS 2610 Comparative Religions 3 Cr. Hrs.	HUMS 1100 Intro to Humanities 3 Cr. Hrs.	PHIL 1150 Critical & Creative Thinking 3 Cr. Hrs.	POLS 1000 American Government 3 Cr. Hrs.
Receiving Institution							
Bellevue University	Soc. Elective	PH 101	EN 110	PH 215	HU 101	PH 103	PS 102
Chadron State College	SOC 335	PHIL 231	ENG 233	HUM 335	HUM 231	PHIL 333	PS 231
Clarkson College	No Equivalent Course	PL 101	No Equivalent Course	PL 201	No Equivalent Course	PL 330	GV 101
College of Saint Mary	PSY/EDU 475	PHL 101	ENG 105 or 106	THE 104	Elective	PHL 110	HPS 110
Concordia University	No Equivalent Course	PHIL 201	ENG 201	THEO 390	No equivalent course	No equivalent course	PS 111
Dana College	Gen. Ed.	43201	Gen Ed.	38111	Gen Ed.	Gen Ed	36217
Doane College	ANT/SOC 308	PRE 110	ENG 237	PRE 323 (Doane Lincoln Only)	No equivalent course	No equivalent course	PSI 101
Grace University	ED 203	HU 221	HU 381 or HU 382	HU 321	HU 100	HU 414	SS 433
Hastings College	No Equivalent Course	PHL 100	ENG 110	REL 200	No Equivalent Course	Any course in PHL	PSL 100
Midland Lutheran	SOC 210	PHI 200	ENG 110	REL 240	HIS 260	No Equivalent Course	HIS 207
Nebraska Christian College	SS 118, 119, 120	PH 301	ENG 102	MI 206	MU 101	PHI 310	POLS 1110
Nebraska Methodist College	HU 130	No Equivalent Course	No Equivalent Course	No Equivalent Course	No Equivalent Course	CM 201	No Equivalent Course
Nebraska Wesleyan University	Elective	PHIL 010	Elective	RELIG 120	Elective	PHIL 101	POLSC 001
Peru State College	Sociology 370	Philosophy 201	English 202	Sociology 321	No Equivalent Course	No Equivalent Course	Political Science 201
Union College	SOCI 227	PHII 335	ENGL 235	RELT 147	HMNT 305	No Equivalent Course	PLSC 205
UNK	Elective	Elective	ENG 254	Elective	Hum Elective Gen. Studies	Elective	PSCI 110
UNL	SOCI 217	General Hours Credit	ENGL 180	General Hours Credit	General Hours Credit	General hours credit	POLS 100
UNO	BGS CREDIT	PHIL 1010	ENGL 2300	BGS CREDIT	ELECTIVE	BGS CREDIT	PSCI 1100
Wayne State	Soc Elective	PHI 101	ENG 150	PHE 130	No equivalent	No equivalent	Only 3 credit hours from this block apply POS 100 / POS 110 ECO 202 / ECO 203
York College	EDU 343 (LD credit only)	No Equivalent Course	Sub ENG 213/223	No Equivalent Course	Sub MUS 203	No equivalent course	POL 123

💻 = *Denote course also offered On-line.*

Nebraska Community Colleges • Nebraska Initiative • Associate of Arts Articulation Matrix

Core Area	ECON/Political Science - 3.0 Semester Hours			Social Science 3.0 Semester Hours		Science 7.0 Semester Hours		Math
Community College Course ➡	POLS 1600 International Relations 3 Cr. Hrs.	ECON 2110 Principles of Macroeconomics 3 Cr. Hrs.	ECON 2120 Principles of Microeconomics 3 Cr. Hrs.	PSYC 1810 Intro to Psychology 3 Cr. Hrs.	SOCI 1010 Intro to Sociology 3 Cr. Hrs.	BIOS 1010 General Biology 3 Cr. Hrs.	PHYS 1100 Physical Science 4 Cr. Hrs.	MATH 1150 College Algebra 3 Cr. Hrs.
Receiving Institution								
Bellevue University	Econ Elective	EC 201	EC 202	PY 101	SO 101	BI 101	PC 101	MA 102
Chadron State College	PS 332	ECON 231	ECON 232	PSYC 131	SOC 231	BIOL 136 & 136L	PHYS 135	Math 141
Clarkson College	No Equivalent Course	BU 200	BU 202	PY 101	SO 101	BIO 117	No Equivalent Course	MA 120
College of Saint Mary	HPS 110	ECO 131	ECO 132	PSY 101	SOC 101	BIO 110 & 111	Science Gen Ed.	MTH 114
Concordia University	No equivalent course	ECON 101	ECON 102	PSY 101	SOC 101	Gen Ed Science	Science Gen Ed.	Math 132
Dana College	Elective	18201	18202	37101	40103	12121	32112	30122
Doane College	PSI 214	ECO 101	ECO 102	PSY 117	SOC 109	BIO 101	PHS 105	MTH 105
Grace University	BU 402	SS 202	SS 201	SS 100	SS 222	SCI 341	SCI 342	MA 201
Hastings College	No equivalent course	ECO 213	ECO 211	PSY 100	SOC 200	BIO 101 or BIO 300	PHY201, CHM 124/136 SCI 223/ 232	No Equiv. Course
Midland Lutheran	N/A	ECO 201	ECO 202	PSY 120	SOC 130	BIO 103	PHY 151	MTH 140
Nebraska Christian College	POS 110	ECON 2130	ECON 2140	PS 101	SOC 2100	BIO 1010	Phy 1010	Math 1140
Nebraska Methodist College	No equivalent course	No Equivalent course	No Equivalent Course	SS 101	SS 120	No Equivalent Course	No Equivalent Course	No Equiv. Course
Nebraska Wesleyan University	POLSC 009	ECON 053	ECON 054	PSYCH 001 002 SS Requirement	SOC 003	BIO 001	Fulfills Nat. Sci Require.	MATH 010
Peru State College	No equivalent course	Economics 220	Economics 221	Psychology 121	Sociology 201	General Science 205	General Science 206	MATH 101
Union College	No equivalent course	ECOn 236	ECOn 235	PSYC 205	SOCI 105	BIOL 151	PHYS 111	MATH 111
UNK	PSCI 168	ECON 270	ECON 271	PSY 203	SOC 100	BIOL 103	PHYS 100	MATH 102
UNL	POLS 160	ECON 211	ECON 212	PSYC 181	SOCI 101	BIOS 101 + 101L	Gen Science Credit	MATH 101
UNO	PSCI 2210	ECON 2220	ECON 2200	PSYC 1010	SOC 1010	BIOL1020	ELECTIVE GENERAL EDUCATION	MATH 1320 OR GET 1010
Wayne State	Only 3 credit hours from this block apply POS 100 / POS 110 ECO 202 / ECO 203	Only 3 credit hours from this block apply POS 100 / POS 110 ECO 202 / ECO 203	Only 3 credit hours from this block apply POS 100 / POS 110 ECO 202 / ECO 203	Only 3 crs from this block apply PSY 101 / SOC 101	Only 3 crs from this block apply PSY 101 / SOC 101	BIO 102	Physical Sci Require.	MAT 115
York College	No equivalent course	ECO 233	ECO 243	PSY 113	SOC 113	BIO 154 or NSC 163	NSC 153	MTH 173

COURSE # COURSE TITLE LOCATION OFFERED CLASS HOURS LAB HOURS CREDIT HOURS

ACCT • Accounting

ACCT1200 Principles of Accounting I
B/L/M 45 - 4.5
Prerequisite: Accounting Competency met.
Learning account types and studying the accounting cycle, which includes recording transactions, adjusting accounts, and preparing financial statements for service and merchandising companies. Additional topics include: cash, accounts receivable, inventory, plant assets, and current liabilities.

ACCT1210 Principles of Accounting II
B/L 45 - 4.5
Prerequisite: ACCT1200. Continuation course of ACCT1200. Includes study of partnerships, corporations, notes payable and bonds, concept of present value, issuance of stocks and bonds, cash flow statement, long-term investments, budgeting, analysis of financial statements, cost-volume-profit analysis, departmental, branch, and manufacturing accounting.

ACFS • Academic Foundation

ACFS0840 Collegiate Study Skills
B/L/M - 30 1.5
A general information course to help students develop skills for study, research, and test preparation. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students class and work schedules. Excellent course for students returning to school who are needing to upgrade skills in the use of computers for school work. Graded pass/no pass.

ACFS0860 Learning Strategies
L 15 - 1.5
Individualized approach to learning and applying strategies needed to succeed in college. Designed for students who need help in improving skills such as time management, note-taking, test taking, memory building, and studying/reading textbooks.

ACFS0880 Student Success
B/L/M 45 - 4.5
How to control learning and how to apply strategies needed to succeed in college. Topics of study and application include time management, goal setting, learning styles, reading/study strategies, memory techniques, note-taking methods, test taking skills, critical thinking, and diversity.

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.

ACFS2020 Career Development
L/M 25 - 2.5
Overview of career development with emphasis on the skills necessary for a job search, interpersonal skills, and communication.

AGRI • Agriculture Business & Management

AGRI1116 Electric & Gas Welding
B 15 30 2
Introduction to all types of welding, basic to advanced, for use in maintenance and repair of machinery. Electric and gas welders including stick, MIG, TIG, hard-facing, brazing, aluminum and stainless steel.

AGRI1123 Agribusiness Careers
B 45 3 4.5
Overviews of occupations in the field of agribusiness. In-depth exploration of several broad occupational areas and personal interview of at least two agribusiness management level employers.

AGRI1124 Basic Ag Leadership
B 40 10 4.5
This course will help students become more successful in life and the workplace through learning and enhancing personal development and communication skills; attaining desired leadership positions both in their careers and community.

AGRI1131 Crop & Food Science
B 45 3 4.5
Principles and practices of production of the major agronomic crops of the high plains.

AGRI1132 Horticulture Plant Identification & Selection
B 45 3 4.5
Study and identification of a variety of horticulture plants used in landscape design, greenhouses, and nurseries in the Midwest.

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.

AGRI1136 Plant Propagation
B 21 27 3
Introductory study of plant propagation and reproduction. Areas of focus include vegetative reproduction, cross pollination and grafting procedures.

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 Equine Management
B 43 5 4.5
An introduction to the fundamental aspects of horse management.

AGRI1145 Agricultural Electricity & Welding
B 10 86 3
Fundamentals of electrical terms, wiring materials and practices. Includes wiring basic switches, lights and outlets. Maintenance of electrical equipment and wiring, electric and gas welding included. Repair of agricultural machinery.

AGRI1153 Soils & Plant Nutrition
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.

AGRI1154 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.

AGRI1155 Basic Landscaping
B 45 3 4.5
Prerequisite: AGRI1132. Introduction to landscape design and construction using techniques that combine color, plant species, and symmetrical and asymmetrical balance.

AGRI1171 Ag Technology
B 21 27 3
Introduction to electronic spreadsheets for solving agricultural problems with emphasis on logical and systematic decision making. Preparation for computer use in subsequent courses.

AGRI1177 Companion Animals
B 45 3 4.5
Principles and practices for the life cycle and care of companion animals which may include nutrient regimen, breed identification, various infections and non-infectious disease diagnostics and treatment, anatomy, physiology, parasitic life cycles and internal and external identification, medication requirements for certain problems and the importance of companion animals in contemporary society.

AGRI1195 Advanced Electric and Gas Welding
B 15 30 2
Prerequisite: AGRI1116 or instructor permission.
Advanced instruction in all types of welding, for use in maintenance and repair of machinery and project construction. Electric and gas welders such as Stick, MIG, TIG, hard-facing, brazing and stainless steel welding.

AGRI1205 Enterprise Analysis
B 45 3 4.5
Study of record keeping techniques and processes for horticulture, crop, and livestock production units. Manual and computerized record keeping techniques for production operations used to determine alternatives, effective and efficient cash flow operations and cost accounting with the least amount of additional training.

AGRI1211 Agriculture Marketing
B 45 3 4.5
Introduction to utilization of marketing alternatives in pricing agricultural products. Emphasis on sources of fundamental and technical information, charting, developing local basis estimates and computing hedges.

AGRI1216 Agribusiness Management
B 45 3 4.5
Introduction to management principles in agribusiness. Management simulation and computer systems illustrate the decision-making process.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

AGRI1218 Basic Farm Engines
B 30 45 4.5
Principles of operation and care of diesel, gasoline and LP gas engines. Parts identification and analysis of engine and parts failure. Tune-up of engines and familiarity with overhaul procedures.

AGRI1221 Livestock Nutrition
B 60 36 6
Introduction to animal nutrition and foodstuffs. Feed formulation, feed processing, handling, sales and service.

AGRI1239 Arborculture
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.

AGRI1242 Turfgrass Management
B 45 3 4.5
Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn. Emphasis on fertility, pest control, irrigation requirements and proper mowing procedures.

AGRI1248 Artificial Insemination
B 10 16 1.5
Firsthand experience with artificial insemination of beef and dairy cattle. Arranged with various breeder service companies. Students work with equipment and animals used in the industry. Additional Fees required.

AGRI1251 Individualized Laboratory
B - 90 3
Selected topics in agribusiness arranged on individual contract basis.

AGRI1257 Live Animal Selection & Carcass Evaluation
B 45 3 4.5
Methods of selection and evaluation of live animals and carcasses. Training in selection of replacement breeding animals of economic importance. Purchasing slaughter animals and carcasses for primal cuts within the meat industry.

AGRI1258 Introduction to Meats
B 45 3 4.5
Identification and grading of retail and wholesale cuts of meat of swine, beef and sheep, with emphasis on economic and nutritional value. Carcass grading and processing is covered.

AGRI1272 Intermediate Live Animal Selection
B 8 22 1.5
Prerequisite: AGRI1257. Introduction in methods of livestock evaluation and oral reasons presentations including beef, swine, sheep and horses. Includes fieldwork in selection.

AGRI2202 Farm & Ranch Management
B 51 45 6
Prerequisites: Students should have completed or be currently enrolled in AGRI1131, AGRI1141, AGRI1205, AGRI1211, and AGRI1216. Study of crop and livestock management systems within the total farm operation. Methods of acquiring financial resources for agricultural business such as purchasing, leasing, and contractual agreements. Includes developing cash flow, income balance sheets, partial budgets, and developing and utilizing a management plan.

AGRI2204 Agribusiness Intern Seminar I
B 45 3 4.5
Prerequisite: AGRI1123 or instructor permission. Guidelines for agribusiness internship. Applying and interviewing for placement, basic preparation for the specific internship experience and the process to be used for supervision and evaluation on the job.

AGRI2212 Ag Machinery Maintenance
B 6 90 3
Study of engines, hydraulics and power trains for use in maintenance of agriculture machinery. Proper maintenance, adjustment, operation and minor repair of agricultural power machinery.

AGRI2214 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.

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 25 3
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 - 2
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.

AGRI2231 Animal Breeding
B 66 30 7.5
Prerequisites: AGRI1123 or AGRI1124. The intent of this course is the help the student attain professional and personal success through advanced leadership development.

AGRI2232 Harvesting Equipment
B 42 54 6
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
Study of tillage and planting equipment used in agriculture crop production. Operation, uses, maintenance and field adjustment of equipment.

AGRI2240 Range & Forage Management
B 42 54 6
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
Study of management of animal health products. Review of common animal health problems and proper use of animal health products and equipment.

AGRI2253 Grain Management
B 25 23 3
Methods of cereal grain crop storage. Maintenance of grain quality in farm and agribusiness storage facilities.

AGRI2254 Advanced Swine Production
B 45 3 4.5
Prerequisite: AGRI2231. Study of profitable swine production. Consolidates swine production, marketing, meat processing and sales to pork consumers.

AGRI2255 Advanced Sheep Production
B 45 3 4.5
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 3 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.

COURSE # | COURSE TITLE | LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS

AGRI2267 Advanced Marketing
B 45 3 4.5
Prerequisite: AGRI1211. Study and application of option contracts in a market plan in conjunction with other market alternatives. Use of indicators through fundamental and technical analysis for pricing and timing to market ag commodities.

AGRI2272 Advanced Live Animal & Carcass Selection
B 8 22 1.5
Prerequisite: AGRI1257. Advanced methods of livestock evaluation. Training in evaluation of live animals and carcasses of beef, sheep, swine and horses. Includes field work in selection. Extensive oral reasons presentations.

AGRI2274 Individual Marketing / Management Laboratory
B - 45 1.5
Firsthand experience in identifying a management or marketing problem, gathering resources, and developing alternative solutions. Use of computer technology and other management tools.

AGRI2279 Advanced Ag Technology
B 45 3 4.5
Prerequisite: AGRI1211 and AGRI1171 or permission. Study and application of decision making techniques and forecasting through the use of microcomputer spreadsheet software, data management software, graphic presentations, and integration of decision making procedures.

AGRI2280 Advanced Crops
B 45 3 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.

AGRI2281 Agribusiness Cooperative Internship
B - 420 10.5
Prerequisite: Must have completed AGRI2204 or instructor permission. Instructor supervised on-the-job training to gain experience in an agribusiness occupation. Apply skills and principles learned and acquire additional skills for growth and advancement.

AGRI2285 Agribusiness Cooperative Internship Seminar II
B 15 - 1.5
Prerequisites: Must register for AGRI2281 and have completed ten (10) weeks of the internship, or instructor permission. Evaluation of the cooperative experience. Preparation for employment.

AGRI2286 Advanced Landscaping
B 45 3 4.5
Prerequisite: AGRI1155. Detailed study of advanced techniques including retaining walls, constructed structures and various color schemes.

AGRI2288 Golf Course Management
B 22 26 3
Prerequisite: AGRI1242, AGRI1135, AGRI2219; Corequisite: AGRI2265. Study of golf course management practices as they pertain to bunker, green, tee, and fairway construction, and maintenance and upkeep including mowing, fertilization, irrigation, pest management and equipment maintenance and operation.

AGRI2291 Agribusiness Sales
B 45 3 4.5
Prerequisite: AGRI1123. Exploration of agribusiness sales. Functions and role of sales representatives. Productive relationships between consumers and sales representatives.

AGRI2292 Landscape Maintenance
B 21 27 3
General understanding of procedures for reviving and maintaining existing landscapes, using annual and perennial plant species.

ANTH • Anthropology

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.

ANTH2320 Introduction to Archaeology
B/L 45 - 4.5
Integrated overview of archaeology, including methods used by archaeologists to study the past as well as what has been learned about human prehistory through archaeology. Topics include but not limited to, the history of archaeology and anthropology, cultural and public resources management, dating methods, Geographical Information Systems, remote sensing, human ecology, signs and symbols, the rise and fall of civilizations, religion, and ideology.

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
Methods of calculating heat loss and heat gain for residential buildings according to ACCA Manual J.

ARCH1115 Light Construction Principles
M 50 - 5
Corequisite: ARCH1158. Methods of light construction on wood frame and masonry structures. Theory of architectural drafting with emphasis on lettering, line work and the procedures related to producing architectural working drawings.

ARCH1150 Computer Aided Drafting I (CAD)
M 20 - 2
Corequisite: ARCH1158. Fundamentals of Computer Aided Drafting using AutoCAD on high tech micro computers. Instruction on computer operating system. AutoCAD menus, AutoCAD settings and drawing set up. Draw and Edit commands, AutoCAD coordinate systems.

ARCH1158 Basic Architectural Drafting
M - 100 3
Corequisite: ARCH1115. Techniques and fundamental skills of architectural drafting. Lettering, line work and basic technical drawing. Schedules, details, framing drawings and construction assembly methods used by drafters.

ARCH1208 Heating & Air Conditioning Systems II
M 50 - 5
Prerequisites: ARCH1107, ARCH1158 and MATH1080. Concurrent with: ARCH1226. Methods of sizing a residential duct work system according to ACCA Manual D.

ARCH1210 Elementary Structural Design
M 45 - 4.5
Prerequisite: MATH1080. Basic structural design. Study of mathematics and trigonometry used in determining strength of materials. Wood, concrete, and steel reactions to varying loads.

ARCH1224 Plumbing Systems Drafting
M - 80 2.5
Prerequisites: ARCH1158 and MATH1080. Concurrent with: ARCH1225. Production of drawings of waste, vent and water piping systems that are acceptable to industry standards.

ARCH1225 Plumbing Systems
M 50 - 5
Prerequisites: ARCH1158 and MATH1080. Concurrent with ARCH1224. Methods of design, layout and sizing of waste, vent, and water piping systems as required on commercial building projects.

ARCH1226 Heating & Air Conditioning Systems Drafting
M - 70 2.5
Prerequisites: ARCH1107, ARCH1158 and MATH1080. Concurrent with: 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: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 35 - 3.5
Prerequisites: ARCH1103, ARCH1158 and MATH1080. Methods of performing a quantity survey of a residential building project. Residential construction techniques.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

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.

ARCH1328 Structural & Building Systems
M 80 4 8
Prerequisites: ARCH1103, ARCH1110, ARCH1115, ARCH1240. Corequisites: ARCH1329, ARCH1330. Concepts of heavy structural systems. Structural steel and detailing.

ARCH1329 Structural Concrete & Wood Building Systems
M 40 7 4
Prerequisites: ARCH1103, ARCH1110, ARCH1115, ARCH1240. Corequisite: ARCH1328 and ARCH1330. Concepts of heavy structural systems. Reinforced concrete, commercial and industrial wood applications.

ARCH1330 Structural Detailing & Design
M 20 65 4
Prerequisites: ARCH1103, ARCH1110, ARCH1115, ARCH1240. Corequisite: ARCH1328 and ARCH1329. Methods of graphically representing structures. Drafting, detailing steel and concrete and wood structural systems. All drawings will be computer generated.

ARCH1340 Computer Aided Drafting III (CAD)
M 15 10 1.5
Prerequisite: ARCH1240. Exercises in drawing the Floor Plan, Elevations, Section, Details, using the current CAD system.

ARCH1434 Fundamentals of Commercial Architecture
M 34 - 3
Prerequisites: ARCH1329 and ARCH1328. Concurrent with: ARCH1436. Study of construction methods for commercial buildings. Techniques of industry in developing working drawings and written specifications for a commercial building.

ARCH1436 Commercial Architectural Drafting
M - 172 5.5
Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330 and ARCH1340. Concurrent with: ARCH1434. Project: Production of architectural and structural working drawings for a small commercial building. All drawings shall be CAD generated.

ARCH1438 Residential Design & Drafting
M 20 78 4.5
Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330 and ARCH1340. Advanced study of residential architectural drafting. Drafting a complete set of plans from an original design of a new residence including site, floor, and framing plans; door, window, and room finishing schedules; building, wall, and stairway sections; construction details and exterior and interior elevations. All drawings will be CAD generated.

ARCH2531 Electrical Systems Theory
M 50 - 5
Prerequisite: MATH1080. Concurrent with: ARCH2542. Techniques for calculating lighting levels, lighting requirements and circuit loads required for the building trades.

ARCH2533 Advanced Mechanical Systems Theory
M 50 - 5
Prerequisite: ARCH1208. Concurrent with ARCH2544. Methods of calculating heat loss and heat gain of a commercial structure and the layout and sizing of duct work systems.

ARCH2542 Electrical Systems Drafting
M - 75 2.5
Prerequisite: ARCH1340. Concurrent with: ARCH2531. Practice in drafting electrical systems for structures using ARCH2531 as a guide. All drawings will be CAD generated.

ARCH2544 Advanced Mechanical Systems Drafting
M - 75 2.5
Prerequisites: ARCH1226 and ARCH1340. Corequisite: ARCH2533. Concurrent with ARCH2533. Practice in design of duct work systems required in building using information from ARCH2533 as a guide for the required duct work. All drawings will be CAD generated.

ARCH2546 Site Planning & Surveying
M 25 25 3
Prerequisites: ARCH1340 and MATH1080. Basic surveying. Practice in running levels and a topographic survey to aid in a site plan. Computations in determining lot measurements, areas of lots, earth work excavation quantities, and contours prepare the student for the site plan for the sixth quarter project.

ARCH2637 Comprehensive Project Design
M 30 - 3
Prerequisites: ARCH1434, ARCH1436 and ARCH2546. Concurrent with: ARCH2648. Logical sequence of steps involved in design of a building following the design and planning of a nearby structure. Instructor and guest consultants provide criteria of the project for the class. An accumulation of the five previous quarters' experiences are used by the student to prepare a functional design that fits the needs and budget of the client. The application of the life safety code to the project will be a major consideration. Minimum of "C" grade for graduation.

ARCH2639 Construction Estimating
M 35 - 3.5
Prerequisite: ARCH1311. Concurrent with: ARCH2648. Methods of performing material takeoff and pricing materials for commercial construction. The building used for estimating will be drawn by the student in ARCH2648. Minimum of "C" grade for graduation.

ARCH2641 Life Safety Code
M 31 - 3
The basics of building design utilizing the Life Safety Code (NFPA). Occupancy classifications means and sizing of egress components and features of fire protection are covered. Minimum of "C" grade for graduation.

ARCH2648 Comprehensive Project Drawing
M 28 177 8
Prerequisites: ARCH1434, ARCH1436, and ARCH2546. Concurrent with: ARCH2637, and ARCH2639. Preparation of a full set of working drawings from information accumulated from ARCH2546 and ARCH2637 Speed is an important factor as the student applies the accumulated knowledge of the five previous quarters. All drawings in this project will be CAD generated. Minimum of "C" grade for graduation.

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.

ARTS • Art

💻ARTS1010 Introduction to the Visual Arts (Art Appreciation)
B/L 45 - 4.5
An appreciation of the visual arts from a historical perspective. Includes an overview of the creative process, the evolution of art, and art as it relates to society.

💻ARTS1050 Introduction to Art History and Criticism I
B/L 45 - 4.5
A survey of major works of art in all media from Prehistory through the end of the Middle Ages. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.

💻ARTS1060 Introduction to Art History and Criticism II
B/L 45 - 4.5
A survey of major works of art in all media from the Renaissance to the present. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.

ARTS1110 Beginning Drawing I
B 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 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.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

ARTS1330 Beginning Ceramics I
B 15 60 4.5
Introduction to the construction of pottery and sculptural clay forms. Hand building, wheel-throwing, and glaze application.

ARTS1340 Beginning Ceramics II
B 15 60 4.5
Prerequisite: ARTS1330. Continuation of Beginning Ceramics I with an emphasis on advanced studio problems, techniques, materials and creative solutions.

ARTS2210 Beginning Graphic Design
B 15 60 4.5
Prerequisite: ARTS1110 and ARTS1120 or permission. Introduction to graphic art and the foundations of visual communication. History, principles of design and layout, methods, materials and applications.

ARTS2510 Beginning Painting I
B 15 60 4.5
Introduction to painting. Emphasis on basic techniques and composition. Subjects: still life, landscape. Materials: alkyds or acrylics.

ARTS2520 Beginning Painting II
B 15 60 4.5
Prerequisite: ARTS2510. Continuation of ARTS2510. Emphasis on advanced studio problems, materials, techniques, and creative solutions.

ARTS2650 Introduction to Native American Art
B/L 45 - 4.5
Survey of Native American art of North America from prehistory to the present, emphasizing the art of indigenous peoples as a fine art form. History, cultural environment, special issues, art methods and materials.

ARTS2750 Women In Art
B/L 45 - 4.5
Survey of the lives and achievements of women artists from prehistory to the present in Europe and America. History, cultural environment, and special issues.

ASEP • General Motors Automotive Service Educational Program (ASEP)

ASEP1170 GM Shop Orientation & Safety
M 20 12 2
Introduction to automotive shop procedures, shop safety. Proper use of hand tools, power tools, and other equipment used by the automotive technician. Thread repair, tube flaring and fasteners.

ASEP1171 GM Welding
M 10 8 1
Theory and practice of "GMAW" welding, braze welding, and oxyacetylene cutting. Equipment setup, safety, and operation is stressed.

ASEP1173 GM Fundamentals
M 30 10 3
Introduction to and proper use of GM service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Complete overview of all service manual sections (0-9) with emphasis on theory of operation of the various systems and components. OSHA hazard communication std/hazard chemical right-to-know included.

ASEP1175 GM Electrical & Electronic Principles
M 110 40 12
Specialized Electronics Training Part 1. Principles and concepts of GM electrical systems. Study of operation and testing of batteries, charging and starting systems, ignition systems principles, body wiring and components for power windows, seats and door-locks, windshield wipers, cruise control and theft deterrent systems.

ASEP1177 GM Brake Systems
M 30 30 4
Theory, diagnosis, and repair procedures of disc and drum brake systems on current General Motors vehicles.

ASEP1268 Dealer Cooperative Experience
M - 480 12
Prerequisites: ASEP1170, 1171, 1173, 1175, 1177 and 1179. Dealer coordinated work experience for the student in accordance with the program schedule. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.

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.

ASEP1468 Dealer Cooperative Experience
M - 480 12
Prerequisites: ASEP1360 and ASEP1363. Dealer coordinated work experience. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.

ASEP2528 GM Steering & Suspension Systems
M 30 50 4.5
Prerequisite: ASEP1468. Principles of operations, disassembly procedures, and repair of General Motors steering and suspension systems. Power and manually controlled Integral and Rack and Pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, both on and off the vehicle.

ASEP2529 GM Manual Transmission, Transaxles, Clutch & Transfer Case
M 60 30 7
Prerequisite: ASEP1468. Operating principles and service of General Motors manual transmissions and related drive train components. Diagnosis and repair procedures. (Includes GM courses: 13002.02 Vibration Correction; 14003.04 All Wheel/ Four Wheel Drive.)

ASEP2537 GM Rear Axle Service
M 20 10 2
Prerequisite: ASEP1468. Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals, and differentials used on late model General Motors vehicles. (Includes GM course: 14001.00 - Rear Axles and Drive Shafts.)

ASEP2538 GM Advanced Powertrain Electronic Systems
M 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.

ASEP2668 Dealer Cooperative Experience
M - 480 12
Prerequisites: ASEP2528, 2529, 2537, 2538 and 2561. Dealer coordinated work experience. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.

ASEP2743 GM Powertrain Electronic Systems & Drivability Diagnosis
M 40 40 5.5
Prerequisite: ASEP2668. Diagnosis, adjustments and repair procedures using electrical meters, oscilloscopes and GM approved diagnostic test equipment.

ASEP2747 GM Body Electrical & Electronics
M 50 30 6
Prerequisite: ASEP2668. Advanced electrical course covering operation, testing, diagnosis and repair of GM computerized body electrical and electronic systems.

COURSE #	COURSE TITLE LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

ASEP2748 GM Automatic Transmission & Transaxles
M 80 40 9
Prerequisite: ASEP2668. Operation, diagnosis, adjustment, and repair of the automatic transmissions used in rear-wheel and front-wheel drive General Motors cars. Removal and installation procedures and safety.

ASEP2749 GM New Product Update
M 20 - 2
Overview of new product features for current model year. Includes available General Motors New Product information.

ASST • Ford (ASSET) Automotive Student Service Educational Training Program

ASST1110 Ford Shop Orientation
M 15 6 1.5
Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with many basic elements of automotive repair.

ASST1170 Ford Shop Safety & Repair
M 15 6 1.5
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.

ASST1171 Ford Welding
M 10 8 1
Theory and practice of "GMAW" welding, braze welding, and oxyacetylene cutting. Equipment setup, safety and operation is stressed.

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.

ASST1177 Ford Brake Systems I
M 20 10 2
Theory, diagnosis and repair procedures of disc and drum brake systems on current Ford vehicles.

ASST1179 Ford Heating & Air Conditioning
M 20 10 2
Study of theory, operation and repair of air conditioning, heating and ventilation systems on late model Ford vehicles.

ASST1268 Dealer Cooperative Experience
M - 480 12
Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASST1360 Ford Electronic Engine Controls
M 85 55 10
Study of engine tune-up, oscilloscope use and Ford computer system; basic computer operation, sensor operation and actuator operation. Theory and principles of operation of Ford fuel systems: fuel pumps, fuel tanks, filters and emission control systems. Ford fuel injection systems.

ASST1361 Ford Diesel Engine & Fuel Systems
M 35 25 4
Theory and operation of Ford diesel fuel injection systems: pump repair, operation, nozzle repair. Diagnosis and service of diesel electrical and emission control systems.

ASST1363 Ford Engine Repair
M 65 35 7.5
Study of operation and construction of Ford gas and diesel engines. Techniques and skills in testing and diagnosing of engine mechanical condition. Cylinder head reconditioning, disassembly, inspection, measurement and reassembly. Accuracy of measurement and repair decisions. Correct and safe engine removal and installation.

ASST1468 Dealer Cooperative Experience
M - 480 12
Coordinated work experience from dealer in accordance with the program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASST2529 Ford Manual Transmissions, Transaxles, Clutches and Transfer Cases
M 60 30 7
Operating principles and service of Ford manual transmissions and related drive train components. Diagnosis and repair procedures.

ASST2537 Ford Rear Axle & Driveline
M 20 10 2
Operation, diagnosis and repair of drive shafts, universal joint axles, axle bearings, seals and differentials on late model Ford vehicles.

ASST2538 Ford Advanced Diagnosis, & Driveability
M 60 40 7
Advanced tune-up, electrical and fuel systems. Electronic carburetors, throttle body, multiple injection systems, turbo chargers, electronic and computer controlled ignition systems, charging systems and cranking systems. Diagnosis, adjustments and repair procedures using electrical meters, scopes and infrared diagnostic equipment.

ASST2546 Ford Heating & Air Conditioning II
M 30 20 3.5
Advanced heating and air conditioning with emphasis on diagnosis and repair. Theory and repair of automatic and electronic air conditioning control systems on Ford vehicles.

ASST2668 Dealer Cooperative Experience
M - 480 12
Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASST2728 Ford Steering & Suspension Systems
M 30 40 4
Study of the principles of operations, disassembly procedures and repair of Ford steering and suspension systems. Power and Manually controlled integral and rack and pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.

ASST2745 Ford Brake Systems II
M 20 10 2
Study of operation, diagnosis and service of electronic brake control systems on late model Ford vehicles.

ASST2747 Ford Body Electrical & Electronics
M 65 30 7.5
Advanced auto electricity covering theory, testing, diagnosis and repair of body electrical accessories: windows, power seats, windshield wipers, cruise controls and computer controlled body electronics.

ASST2748 Ford Automatic Transmissions & Transaxles
M 70 40 8
Operation, diagnosis, adjustment and repair of automatic transmissions in rear-wheel and front-wheel drive Ford vehicles. Removal and installation procedures and safety.

ASST2749 Ford New Product Update
M 20 - 2
Overview of new product features for current model year. Includes available Ford New Product information.

AUTB • Auto Collision Repair Technology

AUTB1150 Tools and Equipment
M 20 - 2
Proper Identification, selection, usage, maintenance, and cost of tools and equipment used in the collision repair and maintenance program.

AUTB1155 Collision Repair Theory
M 75 - 7.5
Prerequisites: AUTB1150. Theory of repair processes using basic hand tools and progressing into use of power tools and filler materials. Theory of metal bending including the study of sheet metal, damage classification, types of damage, and corrective forces used to restore damaged components to original dimensions and contours. The processes involved in repairing minor non-structural automotive body panels as well as automobile body panel alignment. Material safety data sheet information to follow EPA and OSHA standards.

COURSE #	COURSE TITLE	LOCATION OFFERED	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.

AUTB1165 Collision Repair Lab
M - 105 3.5
Prerequisites: AUTB1155. Practice in basic metal repair fundamentals as it relates to the repair of nonstructural automobile body panels. Repair on non-structural automobile body panels is done to replicate real world repairs. Automobile body panel alignment on vehicles to ensure quality repairs required according to collision repair industry standards.

AUTB1170 Welding Lab
M - 30 1
Prerequisites: AUTB1160. Practical experience in oxyacetylene welding, brazing, MIG welding, aluminum welding, gas and plasma cutting techniques used in collision repair.

AUTB1175 Paint Finishes Theory
M 20 - 2
Study of the sequence of surface preparation operations needed to acquire a durable, high quality, long lasting topcoat. Paint gun care, troubleshooting and proper usage in applying primer surfaces.

AUTB1250 Collision Repair Theory II
M 45 - 4.5
Prerequisites: AUTB1150 through AUTB1175. Application of replacing parts, use of materials, and operating hydraulic external pull equipment. Identification and repair procedures for composites and plastics using the latest repair procedures currently used in the collision repair industry

AUTB1255 Collision Repair Lab II
M - 210 7
Prerequisites: AUTB1150 through AUTB1175. Projects will be assigned to students that will include basic metal repair, plastic repair, composite repair, as well as corrosion protection and priming operations with care of vehicle to be taken to ensure customer satisfaction.

AUTB1260 Electrical Repair I
M 15 - 1.5
Prerequisites: AUTB1150. Theory of the automobile electrical storage and wiring system. Wiring troubleshooting processes and automobile lighting.

AUTB1350 Paint Finishes Theory II
M 30 - 3
Prerequisites: AUTB1175. The study of equipment, preparation, materials, topcoat selection, and application to an overall painting operation will be emphasized. Techniques of spot painting repairs to include color matching and application.

AUTB1355 Estimating Theory
M 15 - 1.5
Estimating principles and procedures of cost accounting. Emphasis is based on present day business practices and operations of the automobile collision repair field.

AUTB1360 Electrical Repair II
M 15 - 1.5
Prerequisites: AUTB1260. Introduction to proper usage of diagnostic procedures including flow charts, wiring diagrams, scan tools, digital and analog multimeters. This will include identification of programmable electrical, electronic components, including servicing precautions of body electronic and body computers.

AUTB1365 Refinishing Lab I
M - 165 5.5
Prerequisites: AUTB1175 through AUTB1350. Lab experience will include analyzing condition and type of existing finish and determining the sequence of preparation for a high quality, durable finish. The proper use of various refinishing systems and clear top-coatings to perform overall and spot painting tasks will be covered.

AUTB1370 Collision Repair Lab III
M - 45 1.5
Prerequisites: AUTB1165. Practical on the job experiences in the proper repair of sheet metal damages on current model vehicles. Some weld-on and bolt-on panel replacement will be included.

AUTB1450 Structural Repair Theory
M 30 - 3
Prerequisites: AUTB1150, AUTB1155. This course will cover the study of conventional frame and unitized body construction, body alignment, steering components and how it relates to frame and unitized body construction of modern day vehicles. The proper identification of structural damages and measurement techniques will be covered. Methods of repair and operation of equipment, safety is stressed at all times.

AUTB1455 Safety Restraint Systems
M 15 - 1.5
Prerequisites: AUTB1260, AUTB1360. Introduction to active and passive restraint systems, operation and basic troubleshooting of restraint systems including air bag supplemental restraint systems.

AUTB1460 Collision Repair Lab IV
M - 105 3.5
Prerequisites: AUTB1370. Assigned training projects will include following repair estimates being evaluated by the quality of work and the time taken to complete assigned training projects.

AUTB1465 Refinishing Lab II
M - 120 4
Prerequisites: AUTB1350, AUTB1365. Advanced practical experiences in spot painting with the concentration on correct color matching and problem solving.

AUTB2550 Suspension & Alignment Theory
M 20 - 2
Prerequisites: AUTB1450. Evolution and theory of front and rear suspension design. Transaxle and four wheel alignment and its relationship to collision damaged vehicles.

AUTB2555 Automotive Heating & Air Conditioning
M 10 - 1
Operation of the automotive cooling system and theory of air conditioning systems, and the repair of damaged components after a collision. Refrigerant recovery and recycling is covered.

AUTB2560 Brake Systems
M 15 - 1.5
Introduction to drum, disc, manual, power-assisted braking systems, theory and operation of the anti-lock brake systems.

AUTB2565 Collision Repair Lab V
M - 225 7.5
Prerequisites: AUTB1450 through AUTB2560. Laboratory on collision repair with comprehensive practice in problem solving in structural analysis and repair of collision damaged vehicles. Estimating, structural alignment, major body repair, panel replacement, refinishing, glass installation, wheel alignment, mechanical and electrical repairs on a production basis.

AUTB2650 Collision Repair Lab VI
M 15 255 10
Prerequisites: AUTB2565. Practice in major structural repair operations including body, frame, unitized construction, major panel replacement, mechanical repairs, electrical repairs, paint refinishing, suspension alignment, all of which is based on a production basis following damage reports as used in the collision repair industry. Repairs to vehicles including analysis, through all processes including detailing prior to delivery of the vehicle and will also include delivery to the customer.

AUTT • Automotive Technology

AUTT1000 Shop Procedures
L/M 20 - 2
Introduction to automotive shop procedures and repair. This course deals with the many basic elements of automotive repair and the proper use of hand and power tools.

AUTT1010 Welding
L/M 10 20 1.5
Theory and practical applications of welding procedures as applied to the automotive field.

AUTT1100 Shop Safety and Repair
L/M 20 20 2.5
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.

AUTT1103 Drive Trains
L/M 20 45 3.5
Prerequisites determined by location. Theory and principle of power train operation from the engine to the drive wheels on automotive systems.

COURSE #	COURSE TITLE LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

AUTT1104 Steering and Suspensions I
L/M 40 20 4.5
Prerequisites determined by location. Theory of conventional and power steering gears, wheels & tires, balancing, steering components and two and four wheel alignment.

AUTT1105 Automotive Brake Systems
L/M 50 60 7
Prerequisites determined by location. Theory, application and principles of operation of hydraulic disc and drum automotive brakes. This will include anti-lock brake systems with laboratory exercises in brake diagnosis and repair.

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 Automotive Heating & AC
L/M 40 70 6
Prerequisites determined by location. Theory and operation of automotive HVAC systems is covered. Laboratory exercises in heating and air conditioning systems, which includes diagnosis, evaluation and repair. Refrigerant recovery and recycling is covered.

AUTT1108 Automotive Fuel and Control Systems
L/M 70 50 8.5
Prerequisites determined by location. Theory, design and operation of the automotive fuel system are covered. This includes fuel gauges, tanks, pumps and fuel injection components. A study of fuel manufacturing, testing, and fuel reaction as it applies to emission systems is covered. The use of service equipment to diagnose, evaluate and repair components of the fuel system are covered.

AUTT1203 Manual Transmission/ Transaxle Theory
L/M 30 35 4
Prerequisites determined by location. Theory, diagnosis, evaluation and repair of manual transmissions, clutches, drive lines, transfer cases and 4WD components.

AUTT1204 Steering and Suspension II
L/M 10 30 2
Prerequisites determined by location. Diagnosis and practical experience of power and conventional steering, 2 and 4 wheel alignment and wheel balancing.

AUTT1206 Automotive Electricity
L/M 30 15 3.5
Prerequisites determined by location. Starting and charging systems theory, design and operation are covered. Starting and charging systems diagnosis and repair are also covered.

AUTT1221 Engine Theory
L/M 50 - 5
Basic construction, physical principles and operation of two and four cycle engines as applied to single and multiple-cylinder engines. Ignition systems, fuel system, lubrication systems, cooling systems and valve trains are covered.

AUTT1222 Engine II
L/M 70 130 11
Prerequisites determined by location. 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
Prerequisites determined by location. Theory, operation and testing of automotive ignition systems is covered. This will include individual component testing, inspection and repair with the use of DVOM meters.

AUTT1406 Automotive Electronics I
L/M 30 15 3.5
Prerequisites determined by location. This course is an advanced auto electronics course covering the automotive wiring and accessories. Emphasis is placed on procedures, testing, diagnosing and repairing automotive systems.

AUTT1408 Advanced Engine Performance
L/M 60 90 9
Prerequisites determined by location. Advanced tune-up, fuel injection systems, ignition systems and vehicle driveability are stressed. Practical experience is gained through the inspection, service and repair to computer controlled engine systems including fuel-injection and ignition systems with the aid of state-of-the-art equipment.

AUTT1506 Automotive Electronics II
L/M 30 30 4
Prerequisites determined by location. Advanced interpretation and use of wiring diagrams, electronic component testing and repair. The use of advanced test equipment is covered.

AUTT2102 Automatic Transmission/Transaxle
L/M 100 80 12.5
Prerequisites determined by location. Theory of operation, basic design, components, disassembly diagnosis and reassembly of automatic transmissions/transaxles is covered. Disassembly, reassembly and dyno-testing of transmissions/transaxles.

AUTT2303 Manual Transmission/Transaxle Lab
L/M 25 45 4
Prerequisites determined by location. Diagnosis, evaluation and repair of manual transmissions/transaxles, rear axles, transfer cases, drive lines and front axles.

BIOS • Bioscience

💻BIOS1010 General Biology
B/L 45 30 6
Fundamental processes of cells and organisms, cell structure, genetics, evolution, classification, diversity, and interaction of organisms at the molecular, cellular, organismic, ecosystem, and biosphere level. Designed for both non-majors and as a foundation for those planning additional work in biology. Includes lab.

💻BIOS1090 General Botany
B/L 45 30 6
Prerequisite: BIOS1010 or equivalent. Survey of the plant kingdom with a study of representative plants from each of the major plant groups. Structure, relationships, economic importance and natural history of major plant groups.

BIOS1110 Biology of Microorganisms
B/L 45 30 6
Comparative study of microorganisms, principles and applications. Structure, function, development and control of pathogenic organisms. Laboratory includes isolation, culturing and staining techniques plus identification of unknown organisms.

BIOS1120 Introduction to Zoology
B 45 30 6
Prerequisite: BIOS1010 or equivalent. Survey of the phyla of the animal kingdom. Emphasis on morphology, physiology, developmental cell biology and diversity of animal life. Laboratory includes observation and dissection of selected specimens.

💻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
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
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.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

BIOS2130 Human Physiology & Lab
L 45 30 6

Study of the functions of the various human body systems including the study of cells, chemical reactions in the body (metabolism), bone growth, muscle contraction, digestive processes, functions of various blood components, nerve impulses, urinalysis, endocrinology, reproduction, and immunology. Lab complements the material presented in lecture. Utilize the knowledge in a laboratory setting by studying with a "hands-on" approach using a variety of instruments that are used in hospital settings. Lab concurrent with lecture.

BIOS2410 General Genetics
B 60 - 6

Prerequisites: 1000 level Bioscience course and one year of high school algebra. Study of heredity factors of plants and animals. Genetic mechanisms of evolution; molecular genetics.

BRDC • Broadcasting

BRDC1710 Survey of Electronic Media
B 45 - 4.5

An historical overview of electronic media with an emphasis on broadcasting structure, processes, effects and social responsibility.

BRDC1860 Radio Workshop
B 15 90 4.5

Prerequisite: By permission only. Participation in on-air or off-air production work at the College radio station. May be taken twice for credit.

BRDC2100 Broadcast Media Production
B 15 90 4.5

Prerequisite: BRDC1710 or permission. An introduction to the principles, practices, procedures and equipment utilized to produce broadcast quality advertising spots, public service announcements, news and interviews.

BRDC2760 Broadcast Management
B 45 - 4.5

Prerequisite: Mass Media Majors only. Principles of broadcast management. A discussion of management techniques and concepts as they relate to broadcast operations, programming decisions and personnel operations.

BRDC2780 Public Relations, Strategies & Techniques
B 45 - 4.5

Study of strategies, problems, and procedures in public relations. Practice in solving public relations problems. Preparation of public relations material.

BRDC2830 Communication Law & Ethics
B 45 - 4.5

Prerequisite: BRDC1710, JOUR1810, or permission. A study of the theories, freedoms, legal aspects and responsibilities of the mass media. Emphasis is placed on the First Amendment as it relates to broadcasting.

BRDC2860 Radio Workshop
B 15 90 4.5

Prerequisite: By permission only and a "C" or better in BRDC1100 and BRDC1860. Second workshop opportunity. Credit given to students who actively participate in on-air or off-air production work at the College radio station.

BRDC2970 Radio Internship
B 15 120 4.5

Prerequisite: By permission only. This course is open only to those pursuing an A.A.S. degree. Students will be placed in a job situation to gain firsthand knowledge and experience in the field of radio. Placement may be in any field of radio: advertising sales, announcing, continuity or production.

BSAD • Business Administration

BSAD1010 Microsoft Applications I
B/L/M 45 - 4.5

Prerequisite: Keyboarding skills and prior computer experience recommended. Use of Windows operating system to learn about My Computer and Windows Explorer to manage folders and files. Use of a popular Internet browser to explore the World Wide Web and work with electronic mail. Use of Microsoft Office software suite to learn basic features and integration of the word processing application MS Word and the spreadsheet application MS Excel.

BSAD1020 Microsoft Applications II
B/L 45 - 4.5

Prerequisite: BSAD1010. Continues efficient use of Windows Explorer and electronic mail. Use of Microsoft (MS) Office software suite to continue integration, to learn basic/intermediate features of the MS PowerPoint presentation application and the MS Access database application, and to learn intermediate/advanced features of the MS Excel spreadsheet application.

BSAD1050 Introduction to Business
B/L/M 45 - 4.5

Foundation course on business and its importance in society and everyday life. Introduction to common types of business organizations such as sole proprietorship, partnerships, corporations and cooperatives. Basic factors in the organization, operation, business control and procedures affecting each type. Business vocabulary used to understand and interpret business news and information.

BSAD1090 Business Law I
B/L 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 45 - 4.5

Prerequisite: BSAD1090. Continuation of Business Law I. Study of business law relationships including personal and real property, wills and estates, landlord/tenant law, sales, commercial paper, business organization, credit transactions, and government regulation.

BSAD1230 Visual Merchandising
B/L 45 - 4.5

Fundamentals of planning promotional activities and store design. Design and art principles for use in window and in-store displays. Lab includes construction of window displays and props, signing, and flat panel techniques.

BSAD1730 Principles of TQM
M 25 - 2.5

Introductory course covering the rationale for a continuous improvement process, the use of analytical and statistical data to make decisions, and the eight basic TQM tools used to gather and report data.

BSAD2030 Co-op Supervised Employment
B/L - 200 5

Prerequisites: OFFT2000. Practical work experience for the development of marketable skills for employment in the selected specialization. The course is under the guidance of the cooperative education coordinator. Open to Business Administration students only.

BSAD2050 Payroll Accounting
B/L 30 - 3

Prerequisite: ACCT1200 and 1210 or by instructor permission. Comprehensive course in payroll accounting principles and practices. Includes the evolution of payroll laws and regulations, computation of wages and salaries and related withholdings as well as the filings of payroll reports. From the financial accounting perspective it will cover the analysis and journalizing of various payroll transactions.

BSAD2090 Cost Accounting
B/L 45 - 4.5

Prerequisite: ACCT1210. Overview of the basic concepts and objectives of cost accounting for a manufacturing concern. Elements of the job order system is presented in-depth with emphasis on controlling materials, labor, and factory overhead. A business simulation is utilized.

BSAD2100 Individual Income Tax Procedures
B/L 45 - 4.5

Preparation of personal income tax returns. Study of tax regulations and completion of various internal revenue forms.

BSAD2110 Business Income Tax Procedures
L 30 - 3

Prerequisite: BSAD2100. Partnership, Subchapter S and corporation tax returns covered. Study of the regulations and completion of actual internal revenue forms. General business deductions for all business structures covered.

BSAD2130 Intermediate Accounting I
B/L 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.

BSAD2140 Intermediate Accounting II
B/L 45 - 4.5

Prerequisite: ACCT1210. Operational assets, intangibles, stockholders' equity, and long-term debt sections of the balance sheet. Current and controversial topics such as pension plans, leases, stock options and deferred taxes.

= Denote course also offered On-line.

COURSE #	COURSE TITLE LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

BSAD2230 Computerized Accounting
B/L 45 - 4.5
Prerequisites: ACCT1210 and BSAD1010. Microcomputers will be used along with accounting software to complete accounting transactions for a company thru to year-end financial statements, including adjustments. Activities will include accounts payable, accounts receivable, and general ledger activities.

BSAD2270 Professional Selling
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 30 - 3
Prerequisite: Writing/English Competency met. Study of different perspectives of ethics and impact on organizations and individuals. Current ethical issues as they relate to business.

BSAD2370 Human Resources Management
B/L 45 - 4.5
Study of functions of personnel; recruiting selection, assessment, re-muneration, training, union relations. Emphasis on negotiations, communications, ADA, EEOC, leadership, and the legalities of hiring and firing.

BSAD2390 Small Business Management
B/L 45 - 4.5
Prerequisites: ACCT1210, BSAD1010 and math competency met or instructor permission. How to plan, organize, operate and fund a small business. Creation of a business plan for either a retail, service, franchise or manufacturing operation. Entrepreneurial personality, buying or starting a business from scratch, evaluating franchising opportunities, and planning small business operation.

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 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 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 45 - 4.5
Focus on theory and strategy involved in the effective development and implementation of marketing strategies in the global business arena. Emphasis on managerial aspects of import and export marketing and of US products and services relating to the following areas: demand, competition, economics, social-cultural, political-legal, and technology. Special attention placed on the following details: culture, consumer behavior, distribution and trade agreements.

BSAD2480 Sports Entertainment Marketing
B/L 45 - 4.5
Develop skills based on concepts and theories that are unique to the Sports Marketing arena. Examine basic principles of marketing in the sports environment. Structure provided on the unpredictability of the sports industry and comparisons of the elements of sports and marketing. Research conducted in sports marketing, study the elements of change in all sports and sports globalization.

BSAD2520 Principles of Marketing
B/L/M 45 - 4.5
Comprehensive course in marketing theory and application. Emphasis placed on the assessment and satisfaction of consumer needs and wants through strategic implementation of the marketing mix. Topics of marketing environment, marketing planning, marketing research, consumer behavior, organizational purchasing, product strategy, pricing, distribution and promotion.

BSAD2540 Principles of Management
B/L/M 45 - 4.5
Introduction to management theory and practice for supervisors of employees or managers of organizations. Functions of planning, organizing, directing, controlling and supervising. New and rapidly developing areas of management.

BSAD2993 Special Projects
- - 1-3
Must have permission of instructor, program chair, and division dean. Credit hours will vary.

CAPP • DaimlerChrysler (CAP) College Automotive Program

CAPP1110 DaimlerChrysler 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 DaimlerChrysler Shop Safety and Repair
M 15 6 1.5
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.

CAPP1171 DaimlerChrysler Welding
M 10 8 1
Theory and practice of "GMAW" welding, braze welding, and oxyacetylene cutting. Equipment setup, safety and operation is stressed.

CAPP1173 DaimlerChrysler Fundamentals
M 20 10 2
Introduction and use of DaimlerChrysler service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Overview of service manual groups with emphasis on theory of operation of systems and components, Pre-delivery Inspection and Master Tech Training.

CAPP1175 DaimlerChrysler Electrical & Electronic Principles
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 DaimlerChrysler Brake Systems
M 20 10 2
Theory, diagnosis and repair procedures of disc and drum brake systems on current DaimlerChrysler vehicles.

CAPP1179 DaimlerChrysler Heating & Air Conditioning
M 20 10 2
Study of theory, operation and repair of air conditioning, heating and ventilation systems on late model DaimlerChrysler vehicles.

CAPP1268 Dealer Cooperative Experience
M - 480 12
Coordinated work experience from DaimlerChrysler dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

CAPP1360 DaimlerChrysler Electronic Fuel Systems
M 85 55 10
Study of engine tune-up, oscilloscope use and DaimlerChrysler computer system; basic computer operation, sensor operation and actuator operation. Theory and principles of operation of DaimlerChrysler fuel systems: fuel pumps, fuel tanks, filters and emission control systems. DaimlerChrysler fuel injection systems.

CAPP1361 DaimlerChrysler Diesel Fuel Systems & Emission Control
M 20 10 2
Theory and operation of DaimlerChrysler diesel fuel injection systems: pump repair, operation, nozzle repair. Diagnosis and service of diesel electrical and emission control systems.

CAPP1363 DaimlerChrysler Engine Repair
M 80 50 9.5
Study of operation and construction of DaimlerChrysler gas and diesel engines. Techniques and skills in testing and diagnosing of engine mechanical condition. Cylinder head reconditioning, disassembly, inspection, measurement and reassembly. Accuracy of measurement and repair decisions. Correct and safe engine removal and installation.

CAPP1468 Dealer Cooperative Experience
M - 480 12
Coordinated work experience from dealer in accordance with the program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

CAPP2528 DaimlerChrysler Steering & Suspension Systems
M 30 50 4.5
Study of the principles of operations, disassembly procedures and repair of DaimlerChrysler steering and suspension systems. Power and Manually controlled integral and rack and pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.

CAPP2529 DaimlerChrysler Manual Transmissions, Transaxles, Clutches and Transfer Cases
M 60 30 7
Operating principles and service of DaimlerChrysler manual transmissions and related drive train components. Diagnosis and repair procedures.

CAPP2537 DaimlerChrysler Rear Axle Service
M 20 10 2
Operation, diagnosis and repair of drive shafts, universal joint axles, axle bearings, seals and differentials on late model DaimlerChrysler vehicles.

CAPP2538 DaimlerChrysler Advanced Diagnosis, Tune-up & Driveability
M 60 40 7
Advanced tune-up, electrical and fuel systems. Electronic carburetors, throttle body, multiple injection systems, turbo chargers, electronic and computer controlled ignition systems, charging systems and cranking systems. Diagnosis, adjustments and repair procedures using electrical meters, scopes and infrared diagnostic equipment.

CAPP2668 Dealer Cooperative Experience
M - 480 12
Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

CAPP2745 DaimlerChrysler Antilock Brake Systems
M 20 10 2
Study of operation, diagnosis and service of electronic brake control systems on late model DaimlerChrysler vehicles.

CAPP2746 DaimlerChrysler Heating & Air Conditioning
M 30 20 3.5
Advanced heating and air conditioning with emphasis on diagnosis and repair. Theory and repair of automatic and electronic air conditioning control systems on DaimlerChrysler vehicles.

CAPP2747 DaimlerChrysler Body Electrical & Electronics
M 50 30 6
Advanced auto electricity covering theory, testing, diagnosis and repair of body electrical accessories: windows, power seats, windshield wipers, cruise controls and computer controlled body electronics.

CAPP2748 DaimlerChrysler Automatic Transmissions & Transaxles
M 80 40 9
Operation, diagnosis, adjustment and repair of automatic transmissions in rear-wheel and front-wheel drive DaimlerChrysler vehicles. Removal and installation procedures and safety.

CAPP2749 DaimlerChrysler New Product Update
M 20 - 2
Overview of new product features for current model year. Includes available DaimlerChrysler New Product Information.

CHEM • Chemistry

CHEM0950 Pre-chemistry
B 45 - 4.5
Summer session. Designed for student who does not have background necessary for success in college chemistry. Formula writing, naming compounds, balancing equations, chemical computations. Graded pass/no pass. Does not fulfill science requirement for A.A. or A.S. degree.

CHEM1050 Chemistry and the Citizen
L 45 30 6
Prerequisite: MATH1100 or two years of high school algebra. Designed for the non-science major. Survey of principles of chemistry, stressing concepts and qualitative understanding rather than problem solving and technical skills.

CHEM1090 General Chemistry I
B/L 45 30 6
Prerequisite: Two years of high school algebra, MATH1100 or permission of the instructor. Introduction to the principles of chemistry. States of matter, atomic and molecular structures and bonding, Periodic Law, gas laws, and kinetic molecular theory, solutions and their properties.

CHEM1100 General Chemistry II
B/L 45 30 6
Prerequisite: CHEM1090 with a grade of "C" or better. A continuation of CHEM1090. Topics include chemical equilibrium and Kinetics, acids and bases, solubility product, electrochemistry and oxidation-reduction and qualitative analyses of ions. Brief introduction to organic and biochemistry.

CHEM2510 Organic Chemistry I
B 45 60 6
Prerequisite: CHEM1100. The chemistry of compounds of carbon, hydrogen, oxygen and other elements. Alkanes; alkenes, petroleum products; alcohol; ethers; acids, fats, and oils; aldehydes and ketones; amino acids and proteins; carbohydrates; and applications to biochemistry.

CHEM2520 Organic Chemistry II
B 45 60 6
Prerequisite: CHEM2510. Continuation of CHEM2510. Benzene and related compounds, nitro compounds, sulfuric acids, amines, diazonium compounds, phenols, alcohol, acids, dyes, stains and indicators, heterocyclic compounds and applications to biochemistry.

CHEM2610 Biochemistry
B 45 30 6
Prerequisite: CHEM2510 or permission. Study of the structure, function and metabolism of carbohydrates, lipids, proteins and nucleic acids. Studies of enzymes and cellular energetics included.

Note:

Computer Aided Drafting & Design Technology — see DRAF

Computer Programming & Microcomputer Technology — see INFO

COURSE # | COURSE TITLE | LOCATION OFFERED | 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: MATH1000. Introduction to blueprint reading, residential drawings, reproduction processes of drawings, scale reading, terms, abbreviations, symbols and basic sketching. Estimating procedures for some aspects of construction are covered. The course emphasizes layout and design of a basic residential floor plan with reading specifications and understanding of the Uniform Dwelling Code Book. The student completes a preliminary floor plan with schedules to be utilized in CNST1326, Residential Construction Drafting Lab. Coincides with CNST1225, Tools and Materials.

CNST1224 Construction Processes & Practices
M - 175 5.5
Prerequisite: MATH1000. Introduction to hand tools, construction safety, machine woodworking, modern practices and processes used in the building construction industry. Carpentry techniques, competency in blueprint reading, proper layout practices, parts cutting and assembly procedures.

CNST1225 Tools & Materials
M 75 - 7.5
Prerequisite: MATH1000 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. Drawing door and window schedules, a floor plan, a basement/foundation plan, and construction details. Emphasis on methods of construction.

CNST1327 Residential Construction Drafting Theory
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 and completeness.

CNST1329 Residential Construction Estimating Theory
M 50 - 5
Prerequisite: CNST1223. Concepts of estimating quantities of residential construction materials. Interpretation of residential construction drawings and an introduction to quantity survey techniques and formulas. Decision making and materials estimate organization.

CNST1331 Drafting Aids & Trends
M 32 - 3
Prerequisite: CNST1223. Fundamentals of commercial blueprint reading, introduction to the metric system, and basic design criteria for developing a practical approach to earth-sheltered design.

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. Corequisite: CNST1430. Fundamentals of carpentry, emphasizing the process of home building through the study of blueprints and construction texts and references. Site layout, foundations, framing, roofing, exterior trim, interior trim and cabinet making. Prerequisite to house project in the fifth quarter.

CNST1710 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.

CNST2532 Residential Construction Applications
M - 280 9
Prerequisites: CNST1430 and CNST1433. CPR and First Aid Certification training required. Application of theory and technical courses to practical situations including residential framing, exterior finish, interior trim, cabinet making, roofing and painting. Primary project is a frame residence which provides experiences in all aspects of framing through exterior and interior trim work. Includes short information briefing daily.

CNST2537 Residential Construction Principles
M 20 - 2
Prerequisites: CNST1430 and CNST1433. Acceptable methods of home construction as established by federal, state and local building codes. Work procedures and practices for home construction.

CNST2627 Building Construction Welding
M 6 30 1.5
Theory and practice of shield metal arc welding and oxy acetylene torch cutting. Emphasis on safety, equipment setup and operation as it applies to the construction industry.

CNST2634 Commercial Construction Drafting Laboratory
M - 69 2
Prerequisite: CNST1326. Laboratory for drawing and representation of commercial structures. Preliminary information provided by instructor, but student bears more responsibility for planning design than in earlier drafting courses. Use of the Uniform Building Code for floor plan design and the Interrelationship of drawings and information for a set of construction drawings is included.

CNST2636 Commercial Construction Estimating Laboratory
M - 76 2.5
Prerequisite: CNST1328 and BSAD1010. Laboratory for creation of commercial materials estimate using the procedures described in CNST2641. The R.S. Means Company format, estimating forms and procedures used. Emphasis on creativity, accuracy, and completeness.

CNST2639 Commercial Construction Drafting Theory
M 37 - 3.5
Prerequisite: CNST1327 and ENGL1000 or higher. Study of light commercial structures and methods of construction. Requirements of the Uniform Building Code for commercial construction. Construction materials and methods. Methods of graphic representation for each drawing.

CNST2641 Commercial Construction Estimating Theory
M 50 - 5
Prerequisite: CNST1329. Procedures and methods of estimating commercial structures as defined by the R.S. Means estimating system. Quantity survey and cost analysis forms and procedures.

CNST2643 Fundamentals of Structural Steel
M 32 - 3
Prerequisites: CNST1327 and CNST1331. Introduction to iron and steel making, structural shapes, design and sizing of steel structural systems, joists, beams and columns.

COURSE # COURSE TITLE LOCATION OFFERED CLASS HOURS LAB HOURS CREDIT HOURS

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: CRIM 1010 or adviser approval. Surveys the United States judicial system. Topics include, but are not limited to, legal and constitutional concepts, institutions and processes. Coverage includes adult and civil courts.

CRIM1140 Reporting Techniques for Criminal Justice
B/L 45 - 4.5
Prerequisite: ENGL1010 or equivalent. The student learns to observe and document the behavior of crime victims, witnesses and suspects. The student also learns to accurately describe and record conditions and activities of crime scenes for courtroom presentations. In accordance with the legal guidelines of confidentiality, each student maintains a log of classroom and field experiences.

CRIM2000 Criminal Law
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.

CRIM2050 Community Based Corrections
B/L 45 - 4.5
Prerequisite: CRIM1020 or permission of instructor. A course designed to introduce the correctional process as it is applied in a community setting. The course is designed specifically to focus on probation, parole, and other community based strategies for dealing with the offender.

CRIM2100 Juvenile Justice
B/L 45 - 4.5
Examines the origins, philosophy, and objectives of the juvenile justice system. Topics include, but are not limited to causation of crime (i.e. race/gender, socioeconomic relevance, victimization), the juvenile court system, the law enforcement approach, corrections, and prevention.

CRIM2150 Social Issues in Criminal Justice
B/L 45 - 4.5
Examines the relationships between law enforcement 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.

💻**CRIM2260 Criminal Investigation**
B/L 45 - 4.5
Introduces criminal investigation procedures. Reviews the historical development and investigative processes related to law enforcement functions. Topics include, but are not limited to the proper collection, organization, and preservation of evidence using basic investigative tools; examining the primary sources of information; analyzing the importance of writing skills; and reviewing the constitutional (legal) limitations of the investigation.

CRIM2310 Rules of Evidence
B/L 45 - 4.5
Emphasizes the concept of evidence and the rules governing its admissibility. Includes theoretical and pragmatic consideration of constitutional requirements affecting evidence and procedure.

CRIM2940 Criminal Justice Internship
B/L - 360 9
Provides instruction in basic law enforcement techniques at the Nebraska Law Enforcement Training Center. Instruction includes, but is not limited to: courtroom performance, traffic enforcement, civil process, techniques of arrest, firearms training, and criminal investigation applications.

Please Note • Deere Construction & Forestry Equipment Tech - See JDCE

DENT • Dental Assisting

DENT1103 Oral Sciences I
L 30 - 3
Prerequisite: Declared DENT students only. Basic overview of normal structure of functioning of the cellular, skeletal, cardiovascular, circulatory, neurological, respiratory, and immunological body systems and their interrelationships as related to dental structures.

DENT1110 Preclinical Concepts
L 40 75 6.5
Prerequisite: Currently enrolled in the clinical track phase of the program. Screening course for Dental Assisting Foundations I course DENT1211. Introduction to the history of the profession of dental assisting, the professional and ethical responsibilities of the dental assistant in the practice of dental assisting, professional terminology, state and national regulations governing dentistry, education of the dental team, and the process of national certification (CDA). Basic skills in dental health care worker protocol, patient care, communication with diverse population equipment and instrument identification, high velocity evacuation, four-handed instrument exchange, manipulation of temporary cement, and occupational exposure protocol techniques.

DENT1210 Oral Sciences II
L 50 30 6
Prerequisites: DENT1103, DENT1110, FSDT1106 or FSDT1350, and MEDA1101. Thorough study of anatomical concepts pertaining to the structures of the face and oral cavity. Application of oral hygiene principles to personal oral hygiene and also to instruct children and adults in oral hygiene and dietary needs.

DENT1211 Dental Assistant Foundations I
L 30 45 4.5
Prerequisites: DENT1103, DENT1110, FSDT1106 or FSDT1350, and MEDA1101. Continuation of basic skills, manipulation of specific types of dental materials, rubber dam placement, assembly of matrix retainers, basic treatment setups, techniques for control of disease-producing blood-borne pathogens, personal protection, universal precautions, and hazard protection as required by OSHA guidelines for health care providers. Laboratory experiences occur at the U of N Medical Center College of Dentistry and at SCC Lincoln Campus.

DENT1214 Clinical Concepts
L 30 20 3.5
Prerequisites: DENT1103, DENT1110, FSDT1106 or FSDT1350, and MEDA1101. Recognition and management of medical and dental emergencies in the dental office, assisting with dental examination data gathering, oral pathology and overview of pharmacology and pain control.

DENT1311 Dental Assisting Foundations II
L 40 60 6
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1312. Emphasis on the principles and techniques of chairside dentistry (including coronal polish) for the dental assistant. Emphasis on dental laboratory asepsis and clinic asepsis with further development in skill, efficiency, and consistency.

COURSE #	COURSE TITLE LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

DENT1312 Dental Materials I
L 15 45 3
Prerequisites: DENT1103, DENT1110, FSDT1106 or FSDT1350, and MEDA1101. Introduction to physical properties; principles of manipulation and storage of materials; manipulation of specific types of dental materials; laboratory projects pertaining to diagnostic impressions; and casts on a manikin and human patient.

DENT1313 Oral Radiography I
L 30 30 4
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1314. Extensive study in radiography pertaining to the oral cavity. Laboratory emphasis on DXTTR manikin.

DENT1314 Clinical Education I
L 15 150 6.5
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1312. Clinical education is scheduled throughout quarters two, three and four. Under supervision, work with patients and application of acquired skills and principles studied in the classroom and laboratory settings.

DENT1410 Practice Management Skills
L 20 30 3
Prerequisites: DENT1412, DENT1311, DENT1313, and DENT1314. Principles of dental office procedures, resume, letter of application, and inventory control. Dental software program utilized.

DENT1411 Dental Assisting Foundations III
L 35 15 4
Prerequisites: DENT1412, DENT1311, DENT1313, and DENT1314. Principles and techniques associated with the specialties in dentistry.

DENT1412 Dental Materials II
L 15 45 3
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1312. Continuation of Dental Materials I course with laboratory emphasis on human patient diagnostic impressions, casts and other specific laboratory projects.

DENT1413 Oral Radiography II
L 10 30 2
Prerequisites: DENT1412, DENT1311, DENT1313, and DENT1314. Laboratory projects pertaining to human patient x-radiation exposures intra oral with emphasis on quality control and infection control.

DENT1414 Clinical Education II
L 15 150 6.5
Prerequisites: DENT1412, DENT1311, DENT1313, and DENT1314. Adaptation to new clinical environment with further development in skill efficiency and consistency.

DESL • Diesel Technology FARM

DESL1120 Basic Electrical-Farm
M 20 20 2.5
Basic electrical principles and applications of magnetism, electromagnetism, and the use of three basic electrical meters. Circuit theory exercises in three basic types of circuits, using OHM's Law and basic math skills. Design, construction, safe operation and testing of lead acid storage batteries.

DESL1121 Cranking Motors & Ignition Systems-Farm
M 28 30 3.5
Prerequisite: DESL1120. Principles, operation and testing of battery ignition systems, motor vehicle cranking motors, switches and drives.

DESL1122 Charging Systems-Farm
M 20 32 3
Prerequisite: DESL1120. Principles of operation, and procedures for testing and repair of AC and DC type generator charging systems.

DESL1123 Power Trains I-Farm
M 30 22 3.5
Prerequisite: DESL1126. Theory of power transmission from engine to rear wheels. Includes engine measurements and performance, levers, gears, chains, clutches, transmissions, planetary gears, drive lines, differentials, rear axles, and disassembly, inspection, adjustments and reassembly of standard transmissions and differentials.

DESL1126 Hand Tools & Precision Measuring Instruments-Farm
M 21 37 3
Study of the proper use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube flaring, fittings, and fasteners. Student project utilizing hand tools and measuring instruments.

DESL1160 Oxyacetylene & Arc Welding-Farm
M 13 27 1.5
Theory and practice of oxy acetylene braze welding and cutting, including proper operation of equipment. Principles and applications of SMAW (stick) in the flat, horizontal position.

DESL1225 Theory of Engine Operation-Farm
M 26 22 3
Prerequisites: DESL1120 through DESL1160. Physical principles, operation, and construction of two and four stroke cycles, single and multiple cylinder engines. Ignition timing of four stroke cycle engines to factory specifications; balance, compression, and cylinder leakage tests; types of internal combustion engine cooling systems, components and coolants.

DESL1227 Theory of Fuel System Operation-Farm
M 34 18 3
Prerequisites: DESL1120 through DESL1160. Operational theory, construction, testing, and repair methods for spark ignition engine fuel system components. LPG and gasoline fuel systems, as well as air induction and exhaust systems, and the relationship of valve timing, ignition and injection timing to normal combustion. Physical and chemical properties of distillate fuels used in Diesel, LPG and gasoline powered engines. Normal and abnormal combustion theory related to fuel production, testing, storage, handling and engine design methods.

DESL1228 Valve Trains-Farm
M 22 33 3
Prerequisites: DESL1120 and DESL1160. Theory, construction, and operation of engine valve trains. Valves, valve seats, camshafts, cam followers, valve springs, rocker arm assemblies, push rods and related parts. Valve timing and adjustments will be judged for proficiency by actual engine operation. Basic procedure and operation of valve and seat reconditioning is performed and proficiency evaluated.

DESL1230 Diesel Engine Overhaul & Inspection-Farm
M 34 30 4
Prerequisites: DESL1120 and DESL1160. Experience in the operation and service methods for the following engine components: crankshafts, connecting rods, pistons, cylinder liners, bearing and crankcase assemblies. Crankcase lubricants, lubrication, and filtration systems. Laboratory in disassembly, inspection, measurements, reassembly, and adjustments performed on agricultural diesel engines.

DESL1235 Diesel & LPG Fuel Systems I-Farm
M 59 22 6
Prerequisites: DESL1160 through DESL1160. Theory of diesel fuel injection system. Pump and nozzle components, fuel flow, and fuel filtering systems. Diesel engine compression ignition theory, combustion chamber design, and maintenance procedures for proper removal, installation, and timing of fuel injection pumps. Construction and operation of updraft, one and two barrel carbs, LPG fuel systems and turbo chargers.

DESL1331 Basic Cab Air Conditioning-Farm
M 26 14 2.5
Prerequisites: DESL1120 through DESL1235. Study of the theory of operation and repair of air conditioning, heating, and ventilation systems used on today's farm equipment.

DESL1349 Diesel Fuel Injection Systems II-Farm
M 54 - 5
Prerequisites: DESL1120 through DESL1235. Study of diesel fuel injection systems including theory of Roosa Master, CAV, American Bosch, Robert Bosch, and Caterpillar sleeve metering fuel injection systems. Fuel injection nozzles and nozzle holders.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

DESL1351 Mobile Hydraulics-Farm
M 60 88 8.5
Prerequisites: DESL1120 through DESL1235. Principles and application of theory, design, construction, fluid flow, and testing of hydraulic systems including pumps, actuators, reservoirs, and accumulators, lines, fitting, filters and fluids.

DESL1362 Diesel Fuel Injection Systems Laboratory-Farm
M - 70 2
Prerequisites: DESL1120 through DESL1235. Laboratory experience in servicing and troubleshooting Roosa Master, CAV, American Bosch, Robert Bosch, Caterpillar sleeve metering fuel injection systems, fuel injection nozzles and nozzle holders.

DESL1453 Post-Cooperative Education Seminar-Farm
M 20 - 2
Prerequisites: DESL1120 through DESL1362. DESL1468. Evaluation of the on-the-job training to share experiences, ideas, and prepare for full-time employment upon graduation.

DESL1468 Cooperative Education-Farm
M - 400 10
Prerequisites: DESL1120 through DESL1362. On-the-job experience in a diesel repair shop or dealership. Application of skills and knowledge acquired in previous quarters. Meeting with supervising instructor three times throughout the quarter.

DESL2536 Farm Equipment Diesel Engine Tune-Up & Diagnosis-Farm
M 11 35 2
Prerequisites: DESL1120 through DESL1362. Advanced study of diesel engines. Troubleshooting, cylinder head repair, and dynamometer testing of farm equipment diesel engines. Student projects in repair, testing, and adjustment of farm equipment diesel engines.

DESL2564 Farm Equipment Electricity-Farm
M 56 93 8.5
Prerequisites: DESL1120 through DESL1362. Advanced study in electrical and electronics. Theory, design, construction, troubleshooting, repair, and testing of farm equipment. Cranking motors, solenoid switches, alternator, regulators and related accessories. Diodes, transistors, and microprocessors. Lab experiences on components.

DESL2566 Farm Equipment Power Trains-Farm
M 23 54 3.5
Prerequisites: DESL1120 through DESL1362. Advanced study of power trains. Theory, design, construction, troubleshooting, repair, and testing of farm equipment power trains, particularly those transmissions classified as "on-the-go" shift types. Farm equipment clutch systems. Lab projects on components.

DESL2567 Advanced Air Conditioning-Farm
M 6 22 1
Prerequisites: DESL1120 through DESL1362. Review of Cab Air Conditioning fundamentals and service procedures. Diagnosing, system evaluation, repairing, and recharging exercises in the lab.

DESL2602 Planting Equipment-Farm
M 50 77 7.5
Prerequisites: DESL1120 through DESL1362. Theory, design, principles of operation, set up and adjustment, troubleshooting and repair of planting equipment. Row crop planters and grain drills. Electronic monitoring systems. Set up, operation, calibration, and troubleshooting of spraying equipment.

DESL2603 Harvesting Equipment-Farm
M 50 70 7
Prerequisites: DESL1120 through DESL1362. Theory, design, principles of operation, set up, and adjustment, troubleshooting, and repair of harvesting equipment including combines and hay and forage equipment. Electronic monitoring systems.

DESL2604 Tillage & Spraying Equipment-Farm
M 21 32 3
Prerequisites: DESL1120 through DESL1362. Theory, design, principles of operation, set up, and adjustment, troubleshooting, and repair of tillage equipment. Spraying equipment theory, design, principles of operation, adjustment, troubleshooting and repair is included.

DESL • Diesel Technology TRUCK

DESL1201 Electrical Systems I-Truck
M 23 18 2.5
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.

DESL1241 Diesel Welding-Truck
M 10 18 1.5
Instruction in gas metal arc welding (MIG), oxy acetylene braze welding and cutting, equipment set up, safety and operation is stressed.

DESL1261 Hand & Precision Measuring Tools-Truck
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.

DESL2251 Theory of Engine Operation-Truck
M 25 15 3
Prerequisites: DESL1201, DESL1211, DESL1221, and DESL1261. Basic physical operation and construction of two and four stroke cycle, single, and multiple cylinder engines. Ignition timing of four stroke cycle engines to factory specifications balance, compression, and cylinder leakage tests; type of internal combustion engine cooling systems, components and coolants.

DESL2271 Theory of Fuel System Operation-Truck
M 30 10 3
Prerequisites: DESL1201, DESL1211, DESL1221, and DESL1261. Study of fuel fundamentals, testing, octane and cetane numbers, additives, and how fuels react during compression and combustion in gasoline and diesel applications. The use of alternate fuels in gasoline and diesel engines including a discussion of the pros and cons. Theory, construction, and operation of fuel tanks, fuel gauges, fuel lift pumps, air and fuel filtering systems, fuel lines and intake/exhaust manifold systems. Includes theory, construction, and operation of heat exchangers. Theory, construction, operation, servicing, and troubleshooting of turbochargers is covered.

DESL2281 Valve Trains-Truck
M 21 34 3
Prerequisites: DESL1201, DESL1211, DESL1221, DESL1261 and DESL2251. Basic theory, construction and operation of engine valve trains. Valves, valve seats, camshafts, cam followers, valve springs, rocker arm assemblies, push rods, and related parts. Valve timing and adjustments will be judged for proficiency by actual engine operation. Basic procedure and operation of valve and seat reconditioning is performed and proficiency evaluated.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

DESL2301 Engine Overhaul & Inspection-Truck
M 30 25 3.5
Prerequisites: DESL1201, DESL1211, DESL1221, DESL1261 and DESL2251. Design, construction, operation, and servicing of the following engine components; crankshaft, pistons, piston rings, connecting rods, and bearings. It also covers lubricants, lubrication systems, and filtration systems. Activities include disassembly, inspection, measurements, reassembly, and adjustments. Performance exhibited by assembly and adjustments of engine.

DESL2321 Diesel & Gas Fuel Injection-Truck
M 35 20 4
Prerequisite: DESL2271. Theory of operation and construction of diesel/gasoline fuel injection system nozzles and injectors. Electronic injectors are covered. Lab work consists of testing and service procedures for nozzles/injectors. Theory of operation and service procedures for emission control devices used on diesel and gasoline applications included.

DESL2351 Electrical/Electronic Systems I-Truck
M 35 18 4
Prerequisites: DESL1201, DESL1211, DESL1221, and DESL1261. Theory of operation, troubleshooting, diagnosis, and repair of truck cab/chassis and trailer wiring/lighting systems. Instruments, gauges, and electrical accessories are also covered. Engine/vehicle electronic sensors and computers included.

DESL3451 Conventional Transmissions & Clutches-Truck
M 40 85 6.5
Prerequisites: All first and second quarter classes. Lecture, demonstration and laboratory course encompassing the principles, design, construction, operation, repair and adjustment of five through eighteen speed manual shift transmissions. Clutch removal, troubleshooting, repair, installation and adjustment plus PTO installation and adjustment are also covered.

DESL3471 Truck Final Drives-Truck
M 30 40 4
Prerequisites: All first and second quarter classes. Lecture, demonstration and laboratory course encompassing principles, design, construction and repair of truck final drives and related components. Phasing and angularity of drivelines is covered along with operation, inspection and replacement of U-joints.

DESL3481 Preventative Maintenance & Inspection-Truck
M 30 75 5.5
Prerequisites: All first and second quarter classes. Lecture, demonstration, and laboratory course for the entry level technician designed to introduce the student to correct procedures and practices of vehicle preventative maintenance and inspection.

DESL4341 Air Brakes-Truck
M 30 45 4.5
Prerequisites: All first and second quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the air brake system used on today's trucks, including safety, brake balance and anti-lock brakes.

DESL4351 Steering and Suspension-Truck
M 30 60 5
Prerequisites: All first, second and third quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the steering and suspension system used on today's trucks tractor and trailer alignment, use of equipment and shop safety.

DESL4361 Hydraulic Brakes-Truck
M 20 30 3
Prerequisite: All first, second and third quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the hydraulic brake system used on today's trucks, including safety, brake balance and anti-lock brakes.

DESL4381 Basic Hydraulics-Truck
M 20 15 2.5
Principles and application of theory design, construction, and testing of hydraulic systems including pumps, actuators, reservoirs, accumulators, lines, fittings, filters and fluids.

DESL4541 Heating and Air Conditioning I-Truck
M 30 20 3.5
Principles and application of theory design, construction, components, operation, service, repair, adjustment and troubleshooting of the air conditioning and heating systems used on today's trucks, use of equipment and shop safety.

DESL5412 Post-Cooperative Education/ Seminar-Truck
M 20 - 2
Prerequisites: DESL1201 through DESL4541 and DESL5582. Evaluation of the on-the-job training to share experiences, ideas, and preparation for full-time employment upon graduation.

DESL5582 Cooperative Education-Truck
M - 400 10
Prerequisites: DESL1201 through DESL4541. On-the-job experience in a diesel repair shop. Practice of skills and knowledge acquired in previous quarters.

DESL6302 Heating & Air Conditioning II-Truck
M 15 35 2.5
Prerequisites: DESL1201 through DESL5582. Study of advanced mobile air conditioning to include heat exchange, diagnosing, evacuating, charging, leak testing, adjusting and proper handling of required service tools in the laboratory.

DESL6432 Automatic Truck Transmissions-Truck
M 25 35 3.5
Prerequisites: DESL1201 through DESL5582. Principles, design, and construction of Allison automatic truck transmissions. Lab work in disassembly, inspection, reassembly, adjustment, repair, and testing of the automatic transmission.

DESL6452 Electrical Systems III-Truck
M 40 60 6.0
Prerequisites: DESL1201 through DESL5582. Electrical principles and concepts, semiconductors and microprocessors. The use of digital multimeters and wire repairing including weather pack service techniques. Bench and on vehicle diagnostic procedures for present and future diesel electronic systems.

DESL6482 Electronic Diesel Engine Diagnostics & Tune-Up-Truck
M 40 50 5.5
Prerequisites: DESL1201 through DESL5582. Lecture, demonstration and laboratory course designed to give students an introduction to the electronic heavy duty diesel engine. Includes tune-up and troubleshooting the electronic engine, setting customer specified parameters, progressive shifting to include the operation and adjustment of the engine brake system.

DRAF • Computer Aided Drafting & Design Technology

DRAF1110 Drafting Concepts
L 30 - 3
Basic drafting skills, equipment, & applications. Sketching, measurement, lettering, dimensioning, geometric construction, orthographic projection, pictorial drawings, sections and auxiliary views. Define and apply basic drawing principles and practices.

DRAF1120 Basic Computer Aided Drafting
L 45 15 5
Introductory two-dimensional drafting as used in Architectural, Electrical/Electronic, Mechanical, Structural, Piping. Menus, display, coordinates, draw, edit, save, plot, file management, drawing set-up, lettering, line types.

DRAF1210 Descriptive Geometry
L 15 45 3
Prerequisite: DRAF1110 and DRAF1120. Graphic analysis of space problems, includes points lines, planes, connections and combinations, solve real world problems.

DRAF1220 3-D Solid Modeling
L 45 15 5
Prerequisite: DRAF1110 and DRAF1120. Use of solid primitives, surfaces, objects. Application of attributes and data base information within drawings. 3-D drafting as used in Architectural, Electrical/Electronic Mechanical Structural, Piping.

DRAF1310 3-D Visualization
L 15 45 3
Prerequisite: DRAF1110 and DRAF1220. Computer presentation methods of pictorial drawings, exploded view drawings, computer rendering and printing. Introduces software for color rendering.

DRAF1320 AutoDesk Applications
L 15 45 3
Prerequisite: DRAF1110 and DRAF1120. Using AutoDesk Architectural Desktop for the creation of architectural drawings.

COURSE # | COURSE TITLE | LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS

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 drawings. Design of products follows industry 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.

DRAF2100 Principles & Materials of Construction
L 45 4.5
Prerequisite: DRAF1110 and ENGL1000 or 1010. Commonly used materials and accepted methods of residential and small commercial construction.

DRAF2110 Residential Planning
L 15 45 3
Prerequisite: DRAF1120 and DRAF2100. Interior/exterior planning. Design concepts for styles, shapes, materials, zoning, traffic patterns, site conditions, preparation of floor plans, foundation plans, site plans, elevations, and wall sections.

DRAF2120 Residential Structures
L 30 3
Prerequisite: DRAF1110, DRAF2100, and MATH1080 or higher. Materials, methods & concepts used in design and detailing of foundations and basements & structural drawings.

DRAF2140 Electrical & Mechanical Systems
L 15 45 3
Prerequisite: DRAF2110. Electrical, plumbing, mechanical systems, code requirements, calculation methods, related design techniques, preparation of working drawings to include: plans, legends, symbolization & equipment schedules.

DRAF2160 Commercial Construction
L 15 45 3
Prerequisite: DRAF2140. Planning, design, and layout for a commercial building with attention to structural components, commercial building materials, and building code requirements.

DRAF2170 Structural Steel
L 15 45 3
Prerequisite: DRAF1120 and DRAF2100. A study of the design and preparation of working drawings for buildings, bridges, tanks, towers, and other structures of steel.

DRAF2180 Professional Practice-Architectural
L 6 60/30 4
Prerequisite: DRAF2140. Simulation of circumstances encountered designing and drafting residential house plans. Full-time employees of Southeast Community College-Lincoln Campus volunteer to act as clients and will receive a set of working drawings prepared by students.

DRAF2190 Construction for Americans with Disabilities
L 15 45 3
Prerequisite: DRAF2140. Planning, design, and layout for buildings with attention given to the needs of people with special requirements. A study of the compliance for Federal, state, and local building code requirements.

DRAF2200 Geometric Dimensioning & Tolerancing
L 30 3
Prerequisite: DRAF1110. Study of the language of geometric dimensioning and tolerancing using ASME Y 14.5M. Application of the rules and symbols for G.D.T. *(Required course for DRAF2210.)*

DRAF2210 Engineering Processes & Procedures
L 15 45 3
Prerequisite: DRAF1220 and DRAF2200. Study of the materials and the manufacturing processes used in the fabrication of consumer products. Application of engineering responsibility to the manufacturing, quality assurance, and marketing of consumer products.

DRAF2220 Flat Pattern Layout
L 15 45 3
Prerequisite: DRAF1210. Study of flat pattern developments use for consumer products and product packaging. Layout of basic fittings such as elbows, angles, transitions, and various size and shaped cartons and packages for product shipment.

DRAF2240 Consumer Products-Design
L 15 45 3
Prerequisite: DRAF2210. Definition of the steps used in the design process. Application of steps in solving typical consumer products design problems. Research current product history and cost related to the manufacture of products.

DRAF2260 Jig & Fixture-Design
L 15 45 3
Prerequisite: DRAF2210. Study of the design and economics of work holding devices. Drawing layout for product relationship to fixture use.

DRAF2300 Pipe Drafting
L 15 45 3
Prerequisite: DRAF1110 and DRAF1120. Study and layout of pipe drawings. Representation of piping systems with American Standards Association Symbols.

DRAF2440 Topographic/Civil Drafting
L 15 45 3
Prerequisite: DRAF1110 and DRAF1120. Methods used in drawing maps including symbols, the procedure of plotting traverses, and the drawing of property boundaries from a legal description. Introduction in reading, interpreting and plotting information from a surveyor's field book. Drawing roadways, cross sections and plan & profiles, and subdivision plats.

DRAF2520 Electronic Drafting
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 / panel layouts.

DRAF2540 Printed Circuit Board Layout
L 15 45 3
Prerequisite: DRAF2520. Study and application of printed circuit board layouts for discrete and logic components. Design of single, double and multi-layered printed circuit boards.

DRAF2600 Special Drafting
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.

DRAF2620 CO-OP Education I-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 related class each week.

DRAF2621 CO-OP Education II -Drafting
L - 200 3
Prerequisite: Permission of Program Chair and DRAF2620. A continuation of the DRAF2620 course giving students an extended opportunity to experience a work situation.

ECED • Early Childhood Education

ECED1000 Early Childhood Pre-Practicum Seminar
L 20 - 2
Co-requisite: First ECED practicum Screening course for entry into a student's first ECED practicum or lab. Skills, methods and professional expectations of working with children, families, supervisors and peers. Includes licensing standards and OSHA certification. *A grade of "C" or better is required to pass.*

ECED1101 Introduction to Early Childhood Education
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.

ECED1110 Infant and Toddler Development
L 45 - 4.5
Strongly recommended to be taken in conjunction with ECED1510. This course focuses on typical / atypical development of children in the prenatal period of development through age two. Planning curriculum in the domains of physical growth and motor skills, cognition and language, and social / emotional development are examined. *Grade of "C" or better required for ECED1565.*

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

ECED1112 Advanced Infant and Toddler Concepts
L 30 - 3
Pre-requisite:ECED1110 & ECED1510. A continued and in-depth study and application of typical growth and development of the child from birth to age three. Infusion of exceptionalities into course work to prepare the student to work with children with disabilities. Developmentally appropriate practices 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. *Offered Spring Quarter only.*

ECED1120 Preschool Child Development
L 30 - 3
This course focuses on typical / atypical development of the child ages 3 to 5 years, in the domains of physical growth and motor skills, cognition and language, and social/emotional development. *Grade of "C" or better required for ECED1565.*

ECED1140 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. Students spend 15 clock hours field experiences in a setting caring for children with special needs.

ECED1145 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 better required for ECED1565.*

ECED1200 Observation, Assessment and Guidance
L 45 - 4.5
This course introduces a variety of observation, assessment and guidance techniques used in an early childhood education setting birth through age 8. *Grade of "C" or better required for ECED1565.*

ECED1222 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 better required for ECED1565.*

ECED1224 Preschool Math, Science and Social Studies Curriculum
L 30 - 3
Planning developmentally appropriate activities for children. *Grade of "C" or better required for ECED1565.*

ECED1226 Early Childhood Education Curriculum Planning
L 45 - 4.5
This course prepares students to plan a developmentally appropriate curriculum and environments for children ages 3-8 years of age. Topics include writing goals and objectives, lesson plans, daily schedules, working with parents, and inclusionary practices. Prior knowledge of preschool development and planning is recommended. *Grade of "C" or better required for ECED1565.*

ECED1228 Expressive Arts Curriculum
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 better required for ECED1565.*

ECED1235 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 better required for ECED1565.*

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.

ECED1401 ECED Classroom Displays
L 5 - .5
Selection, construction and use of materials, activities and experiences that encourage creative displays and bulleting board design. Curriculum designed for three to eight-year-olds.

ECED1402 Technology in ECED Classrooms
L 5 - .5
Introducing students to skills and techniques of incorporating computers and other forms of technology into the classroom.

ECED1403 ECED Educator Portfolios
L 5 - .5
Focuses on assisting the early childhood educator begin the process of developing and assembling a personal / professional portfolio to be used throughout their professional career.

ECED1404 Diversity in ECED Classrooms
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 ECED Portfolio Assessments
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 ECED Classroom Transitions
L 5 - .5
Fun and effective ways to make transitions work in an early childhood setting.

ECED1407 ECED Creative Group Times
L 5 - .5
This course focuses on the awareness of using creative techniques during group times in early childhood settings infant to age eight.

ECED1408 ECED Home Visits
L 5 - .5
Focuses on how to establish a stronger relationship with parents by planning and conducting positive, non-threatening home visits.

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. Development of a business plan, parent handbook, selection of employment agencies, contract negotiations and interviewing or prospective clients / employers. Activity planning and scheduling for children of diverse ages and abilities. *A grade of "B" or better is required for the In-home Child Care Professional Focus.*

ECED1510 Infant / Toddler Practicum
L - 90 3
Pre-requisite: Program Permission. Students must be taking or have taken ECED1110. If this is a student's first practicum, he/she must also enroll in ECED1000.
Students will complete at least 90 hours of practical work experience in a licensed site. Students will demonstrate application of concepts learned through prior early childhood education courses relating to infants and toddlers. Students will be supervised and evaluated on their ability to apply prior learning regarding curriculum planning, developmentally appropriate practice, and creating an effective learning environment for infants and toddlers. *Grade of "C" or better required for ECED1565.*

ECED1540 Preschool/School Age Practicum
L - 90 3
Students must be taking or have taken ECED1120, 1145 and 1200. If this is a student's first practicum, he/she must also enroll in ECED1000.
Students will complete at least 90 hours of practical work experience in a licensed site. Students will demonstrate application of concepts learned through prior early childhood education courses relating to preschool / school-age children. Students will be supervised and evaluated on their ability to apply prior learning regarding curriculum planning, developmentally appropriate practice, and creating an effective learning environment for preschoolers and school-age children. *Grade of "C" or better required for ECED1565.*

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

ECED1565 Child Care Head Teacher Practicum
L 30 150 8

Open only to declared ECED students. Prerequisites: Program Permission Overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1222, 1224, 1228, 1226, 1510 and 1540 with a grade of C" or above. Student must pass a comprehensive competency exam with a 75% or better before enrolling. A grade of B or better to meet graduation requirements.
Experience as a teacher in a cooperating childcare facility using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. 3 hours per week of seminar/lecture hours will be scheduled.

ECED1575 In-Home Child Care Professional Practicum
L 10 150 6

Pre-requisite: Program Permission Open only to declared students graduating with the In-home Child Care Professional diploma or with program permission. Must have taken or be taking ECED1475. Overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1110 and ECED1120 with a grade of "B" or better. A grade of "B" or better required.
Designed to provide an understanding of the role and duties of an in-home child care provider / nanny. Various areas will include good communication skills, professional practices, planning skills, parental needs and knowledge of business practices. Student will spend 75 hours working in a private home (nanny) setting and 75 hours working in a family child care home I or II. 10 seminar / lecture hours will be arranged with the instructor/supervisor.

ECED1665 Child Care Head Teacher Coop
L 30 200 8

Pre-Requisite Program permission required to register. Open only to declared students graduating with the Child Care Professional Diploma.. Prerequisites: Overall GPA of 2.8 or above. Current first aid/CPR certification. ECED1110, 1120, 1145, 1222, 1224, 1228, 1226, 1510 and 1540 with a grade of C or above. A grade of B or better to meet graduation requirements.
Practical work experience as a teacher in a licensed site. Site must meet certain guidelines set by the program. Presentation and discussion of child development topics and work related experiences. 30 seminar / lecture hours will be arranged with the instructor / supervisor.

ECED1675 In-Home Child Care Professional Coop
L 10 200 6

Pre-requisite: Program Permission required to register Must have taken or be taking ECED1475. Open only to declared students graduating with the In-home Child Care Professional diploma. Pre-requisites: ECED1510,1540, 1228, 1222, 1224, and 1235 with a grade of "B" or better. Must have completed two of the Gen.Ed. core requirements.
Practical work experience in a private home setting as either a professional nanny or an in-home child care provider. Sites must meet the approval of the program and/or meet licensing standards. 10 seminar/lecture hours will be arranged with the instructor/supervisor.

ECED1700 Independent Study
L 15 .5

Allows students to attend approved workshops and/or seminars and work with a faculty advisor to develop an individualized plan of study.

ECED1705 Independent Study

	L	15	-	.5
1710	L	30	-	1
1720	L	60	-	2
1730	L	90	-	3

Prerequisite: program permission
Selected educational experiences that provide intensive study and research on a topic beyond those included in the regular curriculum. Completed under the direction of a faculty member.

ECED2150 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 to twenty hours of volunteer service learning required.

ECED2455 Child Care Administration
L 45 - 4.5

Prerequisites: ECED1510, 1540, 1140, 1235, 1226 and ENGL1010.
It is strongly recommended that students have completed their core Behavioral Science and Speech requirements before enrolling in this class. Special program permission to enroll may be given to non-degree seeking administrators with prior administration experience.
Analysis of supervisory and administrative procedures for the application of management theory in early childhood programs. *A grade of "B" or better required for graduation.*

ECED2457 Advanced Child Care Administration Concepts
L 30 - 3

Pre-requisite: ECED2455
A continuation of more in-depth administrative principles designed for students pursuing a management / supervisory position. This class will focus on the application and practice of the administrative duties and skills presented at an awareness level in ECED2455.

ECED2501 Early Childhood Education Professional Lab
L 20 150 7

Prerequisite; Program permission required to register.
ECED1565 with grade of B or better. Must be taking or have taken ECED2455.
An intensive, inclusive lab experience in a variety of settings. Application of all skills needed for working in a comprehensive child care setting. Discussion and presentation of child development topics and student's lab experiences. *A grade of B or better is required. 20 seminar / lecture hours scheduled.*

ECED2575 Advanced Practicum
L 10 180 7

Prerequisite: Program Permission required to register. Prerequisites: ECED2501 with a "B" or better, ECED2150 and three of the four General Ed. core classes. Overall GPA of 2.5 or above. Current first aid/CPR certification. A grade of B or better required to meet graduation requirements.
Advanced practicum experiences as an intern in a variety of child care settings. Presentation and discussion of child development topics and student's practicum experiences. 10 seminar/lecture hours arranged with instructor/supervisor.

ECED2607 Individualized Practicum

	L	15	-	.5
2617	L	30	-	1
2627	L	60	-	2

Pre-requisite: Program permission
Practicum experiences designed to meet individual and program needs. *A grade of B or better is required.*

ECED2675 Advanced Coop
L 10 240 7

Pre-requisite: Program permission required to register. Pre-requisites: ECED2501 with a "B" or better, ECED2150 and three of the four General Ed. core classes. Open only to declared students graduating with an A.A.S. degree. Overall GPA of 2.8 or above. Current first aid/CPR certification. A grade of B or better to meet graduation requirements.
Practical work experience in a licensed or approved child care setting. Work site and job description must meet program standards. 10 seminar/lecture hours arranged with instructor/supervisor.

ECED2800 Early Childhood Education Graduation Seminar
L 30 - 3

Pre-requisite: Program Permission
Open only to students graduating at the end of the current quarter. Designed for graduating Early Childhood Education students to complete and present their final project and professional portfolio in preparation for the workplace. Students will develop their personal philosophy of education and research current issues in education *. A grade of B or better is required.*

COURSE # COURSE TITLE LOCATION OFFERED CLASS HOURS LAB HOURS CREDIT HOURS

ECON • Economics

ECON1200 Personal Finance
B/L/M 45 - 4.5
Prerequisite: Math competency met. Survey of principles and methods of managing personal finance resources. An introduction to how economic concepts and functions impact personal financial decisions. Topics include: economic concepts, banking, saving and investment, credit, major purchases (home/auto), risk management (home, life, health, auto), tax strategies, retirement and estate planning.

ECON2110 Macroeconomics
B/L 45 - 4.5
It is recommended that students have a strong college level math and accounting background before taking this class. A study of the "big ideas" of macroeconomics such as GDP, inflation, unemployment, labor productivity, and rational economic decision making using the marginal principle and diminishing returns. A look at public policy decisions using Keynesian fiscal and monetary policies, globalization and the economic challenges facing our economy.

ECON2120 Microeconomics
B/L 45 - 4.5
It is strongly recommended to complete Macroeconomics ECON2110, and have a strong college level math and accounting background before taking this class. A study of basic economic principles such as elasticity of demand, consumer choice, profit maximization, types of competition and asymmetric markets. A microeconomic focus on the behaviors on individual households and firms.

EDUC • Education

EDUC1080 Observation
B/L 15 30 4.5
Prerequisite: EDUC1310. Guided observation in the public schools. Trends in teaching, certification and other issues in teacher education. Includes on-campus class one hour each week and two hours per week in a public school classroom observation. Graded pass/no pass.

EDUC1310 Introduction to Education
B/L 45 - 4.5
Overview of the field of education. Encourages critical thought regarding the role of education in society, the role of the teacher and educational practices in schools.

EDUC2500 Fundamentals of Child Development for Education
B/L 45 - 4.5
Fundamental concepts and principles of human development with reference to cognitive and social/emotional development from infancy to early adolescence. Biosocial forces which affect behavior and development in children in relation to educational practice.

EDUC2510 Fundamentals of Adolescent Development for Education
B/L 45 - 4.5
Fundamental concepts and principles of human development with reference to cognitive and social/emotional development from late childhood to early adulthood. Biosocial forces which affect behavior and development in adolescents as they relate to educational practice.

EDUC2610 Fundamentals of 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
B/L 30 - 1.5
Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth.

EDUC2971 Professional Practicum Experiences
B/L 60 - 3.0
Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth.

EIGT • Graphic Design

EIGT1120 Drawing/Illustration I
M 40 60 6
Prerequisite: Program Permission. This course provides a foundation in basic perceptual, expressive and compositional aspects of drawing with an emphasis on perception and realistic rendering (learning to see with accuracy). A wide range of black and white media will be explored with an emphasis on line art techniques.

EIGT1122 Introduction to Graphic Design
M 40 10 4.5
Prerequisite: Program Permission. This course is concerned with the basic principles of graphic design. Emphasis is placed on basic design processes and communication principles. Development of creative ideas, evaluation of diverse methods used to produce simple and functional graphic translations will be explored. An introduction to basic technical procedures will also be studied.

EIGT1126 Typography I
M 40 10 4.5
Prerequisite: Program Permission. This course provides a comprehensive introduction to effective type usage. The course builds upon the extensive language and practice of typography and its application. Typographic principles are combined with a general history, both aesthetic and technical. The impact of legibility and readability will be investigated in relation to a student's choice of selecting and applying type and related design elements.

EIGT1136 Computer Graphics I
M 40 60 6
Prerequisite: Program Permission. This course features an introduction to the Macintosh operating system and an in-depth look at QuarkXPress. The class explores setting up pages and methods of controlling type, working with different color models and file formats and creating tables and forms, as well as a variety of layout options. Students explore production issues including desktop printers, font management, color separations, and basic image scanning and image importing.

EIGT1230 Typography II
M 40 10 4.5
Prerequisite: Program Permission. This course examines typographic issues which emphasize the basic typographic areas of: historical, technical, and formal. Students study letterform and typographic application as well as research and writing. Project content includes typographic history, letterform, development, and changing technology. This course provides students with a fundamental working knowledge of typographic applications.

EIGT1234 Computer Graphics II
M 40 60 6
Prerequisite: Program Permission. This course focuses on digital illustration methods used by graphic designers. Students (working in Freehand) learn how to draw bezier curves, manipulate type, use layers, blend, trace hand sketches, import photos, work with color and print production issues. Projects include the creation of product logos and rendering information graphics that communicate with charts and graphs.

EIGT1238 Drawing/Illustration II
M 40 60 6
Prerequisite: Program Permission. This course provides an exploration of drawing the human figure with an emphasis on anatomy, proportion and form. A variety of media will be explored including pencil, ink, gouache, and an introduction to color. Projects will include working with the human form in the context of illustration applications and creating spatial compositions.

EIGT1240 Publication Design
M 40 15 4.5
Prerequisite: Program Permission. The aesthetics of type and image remains the most widespread media for graphic designers. Virtually all aspects of the printed word and image are investigated and considered. The class focuses on the process by which ideas are developed, edited, and presented. Projects include magazine, newsletter, brochure, poster and financial/annual report design with an emphasis on layout, typography and image.

EIGT1348 Computer Graphics III
M 40 60 6
Prerequisite: Program Permission. This course is a study of Photoshop, one of the computer's most complex creativity tools and the industry standard in digital (pixel) imaging. Students learn how to scan, correct, and adjust image tone and color. Layering, masking, and collage techniques, as well as numerous selecting and editing tools offered in Photoshop are used. Also, Photoshop's painting and drawing options are explored in combination with other image-manipulation techniques.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

EIGT1354 Color Theory
M 40 60 6

Prerequisite: Program Permission. This course is a study of color beginning with the color theories of Itten, Albers, Munsell, and others. Exercises to develop a sensitivity to color phenomena and color characteristics are studied. Mixing and matching of pigmented color as well as other sources of color are explored. Emphasis is placed on color as a tool for use in RGB and CMYK color applications for the graphic designer.

EIGT1356 Photography & Digital Imaging
M 40 60 6

Prerequisite: Program Permission. This course is an introduction to photography as a creative medium. An exploration of the technical issues related to camera operation, control of light, lenses, film and digital scanning will be emphasized. In addition to learning technical skills, the focus of the course will be devoted to the wide variety of creative image making strategies employed by photographers over the past 175 years using traditional film based and digital methods. A portion of this course will include the use of Photoshop as an image-manipulation tool.

EIGT1460 Environmental & Package Design
M 40 60 6

Prerequisite: Program Permission. In this course students will use the environmental sign to explore the aesthetics of sign and symbol. Lectures and projects introduce typographic connotation, semiotic theory, and image communication as design tools. Students will explore and create applications in 2D and 3D environmental and exhibition design with an emphasis on effective communication. Package design will begin with an analysis of contemporary packaging and address the functional and aesthetic requirement of 3D package design. Production/technical requirements are also examined. Students will explore the creative potential for application of a diverse range of mediums and materials. An emphasis will be placed on function and craft (execution).

EIGT1465 Corporate Identity Design
M 40 60 6

Prerequisite: Program Permission. In this course students will examine and analyze existing identity and explore the history of corporate identity. Branding strategy will be studied as it relates to identity. Students will create identity revision/updates and create new identity systems based on specific branding requirements. Students will examine current identity requirements and will write a graphic standards and application manual for identity designs they create. An emphasis will be placed on use of appropriate typographic qualities, shape/form, color and integration of these elements.

EIGT1485 Web Design I
M 40 60 6

Prerequisite: Program Permission. In this course students will explore the development of websites using fundamental skills including project planning/management, content organization, visual design approach and navigation. Emphasis will be placed on creating functional methods that meet clear and concise application/technical requirements. Students will research and explore the unique qualities that make a web site efficient, functional and visually appealing. With the use of Dreamweaver and Fireworks, students will learn the basic strategies necessary to plan and execute a web site and create a visual structure and hierarchy.

EIGT2567 Web Design II
M 40 60 6

Prerequisite: Program Permission. In this course students will explore web development using advanced integrated project planning, organization, navigation and visual skills. This class will explore the use of animation as an additional tool in web development. Students will research and explore the animation methods and applications. With the use of Flash, students will learn the basic techniques necessary to execute animated web site banners.

EIGT2575 Graphic Design Portfolio I
M 40 105 7.5

Prerequisite: Program Permission. In this course students will begin to explore on an individualized basis the development of a personal portfolio with an emphasis on demonstration of typographic, layout and image making skills. Portfolio development will focus on self promotion and development of a full ad campaign. This portfolio will use all the skills and knowledge acquired in the previous four quarters.

EIGT2585 Print Reproduction Processes
M 40 15 4.5

Prerequisite: Program Permission. In this course students learn the fundamental processes and standard technical requirements used in the graphic arts industry. Beginning with service bureau and prepress requirements, digital requirements, film output, platemaking, presses, paper, bindery and finishing and ancillary production issues, students will learn how the graphic arts industry functions and how to establish a professional working relationship with the industry. In addition to lecture and research, students will take field trips to multiple industry work sites to observe the variety of processes that exist within the graphic arts industry.

EIGT2662 Web Design III
M 40 60 6

Prerequisite: Program Permission. In this course each student will create a personal web site that expresses who they are as people and designers and demonstrate their web skills. The site they create will include their complete graphic design portfolio, professional/academic resume and biographical information. Each site must be fully functional and posted.. The successful creation of a personal graphic design web site is a requirement for graduation.

EIGT2664 Graphic Design Portfolio II
M 40 120 8

Prerequisite: Program Permission. In this course students will on an individualized basis complete the development of a personal portfolio with an emphasis on demonstration of typographic, layout and image making skills. Portfolio development will focus on self promotion and development of a second full ad campaign. Along with completion of a portfolio, a personal sales/marketing presentation kit and resume will be required.

EIGT2799 Directed Independent Study in Graphic Design
M - - 1-5

Must have permission of instructor and division dean. Credit hours vary.

EIGT2800 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.

COURSE # | COURSE TITLE / LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS

ELEC • Electrical Technology, Electromechanical Technology, Electronic Servicing Technology, Electronic Engineering Technology

ELEC1131 DC Principles
L/M 100 100 13
Prerequisite: Lincoln, MATH0950.
Pre/Corequisite: Milford, MATH1080. Basic electrical concepts, Ohm's Law, Kirchhoff's laws; series, parallel, and combination circuits. Magnetism and an introduction to inductors and capacitors are also covered. Familiarization with VOM, oscilloscope, power supply and other basic lab equipment.

ELEC1217 AC Principles
L/M 100 100 13
Prerequisites: ELEC1131 and MATH1080. AC circuits containing resistors, inductors, and capacitors in series and parallel combinations, including resonant and nonresonant circuits. Transient response shapes discussed. Uses of oscilloscope and familiarization with function generator, frequency counter, and DMM.

ELEC1227 Digital I
L/M 50 50 6.5
Prerequisite: ELEC1131. Truth tables, Boolean algebra and number systems to explain the operation of AND, OR, and INVERTER functions. Flip-flop registers and arithmetic operations. Lab work includes wiring of pre-designed circuits using ICs.

ELEC1317 Active Devices
L/M 100 100 13
Prerequisites: ELEC1217. Introduction to diodes, transistors, FETs, SCRs and TRIACs which make up complete electronic circuits. Device analysis, basic circuit design, and common troubleshooting practice for these devices.

ELEC1336 CAD & Electrical Estimating
M 20 30 3
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
Prerequisites: ELEC1217. Practices in the operation, application, wiring, and troubleshooting of AC electrical control systems.

ELEC1356 Fluid Power
M 50 50 6.5
Prerequisite: MATH1080. Study of fluid power (hydraulic and pneumatic) systems. Circuitry and various components, their design, operation, application, and maintenance.

ELEC1362 Electronic Drafting
L/M 10 10 1
Prerequisites: Prior computer coursework or experience. Introduction to computer based drafting systems for electronics applications.

ELEC1365 Residential & Commercial Wiring
M 150 100 18
Prerequisites: ELEC1217. Practical experience in the construction of residential wiring systems. Design, layout and estimating of a residential electrical system based on the National Electrical Code (NEC).

ELEC1376 Welding
M 20 30 3
Fundamentals of oxyacetylene equipment, OA cutting, brazing, and silver soldering. Arc welding theory and lab practice with emphasis on maintenance welding. Safe operation of equipment and application emphasized.

ELEC1422 Analog Circuits
L/M 75 75 10
Prerequisites: ELEC1317. Theory and lab experience in design, testing, troubleshooting, and repair of multistage, small signal and power amplifiers using discrete and integrated circuitry for linear amplifier and oscillator applications. Principles of audio, IF and RF amplifiers are addressed.

ELEC1432 Power Supply Systems
L/M 25 25 3
Prerequisites: ELEC1317. Operational theory of voltage regulating supplies and related system components. Troubleshooting techniques and test specifications will be covered and reinforced through lab applications.

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 50 50 6.5
Prerequisites: ELEC1356, ELEC1376, ELEC1337, MACH1121, and MFGT1456. Troubleshooting and repair of mechanical equipment. Bending, installing conduits, and repair of clutches and brakes.

ELEC1452 Audio Systems
L/M 25 25 3
Prerequisites: ELEC1227 and ELEC1317.
Pre/Corequisite: ELEC1422. Operational theory of audio systems and components. Trouble-shooting techniques and test specifications will be covered and reinforced through lab applications.

ELEC1464 Transformers, Three-Phase System
M 50 50 6.5
Prerequisites: ELEC1217. Study of transformers including three-phase use with balanced and unbalanced loads. Wiring techniques and performance characteristics of one-phase motors.

ELEC1474 Predictive Maintenance Principles
M 40 10 4
Prerequisites: ELEC1131, ELEC1217. Orientation, planning, and practical application of setting up a predictive maintenance program for inspection, testing, cleaning, fabricating, and adjusting of equipment.

ELEC1482 Digital II
L/M 50 50 6.5
Prerequisites: ELEC1227. Digital registers, counters, multiplexers, demultiplexers, encoders, decoders, arithmetic logic circuits, AD and DA conversion, and memory. Lab work includes circuit construction and measurement.

ELEC1495 Industrial Wiring
M 100 100 13
Prerequisites: ELEC1365. Study of the construction of electrical systems used in the industrial and commercial areas. Circuitry required in lighting, controller systems, power distribution (overhead), and service entrance for electrical systems of public and commercial buildings. Study of the National Electrical Code for industrial wiring.

ELEC1999 Basic Electrical Concepts (UNL)
L 40 40 5
Basic electricity course specifically deigned for UNL students. Covers DC and AC circuits utilizing Ohm's and Kirchhoff's laws. Series, parallel, and series-parallel circuits are studied. Use of various types of electronic test equipment to analyze these circuits.

ELEC2522 Voice Communications Circuits
L/M 100 100 13
Prerequisites: ELEC1422, 1432, 1452, & 1482. Circuit theory of home entertainment and industrial communications transceivers. Principles of AM, FM, SSB, and phase modulation techniques and their applications to various data transmission and reception circuits. Proper alignment, testing and suggested troubleshooting techniques are covered.

ELEC2527 Microprocessor
L/M 50 50 6.5
Prerequisites: ELEC1482. Introductory course covering instruction set, memory and I/O techniques for microprocessor based machines.

ELEC2534 Programmable Logic Controllers I
M 50 25 5.5
Prerequisite: ELEC1344. Parallel with ELEC2564. An introduction to Logic functions and the Programmable Logic Controller (PLC).

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

ELEC2542 Telephony Systems
L/M 20 5 2
Prerequisites: ELEC1482 and ELEC1422. Introduction to basic telephony concepts. Public and private telephone switching systems. Historical and modern perspectives. Local loop, PBX, Telco wiring schemes. Copper vs. fiber transmissions. Voice channel frequency spectrum. Integrated communications systems. FDM vs. TDM.

ELEC2546 Electrical Machine Controls
M 20 30 3
Prerequisites: ELEC1344. Continuation of Industrial Machines & Mechanical Systems with more emphasis on design, troubleshooting and repair of electrical circuits.

ELEC2555 Industrial Communications & Alarm Systems
M 25 25 3
Installation and maintenance of data communications systems, security/fire alarm systems, and telephone systems.

ELEC2562 Antennas & Transmission Lines
L/M 20 5 2.0
Prerequisite: ELEC1422, 1482 - concurrent or previous. Introduction to the physical and electrical characteristics of antennas and transmission lines in electromagnetic radiation propagation. Includes copper, fiber-optic and waveguide transmission systems. Troubleshooting antenna and transmission lines.

ELEC2564 Industrial Electronics
M 75 50 9
Prerequisite: ELEC1217. Parallel with ELEC2534. Study of solid state components such as transistors, triacs, diacs, and SCR's.

ELEC2614 Industrial Control Systems
M 100 50 12
Prerequisites: ELEC2534 and ELEC2564. A study of open and closed loop control systems, AC, DC, and brushless DC motor drives used in industry. Systems including process control, servo systems, and Robotics. With hands on experience of installation, setup, and troubleshooting.

ELEC2622 Video Display Systems
L/M 100 100 13
Prerequisites: ELEC2522. Theory and repair of televisions, video tape recorders, and other related video equipment. Detailed circuit analysis of television receivers and computer display systems. Advanced troubleshooting of consumer and industrial grade video products.

ELEC2624 Programmable Logic Controllers II
M 100 100 13
Prerequisites: ELEC2534 and ELEC2564. Programming, wiring, and troubleshooting of Programmable Logic Controller (PLC).

ELEC2672 Electronic Control Systems
M 40 10 4
Prerequisites: PHYS1017 and ELEC1422 and ELEC2743. Study of the use of transducers in the control of industrial processes, characteristics of transducers and their associated circuitry, and characteristics of control systems.

ELEC2743 Microcontroller Interfacing & Programming
M 50 75 7.5
Prerequisite: ELEC2527. Advanced design, circuit analysis, calibration, maintenance, and troubleshooting of digital systems such as those encountered in computers, digital communications circuits, and other industrial control applications. Programming and interfacing techniques covered for both microprocessors and microcontrollers.

ELEC2753 PC Operating Systems & Hardware
M 60 40 7
Prerequisite: ELEC2527. Current operating systems will be discussed and compared. An emphasis will be placed on their application and their interaction with hardware.

ELEC2760 Networking Infrastructure
L/M 30 20 3.5
Prerequisite: ELEC2527 or INFO1381. Introductory course on networking infrastructure which includes switches, hubs, and routers. CCNA1 course materials are utilized.

ELEC2761 Router Implementation
L/M 30 20 3.5
Prerequisite: ELEC2760. Introductory course on networking infrastructure which includes switches, hubs, and routers. CCNA2 course materials utilized.

ELEC2823 Network Operating Systems & Administration
M 80 70 10
Prerequisite: ELEC2753, ELEC2760. Study of current network operating systems and applications installation, configuration and management, including Linux, Windows platforms and Novell Netware. Windows 2000 Server architecture will be studied in detail.

ELEC2853 Hydraulics & Pneumatics
M 25 - 2.5
Prerequisite: ELEC1217. Study of fluid power (hydraulic and pneumatic) systems and devices. Circuitry and various components, their design, operation, and application.

ELEC2860 Advanced Routing & Switching
L/M 20 30 3
Prerequisite: ELEC2761. This course focuses on the application and configuration of advanced IP addressing, routers, routing protocols, switches, and VLANs. CCNA3 course materials are utilized.

ELEC2861 Wide Area Networking
L/M 20 30 3
Prerequisite: ELEC2860. This course focuses on the application and configuration of advanced network address management, Wide Area Network technologies and terminologies, and network management. CCNA4 course materials are utilized.

ELEC2863 PLCs in Automation Systems
M 40 85 6.5
Prerequisites: ELEC2672 - concurrent or previous, ELEC2743. Lecture and lab projects featuring an in-depth study of industrial process control technologies, practices, and procedures.

ELEC2883 Robotics in Automation Systems
M 20 30 3
Prerequisites: ELEC2672, ELEC2743, and INFO2564; ELEC2863 - concurrent or previous. Lecture and lab projects featuring an in-depth study of industrial robotic systems and Smart Image Sensor technology. Programming and interfacing.

ELET • Construction Electrician – IBEW Option

ELET1714 DC Circuits and Blueprint Reading
120 60 14
Prerequisite: Successful completion of SCC and IBEW entrance requirements. Corequisite: ELET1715. A first course in electricity and electronics. Covers physical and electrical safety principles, DC electrical circuits, magnetism and blue print reading. Includes the interpretation and application selected articles of the National Electrical Code (NEC).

ELET1715 Electrical Wiring Applications I
- 520 13
Prerequisite: Co-requisite in ELET1714. On the Job Training (OJT) to apply construction electrician principles covered in ELET1714.

ELET1719 AC Circuits and Wire Sizing
120 60 14
Prerequisite: ELET1714. Corequisite: ELET1720. Alternating Current (AC) circuits are analyzed. Proper use of test equipment is stressed during lab. Study of the NEC is continued. Wire sizing for branch circuits is discussed. Conduit bending is introduced.

ELET1720 Electrical Wiring Applications II
- 520 13
Corequisite ELET1719. On the Job Training (OJT) to apply construction electrician principles covered in ELET1719.

ELET1724 Electronic Devices and Electrical Grounding
120 60 14
Prerequisite: ELET1719. Corequisite ELET1725. Diodes, transistors, silicon controlled rectifiers, triacs, and other active devices used in amplifier and switching circuits. NEC article 250 is covered. Proper electrical system grounding is stressed. Electrical load calculations are introduced.

ELET1725 Electrical Wiring Applications III
- 520 13
Corequisite ELET1724. On the Job Training (OJT) to apply construction electrician principles covered in ELET1724.

ELET1729 Logic Circuits and Electrical Motors
120 60 14
Prerequisite: ELET1724. Corequisite ELET1730. Logic devices and functions such as AND, OR, NAND, NOR and Boolean algebra are introduced. General principles of AC and DC motors and their control are studied. Power factor and power quality are discussed.

COURSE #	COURSE TITLE LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

ELET1730 Electrical Wiring Applications IV
- 520 13

Corequisite: ELET1729. On the Job Training (OJT) to apply construction electrician principles covered in ELET1729.

ELET1734 Process Controllers and Special Electrical Circuits
120 60 14

Prerequisite: ELET1729. Corequisite ELET1735. Logic circuit input, output, timing and sequencing are studied. Programmable logic controllers (PLC's) are explored in theory and lab. Alarm and security systems, phone systems, air conditioning and other special control and instrumentation circuits are covered.

ELET1735 Electrical Wiring Applications V
- 520 13

Corequisite ELET1734. On the Job Training (OJT) to apply construction electrician principles covered in ELET1734.

ENGL • English

Placement in English courses will be determined by a placement examination. Your advisor will register you for the appropriate English course.

ENGL0250 Spelling Improvement
L 15 - 1.5

Individualized approach to improving the ability to spell. Students learn to analyze their particular difficulties with spelling and practice various methods to improve spelling and writing vocabulary. Graded pass/no pass.

ENGL0810 Grammar Review
B/L 15 - 1.5

Condensed course review of English grammar and usage. Parts of speech, management of the sentence in its various patterns, current usage, punctuation, capitalization, spelling, numbers, etc. ENGL0810 does not fulfill the composition requirement in any program. Graded pass/no pass.

ENGL0830 Reading Skills Tune-up
B 5 30 1.5

A developmental reading course to prepare students to succeed in college course work. Course work includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students' class and work schedules. May be taken along with college courses not requiring high levels of reading skill. Graded pass/no pass.

ENGL0840 Language Skills Tune-up
B/L/M 5 30 1.5

A developmental course to upgrade students' language and writing skills to be successful in ENGL1000 and ENGL1010. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students class and work schedules. Excellent for nontraditional students needing to review grammar rules and writing skills. Graded pass/no pass.

💻ENGL0850 Reading Strategies I
B/L/M 45 15 4.5

Based on placement scores, all students required to take reading classes will take this class. This class will develop the basic reading and study skills necessary for success in academic and vocational classes through traditional classroom activities as well as individualized, self-paced, computer-based instruction. This course is also available online. Graded pass/no pass.

ENGL0860 Vocabulary Improvement
L 15 - 1.5

This is an individualized, self-paced class designed to develop a college-level vocabulary through programmed, word-building exercises. Graded pass/no pass.

💻ENGL0880 Reading Strategies II
B/L/M 45 15 4.5

Prerequisite: Previous enrollment in ENGL0850. This class will further develop college-level reading and study skills necessary for success in academic and vocational classes through traditional classroom activities as well as individualized, self-paced, computer-based instruction. This course is also available online. Graded pass/no pass.

ENGL0890 Speed Reading
L 15 - 1.5

Individualized approach to learning speed reading strategies needed to succeed in college. Designed for students who need help improving reading speed and comprehension. Graded pass/no pass.

ENGL0950 Writing Skills
B/L/M 45 - 4.5

This course is designed to help students develop their writing skills. Within the context of their own essays, students learn how to improve the structure of their sentences and the expression of their ideas. The integration of thinking, reading, and writing is also emphasized. Graded pass/no pass.

💻ENGL0980 Basic Writing
B/L 45 - 4.5

Prerequisite: Appropriate placement score. A developmental English course which prepares students to succeed in college composition. ENGL0980 does not fulfill the composition requirement in any program. Includes lab. Graded pass/no pass.

ENGL0990 Writing Supplement
L 15 - 1.5

Prerequisite: ENGL0980 or appropriate placement score. Offers students structured, individualized assistance with their writing. Those who have completed developmental coursework or anyone who is currently enrolled in ENGL1010 Composition I and would like extra assistance may opt to take this course. Graded pass/no pass. This course does not fulfill any degree or transfer requirements.

ENGL1000 Written Communications
B/L/M 45 - 4.5

Prerequisite: ENGL0950 or appropriate placement score. ENGL1000 is designed to develop writing skills for vocational students. Course emphasizes the clear written expression of ideas. Process of planning, writing, revising and editing for a particular audience emphasized.

💻ENGL1010 Composition I
B/L/M 45 - 4.5

Prerequisite: Appropriate placement score OR minimum grade of "P" in ENGL0980. ENGL1010 is designed to develop writing skills. Students write short papers and essays based upon their personal experience and/or assigned readings. The course emphasizes the clear written expression of ideas and importance of organization, word choice, logic, and sentence construction. The process of planning, writing, revising, and editing essays for a particular audience is also emphasized.

💻ENGL1020 Composition II
B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or equivalent. Continuation of ENGL1010 with emphasis on the study of argumentation and library research techniques and their application.

ENGL1510 Introduction to Creative Writing
B/L 45 - 4.5

Prerequisite: ENGL1010 or permission of instructor. Study and practice of the techniques of creative writing of both fiction and poetry.

💻ENGL2050 Modern Fiction
B/L 45 - 4.5

Prerequisite: ENGL1010 or permission of instructor. Survey of late 19th and 20th century short fiction and novel. Consideration of major literary movements and trends as represented through significant works by international authors.

💻ENGL2100 Introduction to Literature
B/L 45 - 4.5

Prerequisite: ENGL1010 or permission of instructor. Introduction to the major genres and conventions associated with literature. Includes fiction, poetry, drama, and memoir. By employing critical reading/thinking skills and analytical and creative writing skills, students will understand literature more fully. Exposure to a range of authors representing a variety of cultural and ethnic backgrounds.

ENGL2140 Introduction to Shakespeare
B/L 45 - 4.5

Prerequisite: ENGL1010 or permission of instructor. An introduction to the work of William Shakespeare through the study of a selection of major plays and sonnets. This course will place Shakespeare's writings within the context of his time and society while exploring themes that speak to a modern audience.

💻ENGL2150 Introduction to Woman's Literature
B/L 45 - 4.5

Prerequisite: ENGL1010 or permission of instructor. Introduction to various writing forms in English by women of diverse cultural, political, historical, and economic backgrounds from the 19th century to present.

💻ENGL2160 Children's Literature
B/L 45 - 4.5

Prerequisite: ENGL1010 or permission of instructor. Survey of children's literature for teaching and sharing. Emphasis on methods of evaluating both traditional and recent selections.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

💻ENGL2440 African American Literature
B/L 45 - 4.5
Prerequisite: ENGL1010 or permission of instructor. Introduction to literature by African American writers, with emphasis on social and historical context.

💻ENGL2450 Native American Literature
B/L 45 - 4.5
Prerequisite: ENGL1010 or permission of instructor. Introduction to study of Native American prose, poetry, literature oral-tradition, and culture. Discussions, journals, writing.

💻ENGL2460 Latino/a & Latin American Literature
B/L 45 - 4.5
Prerequisite: ENGL1010 or permission of instructor. A study of the relationships and parallel aspects between Latin American and Latino literature in the United States. The course provides a general chronological, and thematic introduction to verse, fiction, travels and memoirs written by Latin American writers and U.S. citizens of Latin American descent and their contribution to U.S. literature. Social, historical, and political backgrounds that have given rise to the literature are also emphasized along with an analysis of the literary techniques and motifs that authors employ in their aesthetic productions.

ENGL2520 Fiction Writing
B/L 45 - 4.5
Prerequisite: ENGL1010 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: ENGL1010 or permission of instructor. Designed to teach the fundamentals of writing poetry, both theory and application.

ENGL2560 Technical Writing
B/L 45 - 4.5
Prerequisite: A grade of "C" or better in ENGL1010, equivalent, or permission of instructor. Methods of scientific and technical writing. Abstracts, manuals, reports, proposals, letters, memos and presentations.

FIRE • Fire Protection Technology

FIRE1110 Fire Department Management
L 71 - 7
Study of organization and administration of a fire department. Responsibilities of a supervisor. Methods of proper supervision.

FIRE1113 Instructor I
L 40 - 4
Principles, procedures and techniques for teaching. Formulating objectives, making lesson plans and conducting a class.

FIRE1115 NFPA Fire Instructor I
L 30 - 3
Study of the principles, procedures, and techniques for teaching. Directed toward formulating objectives, making lesson plans, and conducting a class. Available to members of the Lincoln Fire Department only.

FIRE1117 Fire Officer I
L 60 - 6
Development of the company level officer charged with the responsibility of commanding an initial response to an incident. Managing/supervising the numerous aspects associated with the daily operations of a fire service organization. Available to members of the Lincoln Fire Department only.

FIRE1119 Fire Officer II
L 42 - 4
Administrative and operational aspects associated with the daily routine of a mid-level company officer/supervisor. Addresses many of the highly specialized and complex/technical issues confronted by a first-line to mid-level supervisor during a normal tour of duty. Provides an awareness/exposure to the inner workings and dynamics of a typical fire service organization. Available to members of the Lincoln Fire Department only.

FIRE1120 Building Construction
L 76 - 7.5
Study of building construction and design, and their relationship to fire protection. Expectations if specific type of building construction is involved in a fire.

FIRE1123 Public Fire Education
L 40 - 4
Creation and organization of programs in fire education for public presentation, and their importance to the community.

FIRE1131 Fire Protection Hydraulics
L 72 8 7
Basic hydraulic laws and formulas applied to the fire service. Enables student to apply calculations to water supply problems, and relate this information to practical field applications.

FIRE1171 Independent Study
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.

FIRE1241 Introduction to Fire Investigation
L 40 - 4
Importance of fire-cause investigation to the fire service, the firefighter's role in detecting and preserving evidence. Methods used to determine fire origin.

FIRE1245 Fundamentals of Fire Prevention
L 30 - 3
Introduction to NFPA 101 Life Safety Code. Covers the history of codes, the need for codes and how to use the code book.

FIRE1247 Firefighter I
L 60 60 8
Information and skills to perform basic fire fighting functions on the fire ground. Upon completion, students are eligible to take the Nebraska State Firefighter I Certification Test.

FIRE2251 Hazardous Materials
L 30 - 3
Course provides the training required for the Hazardous Material Awareness and Operations Level as set by NFPA, DOT, EPA, and OSHA.

FIRE2252 Fire Detection & Suppression Systems
L 30 - 3
Study of fire detection and suppression systems. Proper systems needed to provide maximum protection based on occupancy involved.

FIRE2261 Fire Fighting Tactics & Strategy
L 80 - 8
Strategy and tactics of controlling structural fires and wildland or cropland fires. Decision-making process in determining the strategy that dictates tactics.

💻 = Denote course also offered On-line.

COURSE # | COURSE TITLE / LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS

FSDT • Food Service/Hospitality

FSDT1100 Introduction to the Food Service/Hospitality Industry
L 15 - 1.5

Parallel with FSDT1104 and 1105. Career options, mission statements and the professional organizations associated with the industry. Guest speakers will share their experiences. Course will include work simplification techniques, history of the industry, social issues and other career related topics.

FSDT1102 Sanitation & Safety
L 30 45 4.5

Lecture will focus on sanitation as it relates to the food service industry. Covers microbiology of foodborne illnesses, their causes and preventative measure; personal hygiene in food service; establishing a food safety system, such as HACCP; creating a lean and sanitary facility; safety practices; and overall sanitation management. Students will complete projects/assignments relating to foodborne illnesses, HACCP, sanitation of equipment, and developing an inservice of a sanitation topic.

FSDT1104 Quantity Food Preparation I
L 20 - 2

Basic food service/preparation food science. Standardized recipes, terminology, weights and measures, identification of small utensils and preparation. Science of foods: stocks, sauces, soups, meats, poultry, fish and vegetables.

FSDT1105 Quantity Food Preparation I Lab
L - 60 2

Prerequisites: FSDT1102 and FSDT1104 simultaneously or with special permission. Basic quantity food preparation stressing quality food products, care and operation of food service equipment, organization of the workplace, and application of the principles of sanitation and safety.

FSDT1106 Nutrition I
L 30 - 3

Study of cultural influence on food selection. Study of nutrients, digestion, metabolism, fitness, consumer concerns, assessment and nutrition throughout the life-cycle.

FSDT1108 Food Service Concepts
L 15 - 1.5

Introduction to types of food service operations and employment opportunities. Field trips and guest speakers.

FSDT1110 Quantity Food Preparation II
L 20 - 2

Prerequisite: FSDT1102. Study of basic food service/preparation food science, and work improvement. Science of foods: baking techniques, quick breads, pastry, cakes, cookies, yeast breads, meats, poultry and fish.

FSDT1111 Quantity Food Preparation II Lab
L - 60 2

Prerequisites: FSDT1102, FSDT1104 and FSDT1105 taken simultaneously with FSDT1110 or with special permission. Basic quantity food preparation stressing quality food products. Continuation of principles learned in FSDT1105 with increased application of work improvement techniques.

FSDT1114 Meal Service I
L 15 - 1.5

Study of techniques in American, French and Russian style of meal service, buffet, banquet service, cafeteria service and tray-line service.

FSDT1115 Meal Service I Lab
L - 15 .5

Service and practice emphasizing customer relation skills and serving techniques in American, French, Russian and banquet services.

FSDT1118 Food Purchasing
L 40 - 4

Study of quantity purchasing of fresh fruits and vegetables, dairy products, cereal products, fish, poultry, meat, convenience foods, beverages. Pricing of all food products and recipes.

FSDT1119 Food Purchasing Practices
L 15 - 1.5

Prerequisites: FSDT1104, FSDT1110 or related work experience. Practices in quantity food purchasing including field trips to various purveyors and speakers.

FSDT1122 Beverage Selection & Management
L 20 - 2

Study of selection of imported and domestic wines, proper wine service, selection and preparation, and service of beer and spirits for commercial food service. Management, cost control, and laws covering alcohol service.

FSDT1126 Food Production I
L 30 - 3

Prerequisites: FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119. Course work in menu planning, menu descriptions, recipe writing, waste studies, portion and production controls, forecasting, and pricing. Preparation for Food Production II.

FSDT1127 Food Production I Lab
L - 60 2

Prerequisites: FSDT1102, FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119: Taken simultaneously with FSDT1126. Applying principles of food production in salads, baking and cook's area. Applying principles of management function including menu planning, inventory, purchasing, forecasting, pricing and cashiering.

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, job schedules, evaluations and other principles essential to the leader of a food service institution.

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

Course work in the proper selection and preparation of wholesale primal cuts based upon menu and facilities characteristics.

FSDT1204 Artistry for Baker
L 10 20 1.5

Cake decorating using basic techniques, butter cream frosting and royal icing.

FSDT1208 Advanced Food Preparation I
L 20 - 2

Prerequisite: FSDT1104 or FSDT1110. Study of specialty food products — stocks, sauces, fruit and vegetable carving, garnishes, and gourmet specialty items in poultry, pork, beef, veal, fresh seafood and specialty desserts.

FSDT1209 Advanced Food Preparation I Lab
L - 30 1

Prerequisite: FSDT1104 or FSDT1110. Practice in preparation of specialty food products. *Taken simultaneously with FSDT1208.*

FSDT1214 Advanced Food Preparation II
L 20 - 2

Prerequisites: FSDT1104, FSDT1110, and FSDT1208 or related work experience. Advanced study of preparation of specialty food products including pan sauces, compound sauces, moist/dry heat and combination cooking, vegetables, legumes, grains, pasta, dumplings, breakfast cooking, and hors d'oeuvres.

FSDT1215 Advanced Food Preparation II Lab
L - 30 1

Prerequisites: FSDT1104, FSDT1110, and FSDT1208. Advanced practicum preparation of specialty food products. *Taken simultaneously with FSDT1214.*

💻FSDT1304 Diet Therapy I
L 15 - 1.5

Introduction to diet therapy and its importance. Includes introduction to communication in counseling, role of diet histories, basic therapeutic diets, supplemental nutrition, and nutritional assessment.

FSDT1305 Diet Therapy I Practicum
L - 15 .5

Introduction of basic principles of diet therapy. Basic therapeutic diets, role of the dietetic technician, and job opportunities for dietetic technicians in hospitals and long-term care facilities.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

FSDT1308 Nutrition II
L 30 - 3
Prerequisite: FSDT1106. Study of the chemistry of carbohydrate, protein, fat, vitamins and minerals, their digestion and absorption, and the relationship of food to development and maintenance of health; nutrition in pregnancy, infancy, preschool age, adolescence, and school lunch.

FSDT1309 Nutrition II Practicum
L - 30 1
Prerequisite: FSDT1106 taken simultaneously with FSDT1308 or special permission. Application of nutrition principles to normal, healthy individuals of various age groups. Clinical experiences with individuals of various age groups, professional activities, and community-based programs. Clinical experiences with individuals and groups requiring good normal nutrition.

FSDT1312 Diet Therapy II
L 20 - 2
Prerequisites: FSDT1106, FSDT1304, FSDT1308. Continuation of Diet Therapy I emphasizing therapeutic nutrition, techniques of the patient interview and diet history, nutrition assessment, enteral and parentarel nutrition, and dietary concerns related to obesity, diabetes, surgery, and trauma and burns.

FSDT1313 Diet Therapy II Practicum
L - 30 1
Prerequisite: FSDT1304. Co-requisite: FSDT1312. Laboratory experience at health care sites and diverse groups. Introduction to medical records, assessment calculations, team approach to medical care, and awareness and understanding of the role of normal and therapeutic nutrition in treatment of disease.

FSDT1350 Basic Nutrition
B/L 45 - 4.5
Study of nutrients, their digestion, absorption. Relationship of food to development and maintenance of health. Nutrition in pregnancy, infancy, adolescence, adult, elderly and physical fitness. Relation of nutrition to various health problems.

FSDT1360 Lifetime Fitness
L 20 - 2
Study of exercise physiology relating to fitness components, nutrition, physical conditioning, stress management and behavior modification. Pre-assessment to determine entrance level of student.

FSDT1870 Sanitation & Safety
L 15 - 1.5
Sanitation in the food industry. Microbiology, sanitary food handling and storage, personal health and hygiene, housekeeping, pest control, HACCP food safety program, and safety procedures. Prerequisite for all labs.

FSDT1872 Food Preparation Techniques
L 12 - 1
Describes effect of cooking on fruits and vegetables, portion costs, meat cookery, bakery processes, convenience foods, production forecasting, and standardized recipes. Prerequisite for all labs.

FSDT1876 Introduction to Food Service
L 12 - 1
Overview of types of food service operations and jobs; advantages of employment in the food service profession; and national and state agencies and laws governing food service operations.

FSDT1879 Protein & Starch Cookery Lab
L 6 6 .5
Includes course work and laboratory experience in selection and preparation of high protein foods.

FSDT1881 Yeast Breads & Quick Breads Lab
L 5 4 .5
Includes course work and laboratory experience in quality preparation of bread products.

FSDT1883 Fruits, Vegetables & Salads Lab
L 4 3 .5
Includes course work and laboratory experience in preparation techniques for retaining quality and nutritional value of fruits, vegetables and salads.

FSDT1885 Desserts Lab
L 5 4 .5
Includes course work and laboratory experience in quantity preparation of desserts.

FSDT1886 Basic Nutrition & Menu Planning
L 21 - 2
Covers food nutrients, their functions, food sources and their relationship to the maintenance of health through the life cycle. The factors affecting menu planning and a systematic method for planning nutritious and appealing meals.

FSDT1887 School Food Service
L 10 - 1
Describes the planning of meals to meet the requirements of USDA school meal patterns, and the involvement of food service personnel in nutritional education.

FSDT1888 Principles of Diet Therapy & Nutritional Assessment
L 21 - 2
Focus on the study of modified diets to meet special health needs, and the understanding of nutritional assessment methods.

FSDT1896 Management Skills I
L 15 - 1.5
Information necessary for the manager who purchases food and equipment. Purchase specifications, qualities of a good supplier and inventory systems. Cost control of budgets, food and labor costs; and cash register handling.

FSDT1898 Management Skills II
L 21 - 2
Topics related to employee communication and human relations: quality assurance, leadership styles, organizational charts, job descriptions, employee recruitment, effective communication, employee orientation, training programs, performance evaluations, motivation and scheduling.

FSDT2140 Food Production II
L 15 105 5
Prerequisites: FSDT1126 and FSDT1127. Planning, securing, storing, issuing, food preparation, delegation and management of the production, and service of quality food in quantity.

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.

FSDT2154 Food Service Seminar I
L 10 - 1
Prerequisite: Taken simultaneously with FSDT2160 or FSDT2180 or special permission. Presentation and discussion of current food industry topics, job seeking skills and discussion of student's practicum and cooperative work experience.

FSDT2156 Food Service Seminar II
L 10 - 1
Prerequisite: Taken simultaneously with FSDT2160 or FSDT2180 or special permission. Presentation and discussion of current food industry topics, job seeking skills, and discussion of student's practicum and cooperative work experience.

FSDT2160 Cooperative Education
L - 220 5.5
2162 - 80 2
2163 - 120 3
2164 - 160 4
2166 - 240 6
2172 - 480 12
Prerequisite: Special permission of program supervisor. Students are assigned to a food service facility at a pay scale agreed to by both student and food service facility. Experience in planning, organizing, preparing, and managing the production and service of quality food in quantity. Individual objectives are established for each student.

FSDT2180 Food Service Practicum
L - 165 5.5
2184 - 135 4.5
Prerequisite: Special permission of program supervisor. Students are assigned to work 16 hours per week at a food service facility providing experience in planning, organizing and managing the production and service of quality food in quantity. Individual objectives are established for each student.

= *Denote course also offered On-line.*

COURSE #	COURSE TITLE LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

FSDT2191 Special Project
L - 30 1
2192 - 60 2
2193 - 90 3
2194 - 120 4
2195 - 15 .5
Prerequisite: Permission of program chair and instructor. Selected educational experiences beyond those included in the regular curriculum. Experiences may include—but are not limited to—advanced study in special areas of interest, workshops, menu courses, conventions, lectures, etc.

FSDT2218 Professional Baking
L 10 30 2
Prerequisites: FSDT1104 and FSDT1110. Advanced baking class involving course work with yeast, dough formulas, quick breads, creams, icings, sauces, pastries, pie, and decorating cakes.

FSDT2220 Buffet Decorating & Catering
L 10 - 1
Prerequisites: FSDT1208 and FSDT1214. Study of catering techniques including food costing, food preparation, centerpieces & buffet services.

FSDT2221 Buffet Decorating & Catering Lab
L - 30 1
Prerequisite: Taken simultaneously with FSDT2220. Preparation of foods in buffet decorating and catering.

FSDT2222 International Cuisine
L 20 30 3
Exploration of foods from countries and regions world wide. History and makeup of these foods and their origins.

FSDT2224 Restaurant Fundamentals
L 20 30 3
Prerequisite: FSDT1208. Running a restaurant. Work in all capacities in a working restaurant. Job descriptions include kitchen manager, dining room manager, host/hostess, wait staff, cook, garde manager, pastry chef, dishwasher, cashier.

FSDT2226 Culinary Nutrition
L 20 - 2
Prerequisites: FSDT1104, FSDT1106, FSDT1110. The marriage of gourmet cooking and nutrition.

FSDT2228 Garde Manger
L 10 30 2
Designed to teach students how to make all foods pleasing to the eye. Involves carving techniques for fruits, vegetables, chocolate and ice. Proper techniques for platter presentations and centerpieces for elaborate banquet and buffets.

FSDT2230 Advanced Pastries
L 10 30 2
Prerequisites: FSDT1108, FSDT1214. Speciality class involving advanced techniques in preparation for elaborate European and domestic desserts, making cheese, sausage, and rolled buttercreme figures.

FSDT2318 Diet Therapy III
L 20 - 2
Prerequisites: FSDT1304, FSDT1106, FSDT1208, FSDT1214, FSDT1308, FSDT1312. Continuation of Diet Therapy II with emphasis on the anatomy and physiology of diet and nutrition in relation to cancer, AIDS, cardiovascular, renal, gastrointestinal, and liver and metabolic disorders.

FSDT2319 Diet Therapy III Practicum
L - 30 1
Prerequisites: FSDT1304, FSDT1106, FSDT1308 and FSDT1312. Corequisite: FSDT2318. Continuation of Diet Therapy II with practicum experience at health care sites and diverse groups. Skills in counseling patients on therapeutic diets with emphasis on cancer, cardiovascular, renal, gastrointestinal and psychiatric nutritional care.

FSDT2324 Dietetic Technician Practicum
L - 165 5.5
Prerequisites: FSDT2318 and FSDT2319. Students will gain clinical experience as a member of the health care team. Patient counseling, charting of patient progress, dietary records and procedures, supervision and special diet preparation. Students assigned to clinical sites for 16 hours per week.

FSDT2326 Dietetic 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: FSDT1106, FSDT1308, FSDT1304, FSDT1312 and FSDT2318. Study of the nutritional needs and health problems associated with adults and aging. Study of wellness and behavior modification, including consumer related nutrition concerns.

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 course considers: Earth geology, impact of geological structures and features of environmental issues, geologic hazards, flooding, earthquakes, volcanoes, human intervention and interaction with geologic processes.

GERM • German

GERM1010 Elementary German I
L 75 30 7.5
Prerequisite: German Placement test and interview with instructor. Study of grammar, punctuation, dictation, reading and writing of German.

GERM1020 Beginning German II
L 75 30 7.5
Prerequisite: GERM1010 or equivalent as demonstrated by German placement test and interview with instructor. Continuation of GERM1010. Readings on contemporary cultural and social issues in German.

GERM2010 Second Year German I
L 45 - 4.5
Prerequisite: GERM1020 or equivalent as demonstrated by German placement test and interview with instructor. Intensive and extensive reading of moderately difficult German prose, review of grammar and conversation.

GERM2020 Second Year German II
L 45 - 4.5
Prerequisite: GERM2010 or equivalent as demonstrated by German placement test and interview with instructor. Reading of more difficult texts. Class discussion and reports on supplementary reading.

COURSE # | COURSE TITLE | LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS

HIMS • Health Information Management Services (Medical Coding)

HIMS1100 Disease Process I
L 45 - 4.5
Prerequisites: LPNS1103 and MEDA1201. Introduction to the fundamentals of human disease processes including causes, clinical manifestations, diagnostic tests and treatments.

HIMS1101 Disease Process II
L 45 - 4.5
Prerequisite: HIMS1100. Continuation of Disease Process I with focus on specific disorders based on body systems causes, clinical manifestations, diagnostic tests and treatments.

HIMS1102 Coding I
L 45 - 4.5
Prerequisites: LPNS1103, MEDA1201, concurrent with HIMS1100 or permission. Study and application of coding systems and their uses in various reimbursement schemes. Practical application of coding principles provided throughout by use of exercises and patient records.

HIMS1103 Coding II
L 60 - 6
Prerequisites: HIMS1100, HIMS1102, concurrent with HIMS1101 or permission. Continuation of Coding I where the student will study and apply more advanced and specialized coding principles. Overview of the prospective payment system and the coder's role in that system included. Practical experience provided through the use of exercises and patient records.

HIMS1104 Clinical Education
L - 135 4.5
Prerequisites: HIMS1101 and HIMS1103 or concurrent. Practical experience under supervision in hospital setting, physician's office, or clinic.

HIST • History

HIST1000 Western Tradition I
B/L 45 - 4.5
Development of Western civilizations from the origins of the human race to the Renaissance, and the discovery of America, including examination of the political, social, economic, cultural, and religious components.

HIST1010 Western Tradition II
B/L 45 - 4.5
Development of Western civilizations from the Reformation to the present, including examination of the political, social, economic, cultural, and religious components.

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 Survey of World History to 1500
B/L 45 - 4.5
Survey of the major political, social, cultural and economic developments of the Ancient world. Emphasis on European, Middle Eastern development. Includes major civilizations of Asia and Sub-Saharan Africa.

HIST2110 Survey of World History – 1500 to Present
B/L 45 - 4.5
Survey of the major political, social, cultural and economic developments during the Middle Ages and the Early-Modern era. Emphasis on European expansion, the Reformation, absolutism and the Enlightenment. Major Asian civilizations and the struggles in Africa and the Americas to resist European influence.

HIST2960 Survey of African American History
L 45 - 4.5
Overview of the major political, social, cultural, and economic themes in the African American experience from the origins of the Atlantic Slave Trade into the late twentieth century.

HLTH • Health

HLTH1010 Introduction to Health
B 45 - 4.5
Spring Semester. Survey of major health problems, diseases and their prevention; drug and alcohol abuse; family planning and birth control; mental health; consumer protection and physical fitness. Issues of individual health choices.

HMRS • Human Services

HMRS1101 Human Services Concepts
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 to problem solving. Practice in techniques and theories.

HMRS1109 Pre-Clinical Education I
L 20 60 4
Prerequisite: HMRS1102. Screening course for entry into clinical education. Methods of approaching clients, basic communication, and employee values and skills. First Aid and CPR required before progressing into clinical.

HMRS1110 Clinical Education I
L - 120 4
Prerequisites: HMRS1109 and permission. Clinical education scheduled throughout the program. Under supervision, work with selected clients and application of acquired skills and principles studied in the classroom.

HMRS1111 Pre-Clinical Education II
L 20 60 4
Screening course for re-entry into clinical education. Methods of approaching clients, basic communication, employee values, and skills.

HMRS1150 Communication and Assertiveness Training
L 20 - 2
Communication and assertiveness skills needed in human services settings. Includes practice.

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 II
L - 150 5
Prerequisites: HMRS1110 and permission. For course description, refer to HMRS1110 Clinical Education I.

💻 = *Denote course also offered On-line.*

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

HMRS1302 Crisis Intervention
L 45 - 4.5
Prerequisite: HMRS1102. Models for understanding people and their problems including crisis counseling.

HMRS1310 Clinical Education III
L - 150 5
Prerequisites: HMRS1210 and permission. For course description, refer to HMRS1110 Clinical Education I.

HMRS1311 Clinical Education for Alcohol/Drug Counseling I
L - 150 5
Prerequisites: HMRS1210 and permission. Intensive counseling experience in the field of alcoholism/drug abuse. Under supervision of a certified Alcohol and Drug Abuse counselor, students perform all twelve core functions required for State of Nebraska certification.

HMRS1320 Multicultural Competency
L 45 - 4.5
Understanding of self in viewing culture, including dominant and non-dominant culture, power, and privilege. Overview of various culture and groups.

HMRS1355 Strategies for Relaxation
L 45 - 4.5
Methods used to increase relaxation, reduce muscular tension, and alleviate stress. Techniques are adaptable to personal or client use. Includes progressive relaxation, imagery, visualization, meditation, rational emotive and self hypnosis strategies.

HMRS1357 Multicultural Counseling
L 35 30 4.5
Prerequisites: HMRS1102 and 1320. Understanding of cultural sameness and differences, and effect on human experience. Historical, political, social, and economic influences. Special counseling techniques applicable to minority groups and variations from traditional counseling.

HMRS1402 Group Theory & Process
L 45 - 4.5
Prerequisite: HMRS1102 or basic counseling skills. Small group process dynamics and theory in an effort to better understand the workings of small groups.

HMRS1403 Assessment, Case Planning/Management & Professional Ethics for A & D
L 45 - 4.5
Prerequisite: HMRS1102 or permission. Case work skills of assessment, interview techniques, treatment decisions, case presentation, and referral and follow-up for those in alcohol and drug fields. Use of computers in record keeping. Professional ethics and issues.

HMRS1404 Introduction to Social Work
L 45 - 4.5
Introduction to field of professional social work including roles, philosophy, ethics, values and competencies. Career expectations and diversity issues.

HMRS1405 Case Management & Ethics for Human Services
L 45 - 4.5
Prerequisite: HMRS1102 or permission. Case work skills of assessment, interviewing, case presentation, referral, and follow-up. Use of computers in record keeping. Professional ethics and issues. For general human services field.

HMRS1410 Clinical Education IV
L - 150 5
Prerequisites: HMRS1310 and permission. For course description refer to HMRS1110 Clinical Education I.

HMRS1411 Clinical Education for Alcohol/Drug Counseling II
L - 150 5
Prerequisites: HMRS1311 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HMRS2360 Women's Issues in Human Services
L 45 - 4.5
Needs and expectations of women as clients and service providers in human services agencies. Philosophy, socialization, self image, equity, child care, alcohol and drug, and other addictive disorders, minority women, and health and legal issues.

HMRS2361 Domestic Violence
L 30 - 3
Recognition of signs of domestic abuse (physical, emotional or sexual), the cycle of violence, and community interventions.

HMRS2362 Child Abuse
L 30 - 3
Definitions of child abuse, recognition of abuse, treatment modalities, and community interventions.

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 30 - 3
Working effectively with adult survivors of childhood abuse. Issues of sexuality and intimacy. Counselor roles in diagnosis and treatment.

HMRS2365 Mental Illness & Family Issues
L 30 - 3
Study of mental illness and impact on the family. Symptoms of schizophrenia bipolar disorder. Community resources, medications, stressors, risk. Recognizing decompensation signs, when to seek professional help. Effective ways of communicating with a person who has a mental illness.

HMRS2501 Developmental Disabilities
L 45 - 4.5
Nature, causes, and factors which influence the delivery of services for a select group of developmental disabilities (epilepsy, cerebral palsy, autism and learning disabilities). Assessment techniques included.

HMRS2502 Activities & Recreation in Human Services
L 45 - 4.5
Selecting and developing recreational and educational activities with clients. Includes computer use.

HMRS2504 Mental Retardation
L 45 - 4.5
Study of the nature, causes, and factors which influence the delivery of services to people who are mentally retarded. Assessment techniques.

HMRS2505 Non-aversive Intervention for Problem Behaviors
L 25 - 2.5
Prerequisite: HMRS1202. Overview of non-aversive responses to behaviors typically not acceptable to society. Ethical issues. Optional approaches of intervention.

HMRS2510 Clinical Education V
L - 150 5
Prerequisites: HMRS1410 and permission. For course description refer to HMRS1110 Clinical Education I.

HMRS2511 Clinical Education for Alcohol/Drug Counseling III
L - 150 5
Prerequisites: HMRS1311 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HMRS2516 Co-Dependency & Dysfunctional Families
L 45 - 4.5
Co-dependency and dysfunctional family systems. Evaluation and assessment, treatment, and self-help groups will be discussed.

HMRS2517 Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction
L 45 - 4.5
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. Etrological, behavioral, cultural, demographic, and spiritual aspects and belief systems concerning alcohol/drug use. Processes of dependence and addiction. Signs, symptoms, and behavioral patterns.

HMRS2518 Clinical Treatment Issues in Chemical Dependency
L 45 - 4.5
Prerequisite: HMRS2517 or permission. Study of treatment issues specific to alcohol/drug abuse. Diagnosis, adult children of alcoholics, denial, family disease concepts, cultural dimensions. Treatment issues with adolescents, women, elderly, gay/lesbian/bisexual clients. Treatment modalities, strengths, and weaknesses. Selection of appropriate modality.

COURSE # | COURSE TITLE | LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS

HMRS2521 Applied Behavior Analysis
L 45 - 4.5
Basic principles of behavior modification. Major assumptions and issues of behavior modification, and recent application.

HMRS2523 Human Sexuality
L 45 - 4.5
Introduction to human sexuality and sexual function/dysfunction. Attitudes and values about sexuality.

HMRS2524 Advanced Counseling
L 45 - 4.5
Prerequisite: HMRS1102. Integration of theories and techniques which will help students develop a personal style of counseling. Course will provide an overview of some of the major approaches to counseling. A practical application of the material will be presented.

HMRS2533 Youth & the Juvenile Justice System
L 45 - 4.5
Youth involvement with crime and the justice system. Cause, prevention, and consequences.

HMRS2541 Social Services-Long Term Care Facility
L 45 - 4.5
Study of people in the final life cycle, pre-retirement to death. Psychological, social, and economic needs. Feelings, attitudes, and theories of the elderly will be examined.

HMRS2542 Financial Management for Long Term Care
L 45 - 4.5
Designed to provide knowledge of accounting principles for long term care facilities including payroll, accounts payable, accounts receivable, budgeting, resident trust funds, operation planning, financial planning, and related regulations.

HMRS2544 Patient Care & Services
L 45 - 4.5
Physical, psychological, and social aspects of disability; motor and sensory losses; and diseases of the aged.

HMRS2547 Administration for Long Term Care Facilities
L 45 - 4.5
Study of the functions of a nursing home. Understanding organizational management, governing body, marketing and public relations, financial management, environmental management, personnel, and human resources. Current issues in gerontology and nursing home administration.

HMRS2549 Rules, Regulations, & Standards Relating to the Operation of a Health Care Facility
L 45 - 4.5
Overview of the Medicaid, Medicare, OBRA regulations including quality indicators and the Minimum Data Set (MDS). Distinction of levels of care within a nursing home along with licensure and certification will be examined.

HMRS2550 Assisted Living Facility Licensure, Regulations, and Standards
L 45 - 4.5
An in-depth study of the licensure requirements, regulatory standards, and the current standards of practice of assisted living facilities in Nebraska. It defines the role of the assisted living setting in the long-term care continuum, the philosophy of assisted living services, and the current trends and issues both locally and nationally.

HMRS2591 Intra-personal Training for Human Services
L 20 - 2
Prerequisite: Admission to Human Services program. Instructor led group training in student issues related to worker skills and attitudes.

HMRS2610 Clinical Education VI
L - 150 5
Prerequisites HMRS2510 and permission. For course description refer to HMRS1110 Clinical Education I.

HMRS2611 Clinical Education for Alcohol/Drug Counseling IV
L - 150 5
Prerequisites: HMRS2511 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HMRS2710 Clinical Education VII
L - 150 5
Prerequisites: HMRS2610 and permission. For course description refer to HMRS1110, Clinical Education I. May be used as an elective for additional clinical experience.

HMRS2711 Clinical Education for Alcohol/Drug Counseling V
L - 180 6
Prerequisite: HMRS2611 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HMRS2811 Clinical Education for Alcohol/Drug Counseling VI
L - 180 6
Prerequisite: HMRS2711 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HUMS • Humanities

HUMS1100 Introduction to the Humanities
B/L 45 - 4.5
Prerequisite: Reading/writing at Comp. I level or instructor's approval. Survey course focusing on art, music, theatre, film, dance, architecture, and philosophy which examines the unfolding of the humanistic traditions of the West through the landmarks of Western cultural traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. Criteria to evaluate our own times and situation and in addition enriches our historical perspectives. Shows how the various arts intersect, influence and are influenced by their times.

HUMS1200 20th-Century Arts & Ideas
B/L 45 - 4.5
Prerequisite: Read/write at Composition I level or instructor approval. Global and multicultural survey of the fine arts of architecture, drama, music, painting, and sculpture in the 20th century. Emphasis on the effect of revolutionary artistic styles on society. Includes attendance at live performances and art galleries.

HVAC • Heating, Ventilation, Air Conditioning & Refrigeration Technology

HVAC1109 Electrical Fundamentals
M 42 8 4
Study of basic electricity for use in the HVAC/R trades, including DC fundamentals, focusing on AC electrical theory, understanding AC electrical circuits, interpreting AC electrical wiring schematics, and usage of test instruments.

HVAC1131 Refrigeration Theory I
M 50 - 5
Basic refrigeration fundamentals with emphasis on heat energy, heat transfer, temperature, pressure, refrigerants, refrigerant oils, stratospheric ozone, greenhouse effect, and EPA guidelines.

HVAC1132 Piping Practices
M - 100 3
Study of materials and methods used in the installation and service of refrigeration, air conditioning and plumbing equipment. Piping, soldering, welding, tube bending and installation procedures performed by student. Industrial safety, hazard communications standards, and material safety data sheets are studied.

HVAC1133 Plumbing Theory/Print Reading
M 50 - 5
Introduction to blueprint reading, plumbing tools, materials, and practices for residential applications.

HVAC1226 Refrigeration Laboratory I
M 40 60 6
Prerequisite: HVAC1109, HVAC1131 AND HVAC1132. Basic refrigeration service fundamentals with emphasis on physically constructing, leak checking, evacuating, electrical wiring, start up and performing system checks on a basic refrigeration system. Assembly of an electrical lab trainer also offered.

= Denote course also offered On-line.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

HVAC1230 Electrical Principles & Practices
M 10 40 2
Prerequisite: HVAC1109. Study of controls and their application. This includes series and parallel circuits, electrical symbols and electrical schematics, ohms law, Kirchoff's voltage & current laws, control transformers and motor starter circuits as applied to residential and light commercial air conditioning.

HVAC1234 Plumbing Code
M 50 - 5
Prerequisite: HVAC1133. Study of uniform plumbing code. Piping practices, pipe fittings and plumbing fixtures. Drains waste and vent systems are designed and applied to residential structures.

HVAC1237 Refrigeration Theory II
M 50 - 5
Prerequisites: HVAC1109 and HVAC1131. Study of basic mechanical components used in the operation of a basic commercial refrigeration system.

HVAC1251 Hydronic Theory
M 35 15 4
Study of the classifications and descriptions of hydronics systems and the component parts which make up a hydronic heating system including a description of each part, its function and how it is rated.

HVAC1330 Residential HVAC Systems & Controls I
M 40 10 4
Prerequisite: HVAC1230. Continuation of HVAC1230, Electrical Principles and Practices, with further emphasis on control circuits and electrical schematics, HVAC sensors, furnace components and central air conditioning components. Basic HVAC system installation, maintenance and operating sequences are discussed. Safety rules for HVAC technicians are also presented.

HVAC1331 Manual J/Manual D
M 40 60 6
Calculations of heat loss and heat gain for residential structures. Procedures in accordance with ACCA Manual J. Design of heating and air conditioning systems, types of systems, equipment selection and air distribution. Systems designed using ACCA Manual D.

HVAC1336 Sheet Metal Lab
M - 100 3
Introduction to pattern development and fabrication of fittings used in the heating/air conditioning industry. Layout techniques include radial line development and triangulation.

HVAC1343 Refrigeration Theory III
M 50 - 5
Prerequisites: HVAC1226, 1230, & 1237. Continuation of HVAC1237 with emphasis on commercial refrigeration controls, electrical wiring schematic, theory application of different refrigeration systems, methods of defrost, basic operation of cuber and Flacker 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.

HVAC1435 HVAC Welding Practices
M 10 20 1.5
Study of theory and practice of welding, cutting fundamentals including safety, oxy-fuel, flame cutting, and MIG/ARC welding.

HVAC1440 Mechanical Code
M 15 - 1.5
Study of the Uniform Mechanical Code and 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. The study of basic commercial/industrial air conditioning control applications. electrical-mechanical, electronic-mechanical, and pneumatic (air) actuated control components. Building operation supervisory systems are briefly discussed.

HVAC1450 EPA Refrigerant Certification
M 25 - 2.5
Study of the EPA HVAC/R requirements and procedures for Type I, II, III, and Universal Certification. Upon completion, each student will be required to pass to Type I and Type II of an EPA approved test. Type III is optional.

HVAC1452 Residential Install Lab
M - 70 2
Prerequisites: HVAC1234 and 1336. Application of theory and technical courses to practical situations including installation of plumbing, heating and air conditioning equipment. Primary project is a residence constructed on the College campus.

HVAC1461 Residential HVAC Systems & Controls II
M 50 - 5
Prerequisite: HVAC1330. Study of high efficiency, condensing gas fired furnaces. Includes special control applications and different mechanical devices such as humidifies, electronic air cleaners, and programmable thermostats. Firing rates, efficiency measuring, venting and installation procedures studied. Solid state controls discussed to the extent practical.

HVAC2500 Cooperative Education
M - 400 10
Prerequisites: HVAC1434 and HVAC1452. On-the-job experience doing heating, air conditioning, refrigeration, sheet metal, heat pumps or plumbing with employers. Application of skills and knowledge acquired in previous quarters. Meeting with supervising instructor three times throughout the quarter.

HVAC2510 Post-cooperative Education
M 20 - 2
Evaluation of the on-the-job training. Preparation for full-time employment. Classroom oral presentation and written report of co-op experience.

HVAC2600 HVAC/R Lab
M - 150 5
Prerequisite: HVAC1461. Lab setting employing the use of residential and light commercial equipment, training panels and interactive computer programs to acquire experience with wiring, function, operation and troubleshooting of heating, ventilation, air conditioning and refrigeration equipment.

HVAC2649 Commercial HVAC Fundamentals & Practices II
M 50 - 5
Prerequisite: HVAC1447. Theory and 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.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

INFO • Computer Programming and Microcomputer Technology

INFO1000 Computer Essentials
M - 30 1
Students will learn how to login to the computer labs and use Windows. Features of Microsoft Windows and the Microsoft Word - processing program are the main focus. Students will learn the basics of the personal computer. Students will learn to create, edit, and print documents in Microsoft Word.

INFO1010 Computer Literacy
L 40 15 4.5
No prerequisite. Introduces computer hardware concepts related to system unit, input/output, storage, and communications devices. Additional topics include the Windows Operating System for desktop and file management, use of productivity software, and use of a web browser for research and e-mail. Course does not count toward Microcomputer Technology program course requirements.

INFO1117 Microcomputer Applications
M 5 45 2
Self-paced, hands-on lab format used to introduce students to Windows, word processing software, presentation software, spreadsheet software, and database software.

INFO1121 Microsoft Word
L/M 10 15 1.5
Prerequisite: Prior computer coursework or experience. Introduction to Word. Basic word processing skills to create, edit, and print documents. Additional word processing commands also covered.

INFO1131 Microsoft Excel
L/M 10 15 1.5
Prerequisite: Prior computer coursework or experience. Practical experience using Excel spreadsheet. Learn basic and intermediate commands to create and format spreadsheet data.

INFO1141 Windows 2000 Professional
L 15 15 2
Prerequisite: Prior computer coursework or experience. Introduction to features and capabilities of Microsoft Windows 2000 Professional, including icons, menus, dialog boxes, and accessories.

INFO1151 Microcomputer Fundamentals
L 40 15 4.5
Prerequisite: Declared Microcomputer Technology program students only. Prior computer coursework or experience. Fundamentals of microcomputer concepts and terminology. Topics include hardware components, software overview, business and social aspects of computers, and computer Internet researching.

INFO1187 Computer Fundamentals
M 50 - 5
Introduction to the fundamentals of computers and history of information processing.

INFO1211 Microsoft Access
L 10 15 1.5
Prerequisite: Prior computer coursework or experience. Introduction to database creation and manipulation using Microsoft Access.

INFO1214 Logic Design & Object Oriented Programming
L/M 40 15 4.5
Prerequisites: INFO1141, INFO1151, and MATH1000-Lincoln. No prerequisites for Milford. Fundamental concepts of structured programming techniques. Topics include top-down design, hierarchy charts, flow charts, pseudocode.

INFO1217 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: INFO1214. This course will address the MVS mainframe environment to include the TSO/ISPF facilities for program development, basic JCL statements, IDCAMS and sort utility programs.

INFO1261 MS-DOS
L 20 15 2.5
Prerequisite: INFO1141. MS-DOS operating system for computers. Common operating system concepts. Commands for file manipulation and batch file creation.

INFO1287 Operating Systems
M 50 - 5
Introduction to the concepts of various operating systems, their usage, history of development, and particular characteristics. Terminology and case studies in various operating systems covered.

INFO1311 Database Concepts
L 30 - 3
Prerequisite: INFO1211. Introduction to database management concepts. Topics include database terminology, manipulation, organization, and relationships.

INFO1314 Java
L/M 30 45 4.5
Prerequisite: INFO1214. Introduction to programming using Java.

INFO1325 Internet Scripting
L/M 20 30 3
Prerequisites: INFO1214 and INFO1431. Introduction to the use of scripting languages in web page development.

INFO1337 AS/400 Application Development
M 30 20 3.5
Prerequisite: INFO1214. Introduction to the AS/400 operating system and Control Language commands. Physical and logical files are illustrated, using SEU, PDM, and DFU. CLP and SDA are also discussed.

INFO1371 Hardware Installation & Maintenance
L 20 30 3
Prerequisites: INFO1151, INFO1261, and MATH1000. Overview of computer system components. Fundamental concepts of installation, interfacing, and preventive maintenance.

INFO1381 Data Communications & Networking
L/M 40 15 4.5
Prerequisites: INFO1141 and INFO1151-Lincoln. INFO1187-Milford. Introduction to data communications and network terminology. Concepts related to network services, data transmission, and protocols.

INFO1391 TCP/IP
L 30 - 3
Prerequisite: INFO1381. An in-depth coverage of all the salient models, protocols, services, and standards that govern TCP/IP.

INFO1413 WordPerfect for Windows
L - 60 2
Prerequisite: Prior computer coursework or experience. Practical experience using WordPerfect for Windows. Create, edit, and print documents. Other word processing features explored.

INFO1414 Advanced Java
L/M 30 45 4.5
Prerequisite: INFO1314. Object-oriented programming covering advanced Java topics.

INFO1423 Microsoft PowerPoint
L 15 15 2
Prerequisite: INFO1121. Create text pages, charts, drawings, tables using tools to view and organize presentations. Integrate sound, video, graphics, animation for presentations.

INFO1428 COBOL
M 50 100 8
Prerequisites: INFO1214, and INFO1221. An in-depth study of the American National Standard COBOL language, ANS COBOL '85 and structured standards. Practice in coding basic business applications and business reporting functions in the related lab assignments.

INFO1431 Web Page Fundamentals
L/M 15 15 2
Prerequisites: INFO1121, INFO1141, and INFO1151-Lincoln. INFO1117- Milford. Overview of basic web page design. Create and edit web pages.

INFO1441 Advanced Windows 2000 Professional
L 20 30 3
Prerequisite: INFO1381. Use advanced Windows 2000 Professional features to implement, manage, and troubleshoot Windows 2000 Professional resources.

INFO1453 Customer Support
L 20 - 2
Prerequisite: INFO1151. Different skills and techniques necessary to provide quality technical customer support.

💻 = *Denote course also offered On-line.*

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

INFO1458 RPG - IV
M 50 75 7.5
Prerequisite: INFO1337. Programming of the AS/400 computer using RPG IV (Report Program Generator) language. Applications used in RPG IV illustrate basic input/output, calculations, comparisons, control breaks, tables, arrays, and data base file I/O - using DB2/400. Subfile processing is used for on-line applications.

INFO1463 Advanced Hardware Troubleshooting
L 20 30 3
Prerequisite: INFO1371. Diagnose and correct microcomputer hardware problems. Install and test peripheral devices.

INFO1473 Advanced Microsoft Word
L - 60 2
Prerequisite: INFO1121. Advanced features and capabilities of Word.

INFO1483 Advanced Microsoft Excel
L - 60 2
Prerequisite: INFO1131. Advanced spreadsheet design and manipulation using Excel.

INFO1491 Network Security Fundamentals
L 30 - 3
Prerequisite: INFO1391. Provides an overview of information security basics.

INFO1493 Advanced Microsoft Access
L - 60 2
Prerequisite: INFO1211. Advanced database techniques using Access.

INFO1495 Novell Network Administration
L 40 15 4.5
Prerequisites: INFO1371, INFO1391, and INFO1441. Administration of Novell Network. Design and setup of NDS tree, containers, and leaf objects. Managing users, groups, NDS security, and file system security. Setting up print services.

INFO1501 Integrated Applications
L - 30 1
Prerequisites: INFO1121, INFO1131, and INFO1211. Project based course integrating word processing, spreadsheet, database, and presentation software.

INFO1511 Advanced Database Concepts
L 20 30 3
Prerequisite: INFO1311. Advanced topics in database management. Topics include database relationships, SQL, and additional work with DBMS software.

INFO1515 Database Administration
L 20 30 3
Prerequisite: INFO1311. Introduction to the database administration concepts using Microsoft SQL Server. Topics include creating and managing databases, tables, indexes, views, stored procedures, triggers, and user-defined functions. Additional topics include installation issues and management tools.

INFO1521 Web Graphics
L 15 15 2
Prerequisite: INFO1431. Techniques for adding graphical information onto a web page.

INFO1525 Web Server Scripting
L 30 45 4.5
Prerequisites: INFO1314, INFO1325, INFO1511, INFO2531, and INFO2564. Server-side scripting techniques for web database access.

INFO1531 Advanced Web Page
L 20 30 3
Prerequisite: INFO1431. Techniques to design, build and implement effective web sites.

INFO2511 Microcomputer Lab Assistant
L - 30 1
Prerequisites: INFO1131, INFO1261, INFO1311, INFO1431, and INFO1441. Practicum in providing microcomputer support in school lab setting.

INFO2513 Software Support
L 20 - 2
Prerequisites: ENGL1010, INFO1131, INFO1141, INFO1211, and INFO1423. Instructor supervised simulation requiring students to troubleshoot software-related problems.

INFO2514 Java Server Programming
L 30 45 4.5
Prerequisites: INFO1414 and INFO1431. Skills needed to develop and implement web-based database applications using Java servlets and JDBC techniques.

INFO2528 Advanced COBOL
M 50 100 8.0
Prerequisites: INFO1428 and INFO2678. An advanced study of the American National Standard COBOL language, (ANS COBOL /85). Programming techniques include multiple level table and variable length record processing, alternate index processing and embedded SQL, VSAM file processing, COBOL internal sort, and subprograms. Programming experience to apply the advanced techniques in the related lab assignments.

INFO2531 UNIX Operating System
L 15 15 2
Prerequisite: INFO1261. Fundamental concepts and use of the UNIX operating system.

INFO2548 Customer Information Control System Programming
M 50 100 8
Prerequisites: INFO1428, INFO2678. Study of primary Command Level CICS concepts and applications programming instructions. Lab experience will allow student to write a common business on-line application using CICS, VSAM & DB2/SQL.

INFO2554 C++
L 30 45 4.5
Prerequisite: INFO1314. Introduction to object-oriented programming using C++.

INFO2558 Systems Analysis & Design
M 50 - 5
Prerequisite: INFO1428. System concepts and terms, program definition, interviewing techniques, and specific requirements for a computer system. Project groups will design systems for the INFO2638 Computer Programming Projects course.

INFO2564 Visual Basic
L/M 30 45 4.5
Prerequisite: ELEC2527 or INFO1214 (Lincoln), Concurrent INFO1214 (Milford). Program coding in Visual Basic using a graphical user interface.

INFO2585 Windows 2000 Server Administration
L 40 15 4.5
Prerequisites: INFO1371, INFO1391, and INFO1441. Skills needed for managing a Windows 2000 network including using resources, working with file systems, security, installing applications, and setting up users.

INFO2594 Programming Project Design
L 10 15 1.5
Prerequisite: INFO1414. Prerequisite or concurrent with INFO2664. Use proper techniques to develop and document the design of a complete system project.

INFO2611 Microcomputer Practicum
L - 90 3
Prerequisites: INFO2511 and permission of program chair. Students spend 90 hours at a work site applying microcomputer knowledge and skills in career interest area. Exact nature of work varies. Individual objectives established for each student.

INFO2631 Linux Network Administration
L 40 15 4.5
Prerequisites: INFO1371, INFO1391, and INFO2531. Skills needed for managing a Linux based network, including installation, using resources, security and setting up users.

INFO2638 Computer Programming Project
M - 125 4
Prerequisites: INFO2528, INFO2548 and INFO2558. Projects to apply programming languages and systems design in the creation of the total application of an Information System. Student groups work with industry and are responsible for file design, programming operations, documentation, and management output. Formal presentation of the completed system is required.

INFO2644 Web Application Programming
M 50 75 7.5
Prerequisites: INFO1414, and INFO1431. Java Server Pages, Java Servlets, JDBC, and XML are used to create e-commerce applications on a Web Server. Applications will access data stored on PC, mainframe, and midrange platforms.

INFO2664 Advanced Visual Basic
L/M 30 45 4.5
Prerequisites: INFO1311 and INFO2564-Lincoln. INFO2564 and INFO1214-Milford. Advanced programming in Visual Basic with the application of logic and data structures.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

INFO2674 Enterprise Visual Basic.NET
L/M 30 45 4.5
Prerequisites: INFO2664. Object-oriented programming in Visual Basic.NET.

INFO2678 DB2 Database Application & SQL
M 30 20 3.5
Prerequisite: INFO1217. Introductory course of IBM's DB2 Database Management System accessed with SQL (Structured Query Language).

INFO2692 Web Programming Project
L 20 75 4.5
Prerequisites: INFO1391, INFO1521, INFO1525, and INFO1531. Design, develop, and document web-based programming project which utilized HTML and client/server-side scripting techniques.

INFO2694 Programming Project
L 10 60 3
Prerequisite: INFO2594. Develop projects applying system design and programming languages in the creation of a total microcomputer application.

INFO2695 Advanced Windows 2000 Server
L 20 30 3
Prerequisites: INFO1463 and INFO2585. Advanced topics in Windows 2000 Server, including Active Directory Services.

JDAP • John Deere Ag Parts

JDAP1140 Product Knowledge I
M 55 45 7
Study of function, composition, life expectancy, and nomenclature of the parts. Emphasis on John Deere equipment for harvest and tillage. Principles of diesel and gas engines, electrical system components. Disassembly and reassembly of components. Recognition of worn and defective parts.

JDAP1141 Shipping & Receiving
M 10 15 1.5
Introduction to filling and shipping orders. Receiving inventory, shipping inventory, arranging transportation; and all documents involved in shipping and receiving. Study and use of Hundred Bin System and stock maintenance.

JDAP1142 John Deere Merchandise
M 55 45 7
Introduction to Deere and Company. History of the company, organizational overview, and company/dealer relationship. Agricultural equipment and consumer products of JD. Major products by factory lines and identification of the top ten JD merchandise products with features and benefits. Product information on other John Deere merchandise.

JDAP1143 Concepts of Merchandising
M 30 45 4.5
Study of basic merchandising, product grouping, and special merchandising. Drawing plan-o-grams of the merchandising area with different types of merchandising techniques. Development of signs and special displays to enhance merchandising. Suggestive selling by using merchandising and demonstrations. Identification of hazardous materials in the work place and proper safety procedures.

JDAP1247 Product Knowledge II
M 55 45 7
Prerequisites: JDAP1140 through JDAP1143. In-depth study of types of John Deere equipment used for tillage, planting, material handling and harvesting. Identification of parts and relationship of components. Continuation of the study of commonly requested parts, their function, composition, life expectancy, and nomenclature. Product information, features and benefits.

JDAP1248 References & Electronic Cataloging
M 25 75 5
Prerequisites: JDAP1140 through JDAP1143. Introduction to JD parts reference manuals. JD merchandising sales manuals, bearing guides, seal guides, parts marketing guides, all other available cross reference information. Use of computer electronic cataloging, and reference materials.

JDAP1249 Counter Sales
M 25 75 5
Prerequisites: JDAP1140 through JDAP1143. Introduction to the features of parts counter sales (customer and shop). System of serial numbers to derive the correct parts numbers. Proper completion of warranty claims and shop tickets. Basic inventory control procedures. John Deere Parts department policy and procedure: learning the distribution network, emergency orders, search sequence, the parts telecommunication system, the dealer network system, stock orders, parts terminology, the various divisions of counter work, how to deal with customers.

JDAP1351 Dealer Cooperative Education
M - 480 12
Prerequisites: JDAP1140 through JDAP1249. On-the-job experience in a John Deere dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus John Deere Ag Parts coordinator.

JDAP2454 Inventory Control & Management
M 60 90 9
Prerequisites: JDAP1140 through JDAP1351. Study of PMM (Parts Marketing and Management). Basic inventory control counter operations, file maintenance, ordering, receiving, return stock, daily transmissions, monthly management report, report explanation, operating procedures, policy, goals, obsolescence and recording lost sales. Development of order formula codes, impact on the system, inventory. Application and adjustment of year-end, activity and quarterly status reports. Analysis of dealership fill, turnover, and cost effective index.

JDAP2455 Product Knowledge III
M 25 75 5
Prerequisites: JDAP1140 through JDAP1351. Continued, in-depth learning of nomenclature through the use of John Deere electronic parts cataloging, parts reference manuals, John Deere merchandise sales manual, bearing guide, seal guide, parts marketing guides, and other available cross reference information.

JDAP2558 Dealer Cooperative Education
M - 480 12
Prerequisites: JDAP1140 through JDAP2455. On-the-job experience in a John Deere dealership. Application of skills and knowledge learned in previous quarters. Supervised by the Southeast Community College-Milford Campus John Deere Ag Parts coordinator.

JDAP2660 Marketing Strategies
M 50 75 7.5
Prerequisites: JDAP1140 through JDAP2558. Study of new market opportunities. Identifying John Deere parts for competitors' equipment, retrofit parts, and customer clinics. Positive managerial traits like teamwork with the service department. Marketing and promotional strategies. Seasonal and general promotions, advertising, sales prospecting, market share, sales potential, etc. Pricing strategy, competitors' pricing, buying right, best buy alternatives, margins, and discounts.

JDAP2662 Parts Marketing & Management
M 50 75 7.5
Prerequisites: JDAP1140 through JDAP2558. Review of the parts counter operations and service department requisitions using the Parts Marketing Management System. Analysis of marketing functions of the system. Application of principles learned in the John Deere Marketing and Merchandising Center on campus.

JDAT • John Deere Ag Tech

JDAT1140 John Deere Fundamentals
M 45 30 5.5
This course provides an introduction to the John Deere product line, manuals, time management, engine classifications, and serial numbers. Warranty, shop tickets, and John Deere service department policy and procedures are explained as well as an introduction to John Deere Service Advisor.

JDAT1142 John Deere Orientation & Safety
M 30 45 4.5
The proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, tap, dies, screw extractors, thread restoration, tube fittings, and fasteners. Safety, product labels and material safety data sheets, and handling of hazardous materials will be explained. Safe forklift operation will be covered.

JDAT1144 John Deere Welding
M 10 20 1.5
Theory and practice of oxyacetylene braze welding and cutting including proper operation of equipment. Principles, safety, procedures, and application of gas metal arc welding (MIG).

COURSE #	COURSE TITLE LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

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.

JDAT1240 John Deere Theory of Engine Operation
M 60 30 7
Prerequisites: JDAT1140 through JDAT1146. This course deals with basic physical principles, operation, and construction of two and four stroke cycle engines. It includes ignition timing of four stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines. This course also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems.

JDAT1242 John Deere Engine Repair
M 50 100 8
Prerequisites: JDAT1140 through JDAT1146. Course contains basic theory, construction, and operation of engine valve train and cylinder head. It includes valve timing and adjustments of actual John Deere engines. Basic procedures and operation of valve and seal reconditioning will be preformed on actual cylinder heads. Design, construction, operation, and service methods for the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. Activities include disassembly, inspection, measurements, reassemble, and adjustments performed on John Deere engines.

JDAT1244 John Deere Fuel Systems
M 20 10 2
Prerequisites: JDAT1140 through JDAT1146. Operation, theory, testing, and repair methods for spark ignition engine fuel system along with normal and abnormal combustion theory. Fuel production, testing, storage, and handling are also covered. The theory of diesel fuel injection system includes injection pump and nozzle components, fuel flow, and fuel filtering systems. Maintenance procedures including proper removal, installation, and timing of fuel injection pumps is also covered.

JDAT1246 John Deere Tractor Performance
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.

JDAT1370 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 pervious quarters. Supervised by Southeast Community College-Milford Campus John Deere Ag Tech Instructors.

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. Coverage includes theory, operation, and testing of 24-volt systems. An introduction to combine and tractor electrical systems are included as well as troubleshooting techniques for circuit diagnosis using electrical schematics. Testing electrical circuits with meters is part of the lab exercises.

JDAT1446 John Deere Hydraulics I
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.

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.

JDAT2542 John Deere Power Trains II
M 110 40 12
JDAT1140 through JDAT1448. Theory of power transmission from engine to traction wheels. Complete disassembly, inspection, and reassembly of John Deere clutches, 2-speed planetary, differentials, final drives, mechanical front-wheel drive, power takeoffs, and transmissions as used in Waterloo built row-crop tractors. Syncro-range, quad-range, and powershift transmission, repair, adjustment, and diagnostics.

JDAT2670 Dealer Cooperative Experience
M - 480 12
Prerequisites: JDAT1140 through JDAT2542. On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in pervious quarters. Supervised by Southeast Community College-Milford Campus John Deere Ag Tech Instructors.

JDAT2740 John Deere Hydraulics III
M 30 15 3.5
Prerequisites: JDAT1140 through JDAT2670. Principles, function, and application of low and high-pressure systems as used in four wheel drive, 6000, and 7000 series John Deere tractors. Construction, fluid flow and testing of hydraulic components and systems.

JDAT2742 John Deere Power Trains III
M 30 15 3.5
Prerequisites: JDAT1140 through JDAT2670. Theory of function and operation of power trains as applied to the four wheel drive, 6000, and 7000 series tractors. Two speed planetary, quad-range, and power dividers. Function, repair, and adjustment of the 12 and 24 speed mechanical transmissions, auto-quad, powr-quad, and the 12 speed, 18 speed, and 19 speed powershifts.

JDAT2744 John Deere Tillage and Seeding Equipment
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 20 10 2
Prerequisites: JDAT1140 through JDAT2670. Operation, theory, testing, and repairs of precision farming tools to include Global Positioning Systems as used for Ag Management Solutions. Included are parallel tracking (guidance systems), yield mapping/monitoring, field documentation (acre counters, fuel consumption, periodical maintenance of machine, etc.), map-based seeding, Accudepth (tillage machines), and Crop Verifeye (tracing crop from planting to harvest).

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

JDCE • Deere Construction & Forestry Equipment Tech

JDCE1130 Deere Orientation & Safety
M 42 6 4
Introduction to manuals, time management, machine classifications, engine classifications, and serial numbers. Warranty, shop tickets, safety, and Deere service department policy and procedures.

JDCE1131 Deere Fundamentals
M 26 22 3
Use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube fittings, and fasteners. Safety and proper operation of pullers and presses.

JDCE1132 Deere Welding I
M 10 20 1.5
Theory and practice of oxyacetylene braze welding and cutting including proper operation of equipment. Principles, safety, procedures, and application of gas metal Arc welding (MIG) on sheet metal.

JDCE1133 Deere Heating, Ventilation, & Air Conditioning
M 22 26 2.5
Theory, operation, and repair of Deere air conditioning, heating, and ventilation systems. Safety is also stressed.

JDCE1134 Deere Electrical/Electronics I
M 78 48 9
Basic electrical principles and applications of magnetism, electromagnetism, and the safe utilization of electrical test meters. Design, construction, and safe operation and testing of lead acid storage batteries. Principles of operation, testing, and repair of cranking systems and charging systems. Ignition system principles of operation are also discussed.

JDCE1270 Dealer Cooperative Education
M - 480 12
Prerequisites: JDCE1130 through JDCE1134.
On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor.

JDCE1340 Deere Theory of Engine Operation
M 22 20 2.5
Study of basic physical principles, operation, and construction of two and four stroke cycle engines. Ignition timing of four-stroke cycle engines to factory specifications. Basic diagnostic engine test procedures practiced on spark and compression ignition engines. Types of internal combustion engine cooling systems, components, and coolants. Safety training is included.

JDCE1341 Deere Diesel/Gasoline Fuel Systems
M 42 42 5
Operation, theory, construction, testing, repair methods, and safety for spark ignition fuel system components. Relationship of valve timing, ignition, and injection timing to normal combustion. Normal and abnormal combustion theory to fuel production, testing, storage, and handling. Theory of diesel fuel injection system includes pump and nozzle components, fuel flow, and fuel filtering systems. Diesel engine compression ignition theory, combustion chamber design, and maintenance procedures for proper removal, installation, and timing of fuel injection pumps. Safety is stressed.

JDCE1342 Deere Engine Repair
M 60 60 8
Basic theory, construction, and operation of engine valve train and cylinder head. Valve timing and adjustments of Deere engines. Design, construction, operation, and service methods for the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. Crankcase lubricants, lubrication systems, and oil filtration systems. Disassembly, inspection, measurements, reassembly, and adjustments performed on Deere diesel engines. Safety is included.

JDCE1343 Deere Electrical/Electronics II
M 24 30 3
Review of electrical fundamentals and introduction to basic electronics. Procedures and use of digital multimeter in electrical circuits. Techniques of circuit diagnosis using electrical schematics. Function, operation, and testing of semiconductors and transistors. Microprocessor operation, including inputs and outputs. Testing of machine circuits including lighting, accessory, instrumentation, and gauges. Safety is stressed in this course.

JDCE1470 Dealer Cooperative Education
M - 480 12
Prerequisites: JDCE1130 through JDCE1343.
On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor.

JDCE2550 Deere Mechanical Power Trains
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.

JDCE2553 Deere Welding II
M 5 25 1
Principles and application of arc welding in the flat, horizontal, and vertical positions. Practice with Air Carbon, Arc cutting and the study of basic metals and metals properties as applied to Deere Construction and Forestry Equipment.

JDCE2670 Dealer Cooperative Education
M - 480 12
Prerequisites: JDCE1130 through JDCE2553.
On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor.

JDCE2760 Deere Back Hoes/Landscape Loaders
M 30 16 3.5
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Back Hoes/Landscape Loaders. 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. 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. 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. Students will experience actual operation of equipment as available. Safety is stressed.

JDCE2764 Deere Four Wheel Drive Loaders
M 30 16 3.5
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere four wheel drive loaders. Students will experience actual operation of equipment as available. Safety training will be included.

JDCE2765 Deere Forklifts, Skid Steer Loaders
M 10 5 1
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere forklifts and skid steer loaders. Students will experience actual operation of equipment as available. Safety is stressed.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

JDCE2766 Deere Scrapers/ Articulated Trucks
M 30 15 3.5
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere scrapers and articulated trucks. Students will experience actual operation of equipment as available. Safety training will be included.

JOUR • Journalism

JOUR1810 Introduction to Mass Communication
B 45 - 4.5
Survey of mass media, their roles, organization, personnel and procedures. Introduction to news writing style and technique. Writing assignments for campus newspaper.

JOUR1820 News Writing & Reporting
B 45 - 4.5
Prerequisite: Eligible for ENGL1010. Study of basic techniques of news gathering and news writing. Writing assignments for campus and area newspapers.

JOUR1840,1880, 2840, 2880 Publications Production
B - 30 1.5
Prerequisite: Permission of the instructor. Individualized Study. Assigned work in news writing, photography, and/or page design and makeup to be published in the campus newspaper and/or other publications as assigned. Emphasis is on publishable work. Assignments are based on student's knowledge of and experience in news writing, photography, and page design and makeup.

JOUR2970 Communication Internship
B 15 120 4.5
Prerequisites: JOUR1820 and PHOT1750 and by permission only. Internship in mass communication field or location where mass communication knowledge and skills are the primary requirements. Guidance from professional staff in employment situation.

LBST • Laboratory Science Technology

LBST1100 Laboratory Science Orientation
L 10 - 1
Overview of Laboratory Science Technology for new or prospective students. Employment expectations, content of courses, curriculum chronology and other items of concern to new students. Tours of local employment facilities.

LBST1101 Applied Chemistry I
L 33 - 3
Introductory course in chemistry. Basic chemical concepts. Atomic structure, periodic table, chemical bonding, organic chemistry.

LBST1102 Applied Chemistry II
L 33 - 3
Prerequisite: LBST1101 and 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
Prerequisite: LBST1102 and LBST1221 or equivalent, or permission. Introduction to natural aquatic environment. Physical, biological and chemical characteristics of freshwater in ponds, lakes, reservoir, and rivers. Addresses water quality issues for water and wastewater treatment. Identification of what constitutes pollution of natural water systems.

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: LBST2122 and LBST2132. Continuation of the study of instrumental analysis chemistry emphasizing analytical separations and electroanalytical chemistry. Extraction, chromatography, gas chromatography, high performance liquid chromatography, potentiometry and voltammetry. Computerized data handling methods.

LBST2125 Instrumental Analytical Chemistry
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.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

LBST2135 Instrumental Analytical Chemistry Laboratory
L - 33 1
Laboratory course to accompany LBST2125. Practice of concepts learned in LBST2125.

LBST2162 Biochemistry I
L 33 - 3
Prerequisites: LBST1161 1and LBST1711 or equivalent; LBST1205 or equivalent. Examination of the chemistry of life with special emphasis on structure and function of biomolecules such as proteins. Review of organic chemistry. Basic techniques used to isolate and study biomolecules.

LBST2163 Biochemistry II
L 22 - 2
Prerequisites: LBST2162 and LBST2172 or equivalent. Continuation of Biochemistry I with emphasis on biotechnology, metabolism and chromatographic, spectroscopic and electrophoretic laboratory methods.

LBST2172 Biochemistry I Laboratory
L - 33 1
Laboratory course to accompany LBST2162. Practice of concepts learned in LBST2162.

LBST2173 Biochemistry II Laboratory
L - 44 1.5
Laboratory course to accompany LBST2163. Practice of concepts learned in LBST2163.

LBST2261 Sanitation
L 15 15 2
Prerequisites: LBST1221 and LBST1231 or equivalent. Study of cleaning and sanitizing procedures related to industrial settings. Microbial spoilage, food poisoning and other topics related to food microbiology.

LBST2265 Applied Microbiology
L 22 - 2
Prerequisites: LBST1221 and LBST1231 or equivalent. Study of man's interaction with microorganisms. Immunology, the nature of infectious diseases, resistance to diseases.

LBST2275 Applied Microbiology Laboratory
L - 66 2
Laboratory course to accompany LBST2265. Practice of concepts in microbiology, including media preparation, culture techniques, media selection and identification of pathogens.

LBST2302 Water & Wastewater Technology
L 33 - 3
Prerequisite: LBST1301 or permission. Study of development, design and operation of public water supply systems and pollution control facilities. Wells, water treatment plants, distribution systems, wastewater collection systems, design and operation of wastewater treatment plants. Basic types of pumps, motors and valves are included as part of the preparation for the state water certification exam.

LBST2303 Water-Wastewater Analysis
L 22 - 2
Prerequisite: LBST2302 or permission. Standard techniques for water/wastewater analysis. Basic laboratory procedures and techniques. Environmental sample collection and preservation, precision, records and interpretation of results from analysis.

LBST2313 Water-Wastewater Analysis Laboratory
L - 44 1.5
Laboratory course to accompany LBST2303. Practice of concepts learned in LBST2303.

LBST2321 Hazardous Materials
L 33 - 3
Prerequisite: LBST1161. Introduction to the nature, handling, storage and disposition of hazardous materials. Protection in a laboratory setting. Descriptions of hazardous materials, protective equipment, reading an MSDS, disposal, health effects and transportation of hazardous materials. Review of various legislation governing hazardous materials including Right to Know, SARA, RCRA, CERCLA – and others.

LBST2400 Laboratory Skills Competency
L 10 - .5
Prerequisite: Must be in final quarter of enrollment. Practical examinations by instructors in the Laboratory Science Technology program. Students tested individually on lab skills: solution preparation, pipetting, titrations, microbiological culture media preparation, sterile technique, instrumentation and safety.

LBST2406 Quality in the Analytical Laboratory
L 10 - 1
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.

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.

LBST2522 Cooperative Education
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.

LPNS - Practical Nursing

LPNS1103 Anatomy & Physiology
B/L 60 - 6
Overview of the normal structure and function of the human body systems and their interrelationships.

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.

LPNS1156 Foundations of Practical Nursing I
B/L 35 75 6
The focus of this course is on basics principles and procedures within the scope of practice for practical nursing. Introductory concepts of geriatric care, death and dying, complications of bedrest, thermoregulation, and calculation and administration of parenteral medications are included.

LPNS1157 Foundations of Practical Nursing II
B/L 25 60 4.5
The focus of this course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of wound care, surgical asepsis, urinary needs, and perioperative care.

LPNS1158 Growth and Development
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.

LPNS1176 Pharmacology
B/L 30 - 3
Prerequisite: LPNS1103. Provides an introductory discussion of Pharmacology, drug and patient information, legal standards, drug development, drug actions and classifications across the lifespan.

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 introduced.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

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 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 utilized in patient care.

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

LSCE1110 Land Surveyors Math
M 50 - 5
Introduction to trigonometric functions, cofunctions, and complements of angles. Solving problems using theorems and complex applications requiring auxiliary lines. Systems of linear equations, graphing both linear and quadratic equations, and utilizing ratios, proportion, and variations to solve problems.

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 Civil Drafting I
M 40 60 6
Windows applications related to Computer Aided Drafting using AutoCAD software. AutoCAD basic drawing commands and file handling procedures are practiced. Continuation of study and application of surveying mathematics.

LSCE1220 Engineering Surveying
M 40 60 6
Prerequisites: LSCE1120, MATH1080 or higher, and LSCE1110. Studies related to surveying as carried out in traversing, traverse computations, area and volume. Measuring horizontal and vertical angles using a variety of different instruments and readouts. Solving practical surveying problems using basic trigonometry. Field note forms. Safety practices.

LSCE1226 Civil Drafting II
M 30 70 5
Prerequisites: LSCE1126, MATH1080 or higher, and LSCE1110. Continuation of LSCE1126 Civil Drafting I. Includes exercises in typical civil drawings. Continuation of study and application of surveying mathematics.

LSCE1230 Earthwork Inspection
M 20 30 3
Prerequisite: MATH1080 or higher. Study of properties of soils affecting the ability to support structures such as bridges, highways, and building sites. Inspector's duties are studied regarding his/her function to ensure that a quality foundation or embankment is constructed. Areas of study include compaction, soil types, basic geology, and density and moisture of soils used in construction. Continuation of study and application of surveying mathematics.

LSCE1232 Highway Plan Reading
M 20 30 3
Prerequisite: MATH1080 or higher. Programmed study that teaches the fundamentals of reading and interpreting a complete set of highway plans. Continuation of study and application of surveying mathematics.

LSCE1320 Route & Construction Surveying
M 30 60 5
Prerequisite: LSCE1220 and LSCE1232. Study of circular and vertical curves as employed in construction projects. Area and volume computations. Slope staking, building and pipeline stakeout. Fieldwork for topographic details using total station equipment and electronic data collected. Unit of study also covers sanitary sewer networks and principles of hydraulics and a safety course including CPR and First Aid.

LSCE1324 Concrete Inspection
M 35 15 4
Prerequisite: LSCE1230. Study based on the fundamental principles of cement and concrete. Understanding of cement, concrete, and concrete products as applied to the job. Reasons behind the "why" of cement and concrete. Study of ingredients, placement, and other factors which affect the quality of pavement and structures. Role of the inspector in maintaining quality control of concrete construction projects. Includes Concrete Field Testing Technician Grade I certification through the American Concrete Institute. Continuation of study and application of surveying mathematics.

LSCE1326 Civil Drafting III
M 10 40 2
Prerequisite: LSCE1226, BSAD1010 or INFO1010. Applications of design and layout to sanitary sewage system. Drawings of subdivision plats and computer aided drafting projects. Continuation of study and application of surveying mathematics.

LSCE1346 Computer Aided Drafting
M 40 60 6
Prerequisites: LSCE1226, BSAD1010 or INFO1010. Use of AutoCAD to draft civil drawings of subdivision plats, municipal plan and profile sheets and standard details. Basic study of city, county and state plat regulations. Continuation of study and application of surveying mathematics.

LSCE1392 Pre-Cooperative Education
M 10 - 1
Prerequisites: LSCE1220, LSCE1226, LSCE1230, LSCE1232, and BSAD1010 or INFO1010. Guidelines for the upcoming quarter of cooperative education. Applying and interviewing for placement, basic preparation for the on-the-job experience and the explanation of the process used for school supervision and evaluation of the cooperative education experience.

LSCE1400 Cooperative Education
M - 400 10
Prerequisites: LSCE1320, LSCE1324, LSCE1346, LSCE1326, LSCE1392, and ENGL1000 or ENGL1010. On-the- job experience doing surveying, drafting, or materials testing/inspection with employers. Application of skills and knowledge acquired in previous quarters.

LSCE1441 Post-Cooperative Education
M 20 - 2
Prerequisite: LSCE1400 and ENGL1000 or ENGL1010. Evaluation of the on-the-job training. Preparation for full-time employment. Classroom oral presentation and written report of co-op experience.

LSCE2520 Geodetic Surveying
M 90 60 11
Prerequisites: LSCE1320. Study of control surveys, state plane coordinates, photogrammetry, geographic information systems, and global positioning systems. Applications of trigonometry are used to solve surveying problems.

LSCE2526 Civil Drafting IV
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. Continuation of study and application of surveying mathematics.

LSCE2546 Applied Computer Aided Drafting
M 25 75 5
Prerequisite: LSCE1346. Study and application of AutoDESK Land Development Desktop engineering software including Civil Drafting Design, Land Desktop, Survey, and Map. Includes a full cycle of field surveying to finish drawing projects. Continuation of study and application of surveying mathematics.

LSCE2620 Boundary Control & Legal Principles
M 40 40 5
Prerequisite: LSCE2520 and SPCH1090/1110/2810. 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 Drafting V
M 20 30 3
Prerequisites: LSCE2546, LSCE2526, and SPCH1090/1110/2810. Practice in conventional and computer aided drawings from field notes. Student projects are used to complete a variety of drawings. Continuation of study and application of surveying mathematics.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

LSCE2646 Advanced Computer Aided Drafting
M 25 75 5
Prerequisite: LSCE2546 and SPCH1090/1110/2810. Study of advanced computer aided design. Use of engineering software by Softdesk including Earthworks, Design, and Advanced Design modules. Surveying field projects in electronic data collection are downloaded into the computer using Softdesk software. Continuation of study and application of surveying mathematics.

LSCE2667 Land Survey Systems
M 40 30 5
Prerequisite: LSCE2520 and SPCH1090/1110/2810. Study of the Public Land system of division and the legal descriptions of plots of land, and methods for describing boundaries and locating property including easements and floodplain boundaries.

MACH • Machine Tool Technology

MACH1110 Orientation
L/M 5 - .5
Orientation to the College philosophy, goals, objectives and rules in the machine tool area.

MACH1121 Manufacturing Processes
L/M 50 - 5
Theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

MACH1156 Blueprint Reading & Drawing
L/M 20 30 3
Basic theory and laboratory work in blueprint reading, drafting, equipment utilization, lettering, and geometric constructions. Shape and size description, section views and freehand sketching.

MACH1172 Machine Tool Lab I
L/M 25 120 6.5
Prerequisite: MACH1110. Basic operation of the lathe, milling machine, and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

MACH1222 Machine Tool Lab II
L/M 10 190 7
Prerequisites: MACH1110, MACH1121 and MACH1172. Practice using machine tools. Drill press, lathe, milling machine, surface grinder and cylindrical grinder.

MACH1225 Materials of Industry
L/M 50 - 5
Introduction to materials (steel, irons, etc.) used in industry. Properties, uses, specifications, availability, heat treatment and tool steel.

MACH1241 Machinery's Handbook
L/M 50 - 5
Introduction to technical area handbooks and problems of design. Use of Machinery's Handbook for measurement, circle, geometry, allowance and tolerance, keys and keyseats, gearing problems, cutting speeds, and threads and bearing problems.

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.

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: MATH1000. 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 60 15 6.5
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 20 10 2
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.

MACH2244 Tool & Cutter Grinding
L 20 40 3
Prerequisite: MACH1110 through MACH1454. Fundamental operations performed on a tool and cutter grinder. Sharpening of standard cutters, reamers and drills.

MACH2246 Jigs and Fixtures
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 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.

MACH2258 Quality Control
L 30 - 3
Prerequisites: MACH1110 through MACH1454. Inspection procedures used to determine product quality. Application of shop methods to produce parts in accordance with blueprint specifications using a variety of measuring instruments. Statistical Process Control (SPC) will be introduced.

MACH2266 Advanced Die Construction
L 20 175 7.5
Prerequisite: MACH2256. Continuation of MACH2256. Utilizing laboratory equipment to design and make a progressive die and produce 100 pieces to specifications.

MACH2530 Die Design I
L/M 10 40 2
Prerequisites: MACH1110 through MACH1454. Study of the design of piercing and blanking dies. Laboratory work in developing and preparing working drawings for a die which the student will construct during the fifth quarter.

MACH2532 Die Making Lab I
M 10 190 7
Prerequisites: MACH1110 through MACH1454. Practical experience in construction of metal dies. Two types of dies are built, one from the student's own blueprint designed in Die Design I. Use of form ground and wire EDM (electric discharge machine) construction methods.

COURSE #	COURSE TITLE LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

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.

MATH • Mathematics

MATH0400 Math Fundamentals
B/LM 15 - 1.5
Review basic concepts of whole numbers, fractions, decimal numbers, ratio, proportions and percents. May include computer aided instruction and personal tutoring. Prepares students for MATH0950 and MATH1000. Graded pass/no pass.

MATH0950 Beginning Algebra
B/L/M 45 - 4.5
Prerequisite: Completion of MATH0900, or GENN0400 or equivalent, or math placement test. Study of elementary concepts of algebra. Emphasis on developing functional competency. Practical applications. Graded pass/no pass.

MATH0980 Geometry
B/L 45 - 4.5
Prerequisite: MATH0950 or one year of high school algebra or equivalent. Development of spatial awareness and critical thinking skills. Through use of contraction, labs and proofs, discovery of properties of lines, angles, polygons, circles. With the use of Cartesian, coordination of the relationship between algebra and geometry. Graded pass/no pass.

MATH1000 Basic College Mathematics
B/L/M 45 - 4.5
This course will cover a variety of basic algebra skills. Topics will include: order of operations, powers, exponents and polynomials; factoring; solving linear equations and word problems involving direct and inverse variation and formulas from geometry involving: perimeter, area, volume, Pythagorean Theorem, and right triangle trigonometry including special triangles; plotting points and equations of lines. Various relevant applications will be discussed.

MATH1040 Business Math
B/L/M 45 - 4.5
Prerequisite: Appropriate math placement score (COMPASS or ACT). Touch control operation of a ten-key pad to solve business problems. Review of mental math skills/principles.

MATH1080 Algebra & Trigonometry
L/M 45 - 4.5
Prerequisite: MATH0950 or or equivalent or one year of high school algebra and math placement test. This course will cover a variety of algebra and trigonometry skills. Topics will include: order of operations; powers, exponents, engineering and scientific notation, polynomials, metric prefixes, and logarithms; factoring, quadratic equation; solving absolute value equations, solving two equations/two unknowns; transposing formulas; solving complex fractional equations; word problems involving direct and inverse variation; and formulas from geometry involving perimeter, area, volume, Pythagorean Theorem, and right triangle trigonometry including special triangles; oblique triangle formulas and graphing equations of lines. Various relevant applications will be discussed.

MATH1100 Intermediate Algebra
B/L 45 - 4.5
Prerequisite: MATH0950 or one year of high school algebra or math placement test. Review of topics in a second year high school algebra course taught at the college level. Topics include: real numbers, 1st and 2nd degree equations and inequalities, linear systems, polynomials and rational functions, exponents and radicals, functions and relations, exponential and logarithms. Does not fulfill the math requirement for the associate of arts or associate of science degrees.

💻MATH1150 College Algebra
B/L 45 - 4.5
Prerequisites: A grade or "C" or better in MATH1100 or two years of high school algebra and math placement test. Study of college algebra. Emphasis on 1) equations and inequalities, 2) functions and graphs, 3) polynomial and rational functions, 4) exponential and logarithmic functions, 5) systems of equations and inequalities, and 6) analytic geometry. A graphing calculator may be required.

💻MATH1180 Elementary Statistics
L/M 45 - 4.5
Prerequisites: Two years of high school algebra and math placement test or MATH1100. Study of descriptive statistic, probability and probability distributions, topics from inferential statistics such as estimates, sampling, hypothesis testing and inferences. Correlation and regression multinomial experiments and nonparametric statistics. Use of some statistical software packages.

MATH1200 Trigonometry
B/L 45 - 4.5
Prerequisite: MATH1150 or equivalent, or math placement test. Study of trigonometry. Definitions of trigonometric functions, relations between the functions, identities, use of tables, graphs of the functions, solution of equations and triangles, inverse trigonometric functions, complex numbers and polar coordinates.

MATH1300 Precalculus
B/L 75 - 7.5
Prerequisites: MATH1100. Appropriate placement exam score, one year high school geometry, and two years high school algebra. Intensive review of college algebra and trigonometry. Study of the concept of a function and its graph. Study of certain specific functions: polynomial, rational, exponential, logarithmic and trigonometric functions. Covers analytic trigonometry, some applications of trigonometry, conic sections, and systems of equations. Most study uses three points of view: algebraic, graphical, and numerical. Graphical and numerical approaches using a graphing calculator. A graphing calculator is required for the course.

💻MATH1400 Applied Calculus
B/L 45 - 4.5
Prerequisite: MATH1150 or equivalent, or math placement test. Fundamentals of differential and integral calculus with emphasis on applications from business, economics and the life sciences. Not open to pre-engineering or pre-architectural majors.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

MATH1600 Calculus & Analytic Geometry I
B/L 75 - 7.5
Prerequisites: A grade of "C" or better in MATH1150 and MATH1200 or equivalent, or math placement test. Review of functions, introduction to limits, differentiation of algebraic and trigonometric functions, applications, anti-differentiation and the definite integral. A graphing calculator is required.

MATH1700 Calculus & Analytic Geometry II
B/L 75 - 7.5
Prerequisite: A grade of "C" or better in MATH1600 or equivalent. Continuation of MATH1600. Study of antiderivatives, methods of integration; numerical methods, coordinates and conics, differential equations, Taylor and Fourier approximation.

MATH2030 Contemporary Mathematics
B/L 45 - 4.5
Prerequisites: Two years of high school algebra, or a grade of "C" or better in MATH1100, and one year of geometry or equivalent. Applications of quantitative reasoning and methods to problems and decision making in the areas of management, statistics and social choice. Topics include networks, critical paths, linear programming, sampling, central tendency, inference, voting methods, power index, game theory, and fair division problems.

MATH2080 Calculus & Analytical Geometry III
B/L 60 - 6
Prerequisite: MATH1700. Study of calculus and analytic geometry for functions of two or more variables. Coordinates, three-dimensional vectors, three-dimensional analytic geometry, differentiation and integration of functions of many variables. Use of some mathematical software.

MATH2200 Differential Equations
B/L 45 - 4.5
Prerequisite: MATH2080. Introduction to the theory and applications of differential equations. Linear differential equations, elementary existence theorems, power series methods of solution, boundary value problems and linear systems.

MATH2450 Applied Statistics
B 45 - 4.5
Prerequisite:A grade of "C" or better in MATH1150 or equivalent. Study of descriptive statistics, basic probability and probability distributions, sampling, statistical inference, regression and correlation, ANOVA and computer applications using MINITAB.

MEDA • Medical Assisting

💻MEDA1101 Medical Terminology I
L 20 - 2
Introduction to medical terms. System for building a basic structure of medical terms. Pronouncing, spelling, defining terms and common medical abbreviations included.

MEDA1102 Medical Assisting Orientation
L 20 - 2
Prerequisites: Admission to Medical Assisting program and appropriate assessment score. Introduction to medical assisting. Addresses interactions of medical assistants with all health professionals. Provides general knowledge needed for administrative duties. Fire safety included. Required for first quarter students who are accepted into Medical Assisting program.

💻MEDA1201 Medical Terminology II
L 30 - 3
Prerequisite: MEDA1101. Continuation of MEDA1101. Terminology relating to body systems and disorders. Intended to increase medical vocabulary. Continuing system for building a medical vocabulary with emphasis on anatomy, physiology and diseases. Divided into "Basic Understanding and Greater Comprehension."

MEDA1202 Communication in Allied Health
L 45 - 4.5
Prerequisites: For Medical Assisting students. MEDA1102 or permission. Assistance for the student in medical assisting to learn basic principles of human behavior and apply a personalized approach to patient care and effective relationships with co-workers.

MEDA1203 Medical Law, Ethics & Bioethics for the Medical Office Employee
L 30 - 3
Prerequisite: Acceptance into Medical Assisting program or Office Technology program, or permission. Study of medical law, ethics and bioethics for the medical office employee. Business management and general liability for the medical office included.

MEDA1204 First Aid
L 20 - 2
First aid and emergency care developed in cooperation with the National Safety Council.

MEDA1301 Examination Room Techniques
L 55 60 7.5
Prerequisites: MEDA1102, MEDA1202, MEDA1203. Major activities include assisting with physical examinations, minor surgery, EKG's and medical emergencies. Sterilization techniques, handling of instruments, pharmacology, injections, housekeeping and inventory included. Introduction to physical therapy and radiology.

MEDA1401 Clinical Education
L - 240 8
Prerequisites: MEDA1301, MEDT1181. Practical experience under supervision in physician's office or clinic.

MEDA1402 Senior Clinical Seminar
L 30 - 3
Prerequisite: Concurrent with MEDA1401. Informal class for reviewing and critiquing clinical procedures with correlation of classroom theory. Expansion of special procedures and pharmacology. Resumé preparation.

MEDA1404 Medical Diseases
L 30 - 3
Prerequisites: MEDA1101 and LPNS1103 or instructor approval. Introduction to symptoms and mechanics of diseases and conditions that affect the human body. Includes bacteriology as related to health, immunology and infectious disease.

MEDA1405 Insurance for the Medical Office
L 45 - 4.5
Prerequisites: MEDA1101 and LPNS1103, or instructor approval. Introduction to procedural and diagnostic coding methods. Provides knowledge of third party carriers to give a working knowledge of preparing medical insurance claims.

💻MEDA1406 Basic Pharmacology
L 20 - 2
Prerequisite: LPNS1103, BIOS1210, or BIOS1140. Introduction to legal aspects and government regulations, medication resource material, types of medication, route of administration, actions and effects of drugs and drugs used on various systems.

💻MEDA1407 Medical Calculations
L 10 - 1
Prerequisites: ACT score of 16 or higher, appropriate math assessment, and advisor approval. Medical dosage calculations with metric, apothecary and household systems, conversions between systems and dosage preparation.

💻 = Denote course also offered On-line.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

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 20 2
Prerequisite: Admission to the Medical Laboratory Technology Program. Introduction to clinical laboratory procedures. Basic laboratory techniques and skills required in the field of medical laboratory technology. Laboratory safety, equipment, quality control, and basic techniques.

MEDT1161 Basic Urinalysis & Microbiology for the Office Laboratory
L 10 - 1
Prerequisite: Concurrent with MEDA1301. Study of routine medical office procedures: urine and throat cultures, wet preps, gram stains, and complete UA with microscopic. Specimen collection, handling, quality control methods, and laboratory safety.

MEDT1171 Basic Urinalysis & Microbiology Laboratory
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, ESR, and basic chemistry tests. Theoretical background for procedures. Blood collection techniques, specimen collection and handling, quality control, and laboratory safety.

MEDT1191 Basic Hematology Laboratory
L - 30 1
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1181. Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1201 Medical Laboratory Measurements
L 20 - 2
Prerequisite: MATH1100 and MEDT1101. Mathematical applications used in the medical laboratory. Use of the Metric system and S.I. units. Laboratory calculations and use of statistical data.

MEDT1301 Clinical Microbiology I
L 20 - 2
Prerequisites: LBST1221, LBST1231, MEDT1101. 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. 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.

MEDT2541 Clinical Chemistry I
L 25 - 2.5
Prerequisites: LBST1121, LBST1131, MEDT1201, and MEDT1321. 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. Introduction to Immunology. Immune system, antigens, antibodies, complement, and reactions of antigens and antibodies. Relationships to diseases that are immunologically involved.

MEDT2571 Immunology/Serology Laboratory
L 10 30 2
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2561. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT2581 Hemostasis
L 15 - 1.5
Prerequisites: MEDT1421 and MEDT1431. Principles of blood coagulation and basic coagulation procedures.

MEDT2591 Hemostasis Laboratory
L - 30 1
Lab must be taken concurrently with the lecture. Laboratory which accompanies MEDT2581. Skills and laboratory techniques corresponding to the theoretical information presented in the lecture.

MEDT2601 Parasitology
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.

COURSE # COURSE TITLE LOCATION OFFERED CLASS HOURS LAB HOURS CREDIT HOURS

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 Orientation I
L 20 - 2
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 - 72 2.5
Prerequisite: MEDT2681. Phlebotomy experience and additional learning opportunities within a clinic laboratory. Application of theory and skills acquired in classroom and laboratory courses.

MEDT2701 Clinical Education II
L - 330 11
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 20 - 2
Concurrent with MEDT2701. Review of clinical laboratory theory and technical skills for Clinical Education II and III. Requirements and clinical rotation schedules are presented.

MEDT2710 Clinical Project I (optional)
L 30-90 - 1-3
Special papers or projects as suggested by the college or clinical sites.

MEDT2801 Clinical Education III
L - 330 11
Prerequisite: MEDT2701. Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.

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.

MEDT2810 Clinical Project II (optional)
L 30-90 - 1-3
Special papers or projects as suggested by the College or clinical sites.

MFGT • Manufacturing Engineering & CAD 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 30 170 8.5
Basic industrial drafting. Drawing instruments, lettering, geometric construction, orthographic projections, dimensioning and sectioning, auxiliary views, gears, cams and splines, and detail and assembly drawings.

MFGT1250 Industrial Drafting II
M 20 105 5.5
Prerequisite: MFGT1144. Continuation of MFGT1144 covering precision dimensioning and tolerancing, pictorial drafting, sheet metal layout, threads and fastening devices, welding symbols and drawings, and a team approach to product design.

MFGT1333 Applied Hydraulics & Pneumatics
M 70 30 8
Prerequisite: MATH1000, MFGT1350 and MFGT1250. Introduction to fluid power (hydraulic and pneumatic) systems, circuitry and various components, their design, operation, and application. Practical manufacturing-related systems. Use of standard ANSI symbols.

MFGT1350 Computer Aided Drafting
M 30 45 4.5
Prerequisite: MFGT1144. Fundamentals of Computer Aided Drafting using AutoCAD on IBM microcomputers. Computer operating system. AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.

MFGT1354 Elementary Tool Design
M 50 50 6.5
Prerequisites: MFGT1250 and MFGT1350. Design of shearing, blanking, piercing, cutoff, bending, and forming dies. Study of the parts and components used in these dies. Punch presses and die sets are also covered.

MFGT1362 Plant Layout & Materials Handling
M 30 20 3.5
Prerequisites: MFGT1250 and MFGT1350. Study of manufacturing flow, material handling, J.I.T., use of available facilities and equipment, packaging, shipping, receiving, and employee protective equipment.

MFGT1413 Electrical Fundamentals
M 50 - 5
Prerequisite: MATH1000. Fundamental concepts of electricity. Energy, basic electrical fundamentals, and circuits and devices. Application of Ohm's Law, power and efficiency formulas to problems involving basic circuits. Sources and effects of electric current, magnetism, electromagnetism, generators, and motors.

MFGT1421 Manufacturing Processes I
M 50 - 5
The theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

MFGT1429 CNC Machines
M 30 20 3.5
Prerequisites: MFGT1250 and MFGT1350. Basic programming, operation, and maintenance of CNC machining centers.

MFGT1441 Machine Design
M 50 - 5
Introduction to technical handbooks and problems of design. Use of Machinery's Handbook for measurement, circle, geometry, allowance and tolerance, keys and keyseats, gearing problems, cutting speeds, and threads and bearing problems.

MFGT1456 Manufacturing Processes II
M 20 80 4.5
Basic operation of the lathe, milling machine and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

MFGT1458 Electrical Drafting
M 10 40 2
Prerequisites: MFGT1250 and MFGT1350. Study of graphical methods of describing industrial electrical controls and control circuits. Elementary or schematic diagrams, connection and block diagrams, and printed circuit drawings using computer aided drafting techniques. Use of American Standard Association and National Electrical Component Association Standards.

MFGT2549 Quality Assurance & SPC
M 50 - 5
Prerequisite: MATH1000. Study of statistical techniques used in the control of the quality requirements of manufactured articles. Sampling, inspection techniques, S.P.C., and the use of inspection tools and instruments.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

MFGT2551 Time & Motion Study
M 50 - 5
Study of systematic, practical, and scientifically correct treatment of present-day motion and time study along with application of economics and productivity as applicable to the manufacturing field.

MFGT2559 Advanced Geometric Dimensioning & Tolerancing
M 50 - 5
Prerequisite: MFGT1250. Study and application of current methods, symbols, and principles of geometric dimensioning and tolerancing as per ASME 14.5M-1994.

MFGT2560 Manufacturing Processes III
M 40 10 4
Prerequisites: MFGT1421 and MFGT1456. Study of electrical discharge machines (EDM), powdered metallurgy (PM), flexible manufacturing systems (FMS), flexible manufacturing cells (FMC), lasers, water jets, composites, stereolithography and simulation.

MFGT2566 Tool & Product Design
M 10 90 4
Prerequisites: PHYS1010, MACH1370, MFGT1250 and MFGT1350. Design and development steps of one or more of the following using computer aided drafting techniques: various dies, plastic and metal molds, patterns, drill jigs, welding fixtures, machining fixtures, and the piece part products of these various tools.

MFGT2635 Plastics: Design & Engineering
M 50 - 5
Study of the physical, chemical, and mechanical properties of plastics. Study of molding techniques and processes. Product design considerations and guidelines.

MFGT2643 Strength of Materials
M 50 - 5
Prerequisite: MACH1370. The study of resultant and equilibrant of forces, moments, simple stresses, properties of materials, bolted, riveted and welded joints, centroids, and moment of inertia.

MFGT2668 Design & Production Problems
M 5 95 3.5
Prerequisites: PHYS1010, MFGT1250, MFGT1350, and MFGT2670. Analysis of practical design and production problems. Development of manufacturing and inspection procedures and the necessary equipment needed to manufacture specific products or components. Previously learned skills and concepts applied in the development of economical designs.

MFGT2670 Advanced CAD/CAE– Autodesk Inventor
M 35 65 5.5
Prerequisites: BSAD1010, MFGT1250, MFGT1350. Course devoted to the needs of the experienced AutoCAD user. Autodesk Inventor software is used extensively for the creation of adaptive parametric solid model parts and assemblies. Attention is given to the use of dynamic three-dimensional construction, solid modeling, paper space, model space, and customizing of AutoCAD and Inventor environment.

MFGT2672 Mechanisms
M 50 - 5
Prerequisites: MATH1000, MFGT1250, MFGT1350, MACH1370. Theory and application of cams and gears, analysis of mechanisms and determination of positions, displacements, velocities, and accelerations of parts. Use of graphical solutions. Mechanisms such as couplings, universal joints, clutches, drive trains, four bar, slider crank, quick return, toggle, straight line, parallel, and intermittent motion devices.

MSTT • Motorcycle, ATV, and Personal Watercraft Technology

MSTT1000 Shop Procedures & Hand Tools
L 35 30 4.5
Effective use of parts and service information resources. Proper use and care of hand and power tools. Safety practices and procedures. Use of precision measuring instruments.

MSTT1112 Basic Engine Theory
L 30 65 5
Prerequisite MSTT1000. Introduction to basic engine design and components in two-cycle and four-cycle engine operation. Hands-on experience in rebuilding two-cycle and four-cycle engines.

MSTT1113 Metric Measure
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 MSTT1112. 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 MSTT1120. Theory of frame geometry and function of the suspensions units. Proper procedures for maintaining and rebuilding of various types of steering heads, forks, shocks, swing arms and suspension components on motorcycles and ATV's. Theory and operation and proper service procedures of drum and disk brakes.

MSTT1125 Electrical Concepts
L 45 7 4.5
Basic electrical and electronic principles, Ohm's law, magnetism and electromagnetism as applied to the motorcycle, ATV, and Power product are covered. The proper and effective use of analog and digital meters.

MSTT1131 Electrical Circuits
L 90 30 10
Prerequisite MSTT1125. Theory of electrical circuits and ignition systems for motorcycles, ATV's and Power Products. Troubleshooting and repair of electrical circuits.

MSTT1132 Fuel & Ignition Systems
L 40 30 5
Prerequisite MSTT1131. Introduction to carburetion and fuel injection systems used on motorcycles, ATV's, personal watercraft and power products.

MSTT1133 Tune up & Rideability
L 40 110 7.5
Prerequisite MSTT1132. Proper procedures for diagnosis and troubleshooting of engine performance problems. Procedures for adjustment of ignition systems, valve trains and fuel delivery systems.

MSTT1138 Personal Watercraft
L 22 18 3
Prerequisite MSTT1133. Proper repair and maintenance of various types of personal watercraft with special attention to steering, cooling systems, fuel delivery, and propulsion operation and repair.

MSTT1140 Transmission and Final Drives
L 30 20 3.5
Prerequisite MSTT1133. Theory of clutches, gear ratios, drive trains for constant mesh and automatic transmissions as used on motorcycles and ATV's.

MSTT1141 Engine Rebuild and Overhaul
L 20 60 4
Prerequisite MSTT1145. Disassembly and reassemble procedures of two-cycle and four-cycle motorcycle, ATV, personal watercraft, and power products engines.

MSTT1145 Engine Machine Operations
L 20 30 3
Prerequisite MSTT1000-MSTT1112. Study and application of machining operations used in the repair and maintenance of two-cycle and four-cycle engines. Boring and honing cylinders, rebuilding crankshafts, grinding valves and valve seats.

MSTT1146 Rideability and Electrical Update
L 40 60 6
Prerequisite MSTT1133. Advanced electrical update and review covering all systems and diagnosis relating to engine performance and emissions.

MSTT1147 Rideability and Electrical Update with Coop
L 40 90 6
Prerequisite: MSTT1133. Advanced electrical update and review of all systems and diagnosis relating to engine performance and emission. Lab time is split approximately 50% Coop work experience at a local dealership.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

MUSC • Music

MUSC1010 Introduction to Music
B/L 45 - 4.5
An introduction of musical forms, styles, and composers within a historical perspective. Includes an introduction to music elements as well as a range of music literature.

MUSC1015/1020, 2010/2020, 2030/2040 Individual Instruction in Voice
B - 15 1.5

MUSC1220/1230, 2200/2210, 2220/2230 Individual Instruction in Brass
B - 15 1.5

MUSC1240/1250, 2240/2250, 2280/2290 Individual Instruction in Woodwinds
B - 15 1.5

MUSC1260 Class Piano I
B - 30 1.5
Beginning fundamentals of piano performance. Scales, fingering, sight-reading and transposing included. Assumes no prior knowledge of music.

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.

MUSC1410/1420, 2390/2400, 2410/2420 College Chorus
B - 30 1
Study and performance of standard choral literature for mixed voices. Public appearance both on and off campus required.

MUSC1430, 1440, 2430, 2440 Vocal Ensemble: Showcase Singers
B - 60 3
Participation by audition only and permission of instructor. Select group of singers with performance emphasis on jazz repertoire. Includes several off-campus performances.

MUSC1480/1490, 2480/2490 2500/2510 College Band
B - 30 1.5
Performance of standard band music. Appearances at designated functions both on and off campus are required.

MUSC1610 Music Theory I
B 45 30 6
Fall semester, alternate years Introduction to the fundamentals of music, notation, rhythm, meter, scales, keys, intervals, triads, seventh chords, inversion and figured bass. Sight singing, dictation and keyboard.

MUSC1620 Music Theory II
B 45 30 6
Spring semester, alternate years. Prerequisite: MUSC1610 or permission of instructor. Study of basic harmonic techniques of the baroque, classical and romantic periods including chord progressions, cadences, harmonization, completion and composition. Elements of form, such as phrase, period and phrase group. Continued work in sight singing, dictation and keyboarding.

MUSC2260 Class Piano III
B - 30 1.5
Prerequisite: MUSC1270 or permission of instructor. Preparation of repertoire for performance. Continue working on piano fundamentals, and playing by ear. Additional chords and scales presented.

MUSC2270 Class Piano IV
B - 30 1.5
Prerequisite: MUSC2260 or permission of instructor. Preparation of solo repertoire as well as accompaniments from vocal/instrumental literature. Improvisation, harmonizing, sight-reading and transposition stressed. Review of scales and chords.

MUSC2520/2530, 2540/2550, 2580/2590 Individual Instruction in Piano
B - 15 1.5
Prerequisite: MUSC2270 or instructor permission.

MUSC2720 Music History & Literature I
B/L 45 - 4.5
Tracing the historical development of music from Middle Ages through end of Baroque. Comprehensive survey with emphasis on styles and characteristics of Gregorian Chant, early polyphony, and music of the Renaissance and Baroque periods.

MUSC2730 Music History & Literature II
B/L 45 - 4.5
Tracing the historical development of music from Classical period to present day. Survey presentation with emphasis on styles and characteristics of the classical, romantic, impressionistic and modern schools.

MUSC2750 Introduction to American Music
B/L 45 - 4.5
Survey of the various types of American music including jazz, popular, folk and musical theatre. Discussion centers on the relationship between the music and its historical and cultural context. Includes music of Americans of European, African, Asian, Hispanic and American Indian descent.

Note: Nebraska Law Enforcement - See CRIM

NDTT • Nondestructive Testing Technology

NDTT1121 Visual Inspection Method
M 30 45 4.5
Concepts and applications of visual inspection as it relates to other NDT methods. Use of optical devices, precision measurement tools and gauges. Use of various tools in laboratory and field situations.

NDTT1133 Manufacturing Processes
M 100 - 10
Study of metal forming casting and forging processes, metals production, plastic, and other material types. Materials joining processes and nontraditional machining methods along with allied cutting processes.

NDTT1138 Welding Processes
M 20 30 3
Introduction to the theory and practice of oxy-acetylene hand torch cutting. SMAW practice includes study of variables and parameters of equipment and operation. Safety of welding and cutting equipment and lab work emphasized.

NDTT1164 Blueprint Reading & CAD
M 40 35 5
Study of industrial graphics language for shape description, size description, instrument drawing, blueprint reading, pictorial drawing (isometric and oblique drawing) and CAD.

NDTT1236 Electrical & Electronic Fundamentals
M 50 - 5
Prerequisite: MATH1000. Introduction to electrical and electronic fundamentals. Sources and effects of electric current, magnetism, and electromagnetism. Formulas for problem solving in basic circuitry. Instrumentation used in NDT . System concepts and basic troubleshooting.

NDTT1255 NDT Methods
M 75 75 10
Prerequisites: MATH1000, NDTT1121, NDTT1133 and NDTT1138. Introduction to the UT, RT, PT, MT, and ET methods of nondestructive testing. Fundamental operating principles and traditional applications. Laboratory work on instrument and equipment familiarization, instrument calibration, inspection, procedures, and reporting of inspection results.

NDTT1263 Metallurgy
M 50 50 6.5
Prerequisites: MATH1000, NDTT1133 and NDTT1138. Study of the nature of metals, methods of metallurgical examination, mechanical testing, chemistry, and production of metals.

NDTT1356 Liquid Penetrant
M 20 30 3
Prerequisites: NDTT1121 and NDTT1255. Study of proper penetrant testing techniques and applications. Process control for the solvent removable, post emulsifiable, and water wash penetrant techniques. Study of codes, standards, inspection procedures, and job specifications for liquid penetrant inspection.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

NDTT1360 Ultrasonics I
M 40 110 7.5
Prerequisites: MATH1000 and NDTT1255. Applications and ultrasonic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Introduction to ultrasonic system configuration and computers.

NDTT1450 Eddy Current I
M 20 20 2.5
Prerequisites: NDTT1236 and NDTT1255. Study of electromagnetic theory as it applies to eddy current inspection. Applications and limitations of various test systems, operation of single frequency phase and amplitude analysis instrumentation.

NDTT1458 Magnetic Particle
M 30 30 4
Prerequisites: NDTT1236 and NDTT1255. Study of proper MT testing techniques and applications. Control of inspection variables in all forms of magnetic particle inspection. Study of codes, standards, inspection procedures, and job specifications as they relate to magnetic particle inspection.

NDTT1464 Radiography I
M 60 90 9
Prerequisites: GENN2040 and NDTT1255. Applications and radiographic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Methods for developing RT techniques in situations where limited information is available about a test object or where codes and standards do not exist.

NDTT1470 Radiation Safety & Administration
M 50 - 5
Prerequisites: GENN2040 and NDTT1255. Study of operational and functional radiation safety programs. Exercise of personal responsibilities related to safety in industrial radiography. Practical aspects of x-ray and radioisotope operations. Program administrative responsibilities and radiation physics.

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
Prerequisites: GENN2040 and NDTT1360. Continued study of ultrasonic testing. Developing testing techniques and procedures. Instrumentation, calibration methods, code requirements, evaluation procedures. Computer assisted motion control and data acquisition systems.

NDTT2675 Computer Applications in NDT
M 30 45 4.5
Prerequisites: BSAD1010 and NDTT1360. Study of computer assisted NDT. Motion control and data acquisition techniques. Assigned projects for practical adaptation of a computer to an inspection situation.

NDTT2679 Code Interpretation & Procedure Development
M 35 40 4.5
Development of technical skills for writing qualifiable test procedures. Audit and surveillance procedures and implementation. Quality assurance functions.

NURS • Associate Degree Nursing

NURS1206 Introduction to Professional Nursing
L 20 - 2
Prerequisites: BIOS1140, BIOS1110, ENGL1010, BIOS2130, PSYC1810, and CHEM1050. Overviews the current nursing organizations, development of the nursing profession, and the health care system. An overall introduction to the philosophy, objectives, and curriculum framework of the associate degree program is presented. Caring is introduced as an integral concept of nursing. Discussions of the concepts of health/illness continuum, health care delivery, basic human needs, professional behavior, communication, legal/ethical issues, and multicultural diversity.

NURS1304 Transition to Associate Degree Nursing
L 10 - 1
Prerequisites: BIOS1110, BIOS1140, BIOS2130, CHEM1050, ENGL1010, FSDT1350, MEDA1407, PSYC1810, PSYC2960, SOCI1010. Required for the licensed practical nurse (licensed in Nebraska) requesting advanced placement into the Associate Degree Nursing program. Oriented toward developing associate degree level nursing skills for new role of student nurse. An overall introduction to the philosophy, objectives and curriculum framework of the Associate Degree Nursing program is presented. Includes the nursing process and the roles and functions of the associate degree nurse.

NURS1305 Basic Nursing Concepts I
L 30 15/75 6
Prerequisites: NURS1206, MEDA1406/1407, PSYC2960, SOCI1010, and FSDT1350. The nursing process as a method of problem solving is discussed and related to a nursing care plan framework. Emphasis is placed on technical skills and identification of basic human needs as it relates to the nursing process. Nursing techniques taught in the program lab are correlated with scientific principles and applied in the clinical setting. Basic pharmacological principles and drug classification are included when administration is introduced. Clinical experiences are provided to apply nursing techniques, apply nursing process to patient care, and introduce the nurse and client role in a variety of health care settings.

NURS1306 Pathophysiology
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 15/60 3
Prerequisite or concurrent with NURS1305, NURS1306. Students are introduced to the principles and skills needed to care for individual clients with common disease conditions along the health/illness continuum. Pathophysiology, diet therapy, process when identifying common health problems and planning care. Clinical experiences are correlated with theory in a variety of health care settings.

NURS2400 Nursing Assessment
L 30 30/15 4.5
Prerequisite: NURS1304/NURS1305 or concurrent with NURS2403/2404. Focuses on the acquisition of skills used in the comprehensive health assessment of children and adults in the nursing process. Emphasis on well clients with the identification of some deviations from the normal. Introduction to communication skills and the assessment of the person in his/her physical, developmental, psychological and sociocultural environment.

NURS2403 Gerontological Nursing Concepts
L 20 45 3.5
Prerequisite: NURS1305. Focuses on the nursing process as a problem solving tool in assisting older clients' adaptation to stress related to chronic and terminal illness. Gerontological principles and rehabilitative aspects of nursing are examined. Pathophysiological concepts, therapeutic nutrition and pharmacology are integrated.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

NURS2404 Nursing Concepts III
L 30 15/75 6
Prerequisite: NURS1305/1306/1307 or concurrent with NURS2400/2403. Focus on the nursing process applied to clients' adaptive responses to stressors, including hospitalization and the disease process. Perioperative nursing principles are included. Related pathophysiology, therapeutic nutrition and pharmacology are integrated. Clinical experiences are provided to develop and refine nursing techniques appropriate for clients being cared for in a variety of health care settings. Understanding of concepts basic to positive adaptation to life-threatening physiologic stress are examined.

NURS2501 Nursing Concepts Related to the Childbearing Family
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.

NURS2602 Mental Health Nursing Concepts
L 30 15/75 6
Prerequisite: NURS2501 or NURS2502 or concurrent with NURS2603. A study of behavioral reactions to social, physical and emotional stress as seen in clients receiving psychotherapeutic care is studied. Introduces nursing interventions in dysfunctional behavior in secondary care settings. Further development of the nurse-client relationship, techniques and therapeutic communication skills are emphasized. Overview of the modes of therapy (including psychopharmacology) and intervention in recurring 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 15/90 6.5
Prerequisite: NURS2501/2502 or concurrent with NURS2602. Introduction to more complex cognitive and psychomotor skills needed to care for individuals with more complex disease conditions along the wellness/illness continuum. The clinical course emphasizes setting priorities of needs with emphasis on the distinction between normal and abnormal adaptation to multiple stressors affecting the client systems. Crisis theory interventions are introduced. Pathophysiology, diet therapy and pharmacology are integrated. Clinical experience to correlate with theory is provided in a variety of acute health care settings. The clinical portion of this course allows the student to practice decision-making skills for groups of clients in selected health care settings and to further develop communicative and technical skills. Content includes legal/ethical issues in nursing and health care, nursing roles, trends in nursing and reality shock.

OFFT • Office Technology

All prerequisite courses must be passed with a "C" or better.

OFFT1010 Beginning Keyboarding I
B/L 20 - 2
Suitable for beginning students or for review using touch method. Introduces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 20 Gross Words a Minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.

OFFT1020 Beginning Keyboarding II
B/L 20 - 2
Prerequisite: OFFT1010 or equivalent. Reinforces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 30 GWAM with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.

OFFT1040 Records Management
B/L 30 - 3
Introduction to records management. Rules of alphabetic, geographic, numeric, subject, and chronological methods of filing according to the Association of Records Managers and Administrators (ARMA) rules.

💻OFFT1110 Business Communications
B/L/M 45 - 4.5
Prerequisite: ENGL1010. Recommended word processing courses of OFFT1710, BSAD1010, or INFO1121 with a "C" or better. Principles and techniques of writing business letters, electronic and written messages, and reports. Principles of grammar, 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 30 - 3
Prerequisite: OFFT1020 or equivalent. Uses a comprehensive diagnostic approach to build speed while maintaining a high degree of accuracy. A speed of 40 GWAM is a C and 50 GWAM is an A on five-minute timings with five or fewer errors.

OFFT1170 Keyboarding IV
B/L 30 - 3
Prerequisite: OFFT1160 or equivalent. Uses appropriate practice material to produce significant gains in speed and accuracy. A speed of 50 GWAM is a C and 60 GWAM is an A on five-minute timings with five or fewer errors.

OFFT1190 Medical Assisting Machine Transcription
L 45 - 4.5
Prerequisites: ENGL1010, MEDA1201, OFFT1160, and OFFT1710. For medical assisting. Practice in using medical abbreviations, terminology, and phrases. Transcription of basic hospital reports from recorded dictation using MS Word.

OFFT1200 WordPerfect for Windows
B 45 - 4.5
Prerequisite: BSAD1010. Practical experience using WordPerfect for Windows. Create, edit, and print documents. Other word processing features explored.

OFFT1210 Medical Coding
B 45 - 4.5
Prerequisite: OFFT1120. Instruction for the medical secretarial student. Study of coding guidelines used in conjunction with the International Classification of diseases (ICD-9-CM). Applicable to vital statistics reporting, morbidity reporting, and many third-party payment systems in the United States including Medicare.

💻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.

OFFT1470 Advanced Microsoft Excel
B 15 - 1.5
Prerequisite: BSAD1010. Features and functions include advanced database operation, H and V lookup functions, what-if analysis, pivot tables, macros, and enhanced charts and work sheets.

OFFT1480 Microsoft Access
B 15 - 1.5
Prerequisite: BSAD1010. Create database tables, sort and filter those tables, create simple and complex queries, design and modify forms and reports.

💻 = *Denote course also offered On-line.*

COURSE #	COURSE TITLE LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

OFFT1680 Web Page Support
B/L 45 - 4.5
Prerequisites: BSAD1010 or equivalent Windows/Word skills. Reinforces using Web browser and e-mail programs efficiently, searching, and downloading/uploading while presenting essential skills for today's office professional to create and maintain Web pages.

OFFT1710 Word Applications I
B/L 40 - 4
Prerequisite: BSAD1010. Create, format, and edit basic business office documents, letters, memos, and reports using Microsoft Office. Emphasis on usable/mailable copy.

OFFT1720 Word Applications II
B/L 40 - 4
Prerequisite: OFFT1710 with a minimum grade of "C". Create, format, and edit advanced office documents, tables, letters with special parts, two-page memos, and long reports using Microsoft Office. Emphasis on usable/mailable copy.

OFFT1730 Word Applications III
B/L 40 - 4
Prerequisite: OFFT1720 with a minimum grade of "C". Create reports with enhancements, labels, business forms, and macros. Use productivity tools and merge documents using Microsoft Office. Emphasis on usable/mailable copy.

OFFT2000 Employment Techniques
B/L 30 - 3
Prerequisite: Declared students only. OFFT1110 or HIMS1103. Development of techniques and skills necessary for students to be successful in seeking or retaining employment within career area. Taken immediately before Co-op Supervised Employment/Cooperative Education and graduation for associate degree or diploma students.

OFFT2020 Co-op Supervised Employment
B/L - 200 5
Prerequisite: OFFT2000. Under the guidance of a cooperative education coordinator, practical work experience for development of marketable skills in an office position. Open to Office Technology students only with a minimum GPA of 2.0.

OFFT2040 Computer Input Technologies
B/L 45 - 4.5
Prerequisite: OFFT1710, OFFT1110 or concurrent. This course provides instruction and hands-on practice in the use of various computer input technologies including speech recognition, handwriting recognition, and personal digital assistants (PDAs). Students will also utilize skills necessary for editing documents produced using alternative input methods and work with organizational features of Outlook.

OFFT2090 Applied Transcription Skills
B/L 45 - 4.5
Prerequisites: OFFT1710 and eligible to take ENGL1010. Review of document format, capitalization, punctuation, number rules, and commonly confused words. Apply English, keyboarding, and proofreading skills to the production of business documents from recorded dictation using Microsoft Word.

OFFT2130 Medical Machine Transcription
B/L 45 - 4.5
Prerequisites: MEDA1201 or OFFT1120 and OFFT2090. Practice using medical abbreviations, terminology, and phrases; transcription of basic hospital cases from recorded dictation using MS Word.

OFFT2180 Keyboarding V
B/L 30 - 3
Prerequisite: OFFT1170 or equivalent. Uses lessons designed to develop both speed and accuracy at the same time while also encouraging students to reach high goals on an individual basis. A speed of 60 GWAM is a C and 70 GWAM is an A on five-minute timings with five or fewer errors.

OFFT2210 Legal Processes I
B/L 45 - 4.5
Prerequisite: OFFT1710. Concurrent with OFFT2090. Introduction to legal terminology, spelling, and punctuation of legal terms. Preparation of legal documents, instruments, and correspondence. Responsibilities of legal secretaries including nontechnical skills, such as making decisions; exercising initiative; following through; exercising confidentiality; and interacting with employers, coworkers, clients, and other people involved in the legal field.

OFFT2220 Legal Processes II
B/L 45 - 4.5
Prerequisite: OFFT2210. Continuation of Legal Processes I. Further study of legal terminology including spelling and punctuation. Use of legal terms through the preparation of documents, instruments, and correspondence.

OFFT2230 Legal Processes III
B/L 45 - 4.5
Prerequisite: OFFT2220. Should be taken concurrently with OFFT2260. Continuation of Legal Processes II. Further study of legal terminology and responsibilities of legal secretaries including nontechnical skills such as decision making, following through with projects, and exercising confidentiality on the job.

OFFT2260 Legal Research
B/L 30 - 3
Prerequisites: BSAD1090 and OFFT2220. Should be taken concurrently with OFFT2230. Hands-on experience in legal research and citation. Use of law library, and Internet (online) resources. How to properly cite statutory law, case law, and other resources.

OFFT2330 Excel Applications for Office Accounting
L 45 - 4.5
Prerequisites: BSAD1010 or INFO1131 and ACCT1200. Entire accounting cycle for a retail business reviewed by completing a practice set manually and completing financial reports on a microcomputer using Excel.

OFFT2400 Organizational Procedures
B 45 - 4.5
Prerequisites: BSAD1010 and OFFT1220. Study of the electronic office and the skills necessary for success in business. Topics include records management, telephone procedures, human relations skills, office mail, ethics, and career planning. Touch calculator and keyboard timed writings and drills will also be included.

OFFT2410 Administrative Professional Procedures I
B/L 45 - 4.5
Prerequisites: OFFT1710. Comprehensive coverage of relevant skills and procedures in the performance of office duties including the role of the administrative assistant, communication skills, and reference sources. Provides the student with the opportunity to apply relevant skills for today's automated work environment.

OFFT2420 Administrative Professional Procedures II
B/L 45 - 4.5
Prerequisites: OFFT2410. Continued coverage of office procedures including information processing procedures, travel and conference arrangements, mail processing procedures, organizational skills, and decision making. Provides students with a strong background in administrative skills and knowledge.

OFFT2430 Administrative Office Management
L 45 - 4.5
Prerequisites: OFFT1710 and OFFT2410 (may be taken concurrently). Designed to acquaint the administrative assistant with the various theories of management and related concepts relevant to their office duties and responsibilities.

OFFT2440 Medical Office Procedures
B/L 45 - 4.5
Prerequisites: MEDA1101 or OFFT1120, OFFT1160, and OFFT1710. Integration of relevant medical office skills and procedures in the performance of modern medical office duties. Simulations included.

OFFT2460 Office Simulation
B/L 45 - 4.5
Prerequisites: BSAD1010, OFFT1040, OFFT1110, OFFT2410, INFO1211 or OFFT1480, ACCT1200 or OFFT1310, MATH1040, PYYC1250, or by permission. Corequisite: OFFT2420. Uses previously learned office skills and procedures in an interactive work environment. Jobs include managers, assistant managers, supervisors, and administrative assistants in human resources, marketing, ordering, and accounting departments.

OFFT2600 Emerging Business Technologies
B/L 45 - 4.5
Prerequisites: OFFT1710 and OFFT1110 or instructor permission. This course will give students practical experience implementing PC troubleshooting techniques, maintaining electronic equipment, and reviewing emerging technologies.

OFFT2700 Multimedia Office Applications
B/L 45 - 4.5
Prerequisites: OFFT1720. Add multimedia enhancements to office documents utilizing features of Microsoft Office Word and Publisher. Apply desktop publishing concepts and design elements consistently in newsletters and other office documents. Emphasis on the importance of usable/mailable copy.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

OFFT2710 Microsoft Office Integration I
B/L 45 - 4.5
Concurrent with OFFT1730. Prerequisites: BSAD1010 or OFFT1131, INFO1211 or OFFT1480. Integrate basic business office documents using Microsoft Office Professional applications. Emphasis on usable/mailable copy.

OFFT2720 Microsoft Office Integration II
B/L 45 - 4.5
Prerequisite: OFFT2710. Project-based class requires advanced skills to integrate data among Microsoft Word, Excel, Access, PowerPoint, and the Internet while working in a simulated office situation. Ability to work independently and in teams will be necessary as students apply skills and knowledge acquired in previous courses to initiate and complete Microsoft integration projects. Emphasis on mailable documents.

OFFT3010 Special Projects
L 45 - 4.5
Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; permission of adviser and program chair. Study of a particular area in the office technology field arranged with the student's adviser and approved by the program chair. Admittance by permission only.

PDSM • Parts Marketing & Management

PDSM1120 Nomenclature I
M 110 30 12
Function, composition, life expectancy, and nomenclature of the commonly requested parts. Identification of those parts most often in demand. Also, the principles of diesel and gas engines, electrical system components, fuel systems. Students will disassemble and reassemble these components.

PDSM1131 Aftermarket Catalogs & Obsolescence I
M 30 80 5.5
Introduction to jobber parts catalog indexing and use. Location of parts on shelves, charging out items on counter tickets and first level return of parts, use of price sheets and classification. The course includes the computerized parts system.

PDSM1221 Nomenclature II
M 35 15 4
Prerequisites: PDSM1120, PDSM1131. Continuation of commonly requested parts, their function, composition, life expectancy, and nomenclature. Also the principles of transmissions, differentials, steering, suspension, brakes, and air conditioning. Followed by mixing paint and products used in preparation for collision repair.

PDSM1222 Dealership Cataloging, & Obsolescence II
M 40 60 6
Prerequisites: PDSM1120 through PDSM1221. Study and use of General Motors, Ford, and DaimlerChrysler parts cataloging and the various levels of pricing retail, wholesale, and dealer goods. There will be a continued learning of nomenclature by using these references.

PDSM1223 Warranty Policies, Tools & Equipment
M 20 30 3
Prerequisites: PDSM1120, PDSM1131. Study of warranties and how parts under warranty are returned to the supplier, time limits which apply, and what is acceptable under warranty. Basic tools and equipment used in and sold from a parts department. Proper use and care.

PDSM1226 Counter Sales & Operations
M 10 40 2
Prerequisites: PDSM1120, PDSM1131. Introduction to inventory control, computerized systems, and other functions performed in the typical parts store, i.e., shipping and receiving inventory, counter sales, posting invoices, telephone skills and customer relations are performed in the college parts store.

PDSM1321 Parts Management & Advanced Counter Operations
M 20 30 3
Prerequisites: PDSM1120 through PDSM1226. Continuation of lab activities for the parts department. Positions available, knowledge required for each position, and what level each position carries within the department. Individuals will manage the college parts store.

PDSM1325 Merchandising & Advertising
M 40 10 4
Prerequisites: PDSM1120 through PDSM1226. Basic merchandising, product grouping, and special merchandising. Draw plan-o-grams of the merchandising areas with different types of merchandising techniques. Signs and special displays developed to enhance merchandising. Suggestive selling by doing merchandising. Skills used in advertising.

PDSM1327 Customer Sales & Relations
M 30 20 3.5
Prerequisites: PDSM1120 through PDSM1226. Guidelines for the parts person regarding customer relations, telephone manners, development of advanced selling skills used in selling a complete line of products, grooming, good sales objectives, and courtesy. Material Safety Data sheets on hazardous materials.

PDSM1339 Computer Electronic Cataloging
M 40 60 6
Prerequisites: PDSM1120 through PDSM1226. Use of the various parts, microfiche and electronic cataloging systems; including automotive, agricultural, Mitchell, and more. Individualized training in the field he/she has chosen for cooperative training.

PDSM1428 Cooperative Education
M - 400 10
Prerequisites: PDSM1120 through PDSM1339. Cooperative training with a jobber or dealership for on-the-job experience. Application of acquired skills. Expectations of employees in a parts department. Work experience is supervised by the Southeast Community College Coordinator.

PDSM1429 Cooperative Education Experience Analysis Seminar
M 20 - 2
Prerequisites: PDSM1120 through PDSM1339. Group evaluation of field experience and individual performance during cooperative education and prepare students for full time employment upon graduation.

PHED • Physical Education

PHED1000 Lifetime Fitness
L 45 15 4.5
Theoretical and practical information on the relationship of life-style habits to productivity, quality of life and one's potential. Topics include 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.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

PHED1610 Standard First Aid
B 45 - 4.5
Principles and techniques for administration of first aid. Legal aspects of emergency care, cardiorespiratory emergencies, hemorrhage control, wound maintenance, shock control, poisoning, heat and cold injuries.

PHED1750 Introduction to Physical Education
B 45 - 4.5
For the prospective physical education major or minor at the secondary school level. Survey of physical education, history, principles, objectives. Review of activities offered in the P.E. curriculum.

PHED1600 Introduction to Recreation
B 45 - 4.5
Principles, history and philosophy of recreation and leisure. Introduces recreation as a profession. Explores recreation and leisure studies throughout the life cycle.

PHED1800 Physical Education in the Elementary School
B 45 - 4.5
For the prospective elementary teacher and the physical education major. Study of curriculum and methods of teaching of physical education at the elementary level. Needs and characteristics of elementary school-age child by grade level.

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 Intercollegiate Basketball (men)
B - - 1.5

PHED1340/2340, 1350/2350 (women) Intercollegiate Basketball
B - - 1.5

PHED1360/2360, 1370/2370 Intercollegiate Volleyball
B - - 1.5

PHIL • Philosophy

PHIL1010 Introduction to Philosophy
B/L 45 - 4.5
Prerequisite: Reading/writing skills at ENGL1010 level or instructor's permission. Introduction to the components of philosophy through readings from the history of philosophy (ancient, modern, and contemporary) combined with the examination of topics such as metaphysics, logic, ethics, epistemology, aesthetics, philosophy of religion, freedom, and self-identity. Exposure to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.

PHIL1060 Applied Ethics
B/L 45 - 4.5
Introduction to different approaches to moral decision-making and how to tell the difference between good and bad reasoning in applied ethics. Includes some of most recent philosophical writings on a variety of issues.

PHIL1150 Critical and Creative Thinking
B/L 45 - 4.5
Prerequisite: Reading/writing skills at ENGL1010 level or instructor's permission. 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 equivalent. Philosophical study of moral problems in the health care industry. Exploration of issues that include the allocation of scarce medical resources, patients' rights, biomedical research and transplants, abortion, material-fetal conflict, death and dying, socialized medicine, and the right to health care.

PHIL2610 Comparative Religions
B/L 45 - 4.5
Prerequisite: Reading/writing skills at ENGL1010 level or instructor's permission. This course will offer a cross-cultural introduction to the world's major religious/philosophical traditions or faith systems through a comparison of historical origins, rituals, beliefs, practices, and sacred texts and sources.

PHOT • Photography

PHOT1750 Beginning Photography
B 30 30 4.5
Introduction to the fundamentals of black and white photography, composition and lighting. Lecture, text and laboratory with emphasis on use of 35mm camera and developing, enlarging, and printing 35mm negatives.

PHOT1760 Creative Photography
B 30 30 4.5
Prerequisite: PHOT1750 or instructor permission. Study of techniques for creative expression through black and white photography using 35mm camera, darkroom manipulation, and computer manipulation with Photoshop software.

PHOT1780 Color Photography
B 30 30 4.5
Prerequisite: PHOT1750 or instructor permission. Study of color theory, color vision, color printing and photographic composition. Lecture, text and laboratory with emphasis on theory, composition and printing.

PHOT2750 Photojournalism
B 30 30 4.5
Prerequisite: PHOT1750 or instructor permission. Study of photojournalism for mass media. Textbook study and photography assignments for publication of news, features, sports, studio photography and photo essays. Technical aspects include screening and editing prints at the computer using Photoshop software, and flatbed and negative scanners.

PHYS • Physical Science

PHYS1017 Technical Physics
M 40 10 4.5
Prerequisite: MATH1080. Study of physics applied to electrical and electromechanical trades. Measurement, mechanics, and heat. Metric system, conversion of units, use of precision instruments, equilibrium, friction, energy, power, simple machines, thermal expansion and heat transfer.

PHYS1030 Astronomy
L 45 30 6
Prerequisite: MATH0950 or one year of high school algebra, or permission of the instructor. The study of the nature and motions of the night sky, planets, the sun, the starts, 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 4
Survey course in the physical sciences with emphasis on scientific processes. Includes topics from chemistry, physics, astronomy, geology and meteorology. Includes lab.

COURSE # | COURSE TITLE | LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS

PHYS1150 Descriptive Physics
B/L/M 45 30 6
Prerequisite(s) and/or co-requisite(s): MATH0950 or equivalent. Conceptual view of physics for the non-science major. Concepts included will be from the areas of mechanics, matter, heat, sound, light, optics, electricity, magnetism, radioactivity, and nuclear energy. Recommended for student who wants to know the concepts behind modern technology.

PHYS1410 General Physics I
B/L 60 30 7.5
Prerequisite: High school trigonometry with "B-" or better, or MATH1200 or equivalent. Study of mechanics, heat phenomena, wave motion and sound.

PHYS1420 General Physics II
B/L 60 30 7.5
Prerequisite: PHYS1410 or equivalent. Study of optics, electricity, magnetism and modern physics.

PHYS2010 College Physics I
B 60 30 5
Prerequisites: High school physics or by permission, and concurrent with MATH1600. Study of mechanics, fluids, heat, wave motion and sound.

PHYS2020 College Physics II
B 60 30 5
Prerequisites: MATH1700 preceding or concurrent; PHYS2010 or equivalent. Study of optics, electricity, magnetism and modern physics.

POLS • Political Science

POLS1000 American Government
B/L 45 - 4.5
Study of the functioning of the political system through an analysis and application of its underlying theories.

POLS1040 Comparative Politics
L 45 - 4.5
Focus on the description and analysis of modern political systems and their respective ideologies. First half of course focuses on broad structural features of government. Second half of course looks at several individual nation states. Final part of course analyses problems facing modern political systems.

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.

Note: Practical Nursing — See LPNS

Note: Professional Truck Driver Training — See TRUK

PSYC • Psychology

PSYC1250 Interpersonal Relations
B/L/M 45 - 4.5
Personal development and adjustment, self-esteem building, values clarification and decision-making, interpersonal communication skills, appreciation of diversity, development of healthy personal and professional relationships.

💻PSYC1810 Introduction to Psychology
B/L/M 45 - 4.5
Introduction to the science of psychology including the study of learning theory, memory, personality, growth and development, neurological aspects, abnormal behavior therapies, intelligence, motivation, emotion, sensation, perception and theoretical perspectives.

PSYC2870 Psychology of the Personality
B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of the instructor. Systematic study of personality theories, the factors influencing personality development and the dynamics of personal adjustment.

PSYC2880 Social Psychology
B/L 45 - 4.5
Prerequisite: PSYC1810 or 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.

PSYC2890 Child Psychology
B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of the instructor. Study of developmental approach to human behavior from conception to adolescence. Personality, cognition, language, behavioral change and emotion will be discussed.

PSYC2900 Adolescent Psychology
B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of the instructor. Study of developmental approach to normal adolescence from puberty to young adulthood. Impact of social factors on psychological behavior development.

PSYC2950 Introduction to Counseling
B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of instructor. Overview of major counseling theories and intervention strategies. Skills involved in providing feedback to clients, crisis intervention and other methods of short-term counseling. Cross-cultural approaches to counseling.

💻PSYC2960 Life-span Human Development
B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of instructor. Integration of the basic concepts and principles of physical, cognitive and psychosocial development at each major stage of life. Provides an essential background for students in psychology, nursing, education, social welfare and home economics; for workers in community service; and for parents and prospective parents.

PSYC2970 Introduction to Psychological Research
B 45 - 4.5
Prerequisite: PSYC1810 or permission of instructor. Introduction to the methodological aspects of psychology. Survey of research reports from a variety of psychological perspectives. Scientific research methods in psychology. Significant biases in human thought. Designing individual experiments. For nursing students only.

PSYC2980 Abnormal Psychology
B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of instructor. Course covers etiology, treatment and prevention of abnormal behavior, use of DSM IV as diagnostic tool, effects of labeling.

💻 = *Denote course also offered On-line.*

COURSE # COURSE TITLE LOCATION OFFERED CLASS HOURS LAB HOURS CREDIT HOURS

RADT • Radiologic Technology

RADT1100 Radiologic Technology
L 20 - 2
Introduction to the Radiologic Technology program. Orientation to the hospital and clinic settings. Assisting patients and patient transfers, proper handling of cassettes, darkroom procedures, and clinical setting office procedures.

RADT1111 Radiographic Production
L 45 10 4.5
Prerequisites: High school algebra and geometry. Essentials of radiographic exposure formulation. Elements contributing to radiographic quality in the areas of density, contrast, recorded detail and distortion.

RADT1112 Radiographic Procedures I
L 55 10 4.5
Active participation in radiology departments, radiographic and fluoroscopic rooms with elementary safety practices. Anatomy and positioning of the chest and abdomen. Application of procedural terminology and clinical data. Application of infection control, ethics and pharmacology in the radiography practice.

RADT1119 Clinical Education I
L - 150 5
Adaptation to the hospital environment and, with supervision, correlating classroom theory with performance of basic radiographic procedures. Competency evaluations of routine chest and KUB exams.

RADT1123 Radiographic Procedures II
L 45 15 5
Prerequisites: College anatomy and physiology. Radiographic anatomy and positioning of the abdominal contents with contrast media, upper extremity, and shoulder girdle. Image evaluation/critique of these procedures.

RADT1124 Radiologic Science
L 45 - 4.5
Prerequisite: College physics. Continuation of the study of fundamental physical principles from mechanics to electromagnetism. Application of these principles to the construction and operation of fundamental x-ray equipment. Analysis of basic x-ray circuit, construction and operation of tomographic, mobile and fluoro equipment; comparison of image detectors and timers.

RADT1129 Clinical Education II
L - 225 7.5
Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of more difficult chest and abdomen exams.

RADT1133 Radiographic Procedures III
L 45 15 5
Prerequisite: RADT1123. Anatomy and positioning of lower extremity, pelvic girdle and the vertebral column. Image evaluation/critique of these procedures.

RADT1134 Radiation Biology
L 30 - 3
Prerequisite: RADT1124. Nature of x-rays. Interaction with matter. Effects of radiation exposure. Review of patient and personnel radiation protection. Limiting standards, units of measurement and regulatory agencies.

RADT1139 Clinical Education III
L - 225 7.5
Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of contrast media exams.

RADT1143 Radiographic Procedures IV
L 45 16 5
Prerequisite: RADT1133. Anatomy and positioning of the bony thorax, cranium, facial bones, sinuses and other skull exams. Image evaluation/critique of these procedures.

RADT1147 Specialized Imaging
L 45 - 4.5
Prerequisites: Computer course and see program advisor. Two part course.
Part I: Construction of equipment necessary to perform specialized vascular procedures. Rapid filmer, pressure injectors and programmers, appropriate positioning, technique and evaluation of radiographs for diagnostic value.
Part II: Survey specialty areas including sonography, MRI, nuclear medicine and radiation therapy. Use of computers in radiography with applications in computed tomography and digital radiography, and applicable cross sectional anatomy.

RADT1149 Clinical Education IV
L - 225 7.5
Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of skull and facial exams.

RADT2253 Radiographic Procedures V
L 45 - 4.5
Advanced imaging procedures of the pediatric patient, traumatized patient, neurologic procedures such as myelography, arthrography, and a variety of miscellaneous procedures including mammography. Advanced discussion of film evaluation and application of critical thinking.

RADT2259 Clinical Education V
L - 225 7.5
Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Competency evaluations of the girdles, bony thorax and spine.

RADT2265 Pathophysiology
L 55 - 5.5
Review of human physiology. Pathologies and congenital abnormalities of all systems. Advanced discussion of film evaluation and application of critical thinking.

RADT2269 Clinical Education VI
L - 225 7.5
Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Competency evaluations of cranial exams.

RADT2276 Imaging Systems & Equipment
L 55 - 5.5
Exploration of advanced concepts of radiographic production, radiographic processing, conservative use of equipment and quality assurance techniques. Advanced discussion of film evaluation and application of critical thinking.

RADT2279 Clinical Education VII
L - 225 7.5
Clinical practice with less assistance to foster increased efficient and responsible decision-making in a variety of situations. Competency evaluations of miscellaneous procedures such as surgery, trauma, etc.

RADT2288 Senior Seminar
L 45 - 4.5
Review and testing of all areas of the program. Resume preparation and a test anxiety presentation will also be included in preparation for taking the ARRT exam.

RADT2289 Clinical Education VIII
L - 225 7.5
Clinical practice with less assistance to foster increased efficiency and responsible decision-making in a variety of situations. Competency evaluations of miscellaneous procedures will be continued. Arthrograms, myelograms, etc.

RESP • Respiratory Care

RESP1111 Respiratory Physiology
L 45 - 4.5
Prerequisites: Admission to Respiratory Care program; Human Anatomy and Physiology. In-depth study of respiratory system, including anatomical structures, ventilation mechanics, oxygen transport, and acid-base balance with emphasis on clinical application.

RESP1112 Respiratory Care Procedures I
L 45 - 4.5
Prerequisites: Admission to Respiratory Care Program and current BLS card. Study of technical aspects of medical gas and aerosol administration, including required equipment and patient application.

RESP1113 Respiratory Pharmacology
L 30 - 3
Prerequisite: Human Anatomy and Physiology. Study of drugs affecting the cardiorespiratory and autonomic nervous systems. Includes drug dosage calculation, administration, and clinical side effects.

RESP1114 Patient Care Principles
L 30 - 3
Development of skills in asepsis, isolation techniques, and controlling the spread of diseases. Development of assessment skills in regards to patient history, physical exam, and laboratory studies with emphasis on proper charting of assessments.

COURSE # | COURSE TITLE | LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS

RESP1117 Respiratory Care Lab I
L - 60 2
Prerequisite: Basic Life Support certification. Selected aspects of respiratory physiology measurements, adjuncts for basic life support, gas and aerosol administration, body mechanics, basic infection control practices, and cardiopulmonary assessment techniques.

RESP1121 Cardiopulmonary Pathology
L 45 - 4.5
Prerequisites: RESP1111 through RESP1117. Study of the etiology, pathology, diagnosis, complications, prevention, and treatment of respiratory and related diseases.

RESP1122 Respiratory Care Procedures II
L 45 - 4.5
Prerequisites: RESP1111 through RESP1117. Fundamentals of hyperinflation therapy, breathing exercises, pulmonary drainage, and airway management.

RESP1124 Biomedical Ethics
L 20 - 2
Prerequisite: Permission of the instructor. Study of the moral responsibilities of health care providers, current ethical dilemmas and specific ethical decision-making techniques as they apply to given situations.

RESP1127 Respiratory Care Lab II
L - 60 2
Prerequisites: RESP1111 through RESP1117. Practical application of breathing exercises, pulmonary drainage, hyperinflation maneuvers, and adjuncts for airway care.

RESP1129 Clinical Education II
L - 30 1
Prerequisites: RESP1111 through RESP1117. Co-requisite: RESP1122. An orientation to the clinical sites, infection control and record-keeping, observation of therapy, and under direct supervision, the student may complete some respiratory care procedures.

RESP1131 Cardiopulmonary Diagnostics
L 30 - 3
Prerequisites: RESP1121 through RESP1129. Study of arterial blood gas analysis, basic pulmonary function testing, and electrocardiogram monitoring and recording.

RESP1132 Mechanical Ventilation & Lab
L 45 60 6.5
Prerequisites: RESP1121 through RESP1129 or instructor permission. Study of adult mechanical ventilators, ventilation techniques with critical care monitoring and management. Lab complements the material presented in lecture. Utilizing the knowledge in a laboratory setting by practicing the set-up, application, monitoring of various adult ventilators used in the hospital setting. Lab is concurrent with lecture.

RESP1137 Cardiopulmonary Diagnostics Lab
L - 30 1
Prerequisites: RESP1121 through RESP1129. Practice drawing arterial blood samples, performing and calculating pulmonary function studies, and recording electrocardiograms.

RESP1139 Clinical Education III
L - 160 5
Prerequisites: RESP1121 through RESP1129. Practice in basic respiratory care procedures, including gas and aerosol administration, resuscitation, airway management, incentive breathing, IPPB, IPV, and postural drainage. Includes clinical conferences.

RESP1141 Cardiopulmonary Pathology II
L 45 - 4.5
Prerequisites: RESP1131 through RESP1139. Study of the respiratory management of patients in critical care settings with emphasis on using critical thinking skills in patient assessment and monitoring, and recommending alternative therapies.

RESP1143 Neonatal & Pediatric Respiratory Care
L 45 - 4.5
Prerequisites: RESP1131 through RESP1139. Study of neonatal and pediatric physiology, pathology, clinical situation management, infant and pediatric mechanical ventilation. Includes simulated practice.

RESP1144 Respiratory Rehab & Home Care
L 30 - 3
Prerequisites: RESP1131 through RESP1139. Overview of pulmonary rehabilitation, subacute care, and home care principles and practices.

RESP1149 Clinical Education IV
L - 240 8
Prerequisites: RESP1131 through RESP1139. Practice in adult critical care, basic pulmonary function testing, arterial bloods gases, EKGs, mechanical ventilation, and emergency airway management. Includes student case study presentation.

RESP2251 Cardiovascular Physiology
L 45 - 4.5
Prerequisites: RESP1141 through RESP1149 or permission of instructor. Study of the cardiovascular system with emphasis on hemodynamic monitoring of the critically ill and pharmacologic control of cardiac output.

RESP2257 Cardiopulmonary Procedures Lab
L - 30 1
Prerequisites: RESP1141 through RESP1149. Includes detailed examination of cardiovascular anatomy, non-invasive and invasive hemodynamic monitoring, interpretation and analysis and selected topics in advanced cardiac care.

RESP2258 Respiratory Care Professions
L 30 - 3
Overview of respiratory care profession, licensure, national and state requirements for board exams, and the process of finding a job. Includes job resume, interview process, legal aspects, conflict resolution skills, empathy communication styles and leadership skills as it relates to the profession of respiratory care.

RESP2259 Clinical Education V
L - 240 8
Prerequisites: RESP1141 through RESP1149. Includes rotations in neonatal and adult critical care, subacute and home care, cardiac and pulmonary rehabilitation, physician rounds, invasive and non-invasive lab.Students will also present a case study.

RESP2263 Patient Education
L 20 - 2
Prerequisites: RESP2251 through RESP2259. Study of a wide variety of physical, psychological and social factors that impact the development of and recovery from disease. Includes an awareness development of a number of patient education programs in health care agencies and the community.

RESP2267 Clinical Simulations Lab
L - 60 2
Prerequisites: RESP2251 through RESP2259. Practice in information gathering and decision making in a variety of selected respiratory care scenarios.

RESP2268 Seminar Review
L 40 - 4
Prerequisites: RESP2251 through RESP2259; Completion of CRT & SAE's. Review of course and clinical materials to prepare for National Board exam.

RESP2269 Clinical Education VI
L - 240 8
Prerequisites: RESP2251 through RESP2259. A continuation of Clinical Education V.

SIGN • Sign Language

SIGN1010 American Sign Language I
L 40 - 3
First in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar including phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about the deaf culture and the deaf community's place in citizen diversity.

SIGN1030 American Sign Language 2
L 40 - 3
Prerequisite: SIGN1010 or permission of instructor. Second in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

COURSE #	COURSE TITLE	LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

SIGN1050 American Sign Language 3
L 40 - 3
Prerequisites: SIGN1030 or permission of instructor. Third in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

SIGN1070 American Sign Language 4
L 40 - 3
Prerequisite: SIGN1050 or permission of instructor. Fourth in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

SIGN2020 American Sign Language 5
L 40 - 3
Prerequisite: SIGN1070 or permission of instructor. Fifth in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

SIGN2040 American Sign Language 6
L 40 - 3
Prerequisite: SIGN2020 or permission of instructor. Sixth in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

SIGN2060 American Sign Language 7
L 40 - 3
Prerequisite: SIGN2040 or permission of instructor. Seventh in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

SIGN2080 American Sign Language 8
L 40 - 3
Prerequisite: SIGN2060 or permission of instructor. Eight in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

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
On overview of minority groups and majority-minority relations in the United States. Topics include awareness of similarities and differences, prejudice, discrimination, and the benefits of a diverse society.

SOCI2000 Women in Contemporary Society
B/L 45 - 4.5
Prerequisite: SOCI1010 or permission of instructor. Interdisciplinary examination of the contributions of women to society, gender issues, and the progress toward equality.

SOCI2010 Social Problems
B/L 45 - 4.5
Prerequisite: SOCI1010 or permission of instructor. Analysis and suggested treatment of the principal problem areas in contemporary society, and the multilevel causes that perpetuate social problems.

SOCI2150 Issues of Unity and Diversity
B/L 45 - 4.5
Increases awareness and sensitivity of commonalities and differences among people. Promotes positive exchange in our diverse and global society.

SOCI2250 Marriage and the Family
B/L 45 - 4.5
Prerequisite: SOCI1010 or permission of instructor. Emphasis on diversity in the family, and examination of factors that affect families and the process of family development.

SOCI2260 Parenting
B/L 45 - 4.5
Prerequisite: PSYC2960 or permission of instructor. This course will introduce the student to effective parenting skills and strategies for solving family problems. Emphasis is placed on parent-child relationships, developmental milestones of infants through adolescence, family communication, family composition and issues related to abuse and neglect. Parenting challenges such as single-parenthood, divorce, custody issues, stepfamily systems and conflict management will be explored.

SPAN • Spanish

SPAN1010 Elementary Spanish I
B/L 75 30 7.5
Prerequisites: Spanish placement test. First of a beginning four level language sequence focusing on the essentials of Spanish. Covers fundamental mechanical and grammatical concepts which are built upon progressively. Emphasizes using Spanish from the onset and developing basic proficiency in the four linguistic skills: listening, speaking, reading and writing. (Laboratory required.)

SPAN1020 Elementary Spanish II
B/L 75 30 7.5
Prerequisites: SPAN1010 (Spanish I) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010. Second of the four level language sequence focusing on the essentials of Spanish. Further develops basic proficiency in the four linguistic skills and expands upon mechanical and grammatical concepts from SPAN1010. (Laboratory required.)

SPAN2010 Second-year Spanish
B/L 45 - 4.5
Prerequisites: SPAN1020 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010. Third of the four level language sequence. Includes: intensive and extensive reading of moderately difficult Spanish texts, thorough review of minimum essentials of Spanish grammar; conversational practice supplemented by in-class discussions and work in laboratory. Conducted primarily in Spanish. (Laboratory may be required.)

SPAN2020 Second-year Spanish II
B/L 45 - 4.5
Prerequisite: SPAN2010 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010. Last course of the four level language sequence. Provides ample opportunities to develop vocabulary, strengthen the four linguistic skills, and increase awareness and appreciation of contemporary Hispanic literature. Conducted primarily in Spanish. (Laboratory may be required.)

SPAN2030 Intensive Conversation
B/L 45 15 4.5
Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor. Focuses on the development of oral proficiency so that students may be able to express and discuss their ideas and experiences in clear, direct Spanish. The primary goals are fluency and cultural comprehension - reinforced through reading, writing and listening activities.

SPAN2040 Intensive Writing
B/L 45 15 4.5
Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor. Focuses on the achievement of oral and written communication proficiency so the students learn to express their own ideas and experiences in a coherent manner. Special emphasis on thematic content, organizational skills and self-editing.

COURSE # | COURSE TITLE | LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS

SPCH • Speech

SPCH1090 Fundamentals of Human Communication
B/L/M 45 - 4.5
Prerequisite: Eligible for ENGL1010. Provides a theoretical basis and practical experience in basic communication skills. Topics include the communication process, language, self-concept, verbal and nonverbal communication, perception, listening, interpersonal and group communication, interviewing, audience analysis and public speaking.

SPCH1110 Public Speaking
B/L/M 45 - 4.5
Prerequisite: Eligible for ENGL1010. Provides both theoretical basis and practical instruction for speaking effectively in public. Emphasis on training in basic speech skills, development of voice, topic selection, audience analysis, speech preparation and organization, researching, strategic and creative language use, effective listening and delivery skills, and common types of public speeches, acknowledging the influence of various cultural and ethnic backgrounds.

SPCH2050 Oral Performance of Literature
B/L 45 - 4.5
Prerequisite: Eligible for ENGL1010. Introductory course in the art, theory, analysis and appreciation of a work of literary art. Methods and skills of communicating literature orally to an audience.

SPCH2110 Intercultural Communication
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. Study of communication skills and theory intended to function successfully with others in the work place. Focus on the basic process of communications, developing interpersonal relationships, interviewing techniques, oral presentations, small group work and organizational networks, acknowledgment of the influence of various diversity issues.

SURT • Surgical Technology

SURT1600 Orientation to Surgical Technology
L 20 - 2
Introduction to the surgical technology program, the health care system, effective communication, multicultural diversity, legal/ethical issues, infection control, and basic skills necessary to effectively function as a health care team member.

SURT1601 Techniques in Surgical Asepsis
L 20 20 2.5
Prerequisites: SURT1600. Introduction to preparation, packaging, sterilization, and/or disinfection of supplies, instruments and equipment. Principles of aseptic technique are applied in laboratory setting related to the sterile and unsterile roles of the Surgical Technologist.

SURT1603 Fundamentals of Surgical Technology
L 50 - 5
Study of supplies and equipment used in the perioperative process of surgery.

SURT1604 Concepts of Surgical Procedures
L 20 - 2
Taken concurrent with SURT1603 and SURT1601. Study of the resection concept, abdominal incisions, commonly used instruments, sutures and needles required for basic surgical procedures.

SURT1701 Clinical Orientation
L 20 30/45 4.5
Introduction to specific hospital techniques and duties of the surgical team members. Clinical experience in sterile processing and distribution also included.

SURT1704 Surgical Procedures & Techniques I
L 60 - 6
The introduction of surgical procedures to include: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment.

SURT1705 Principles of Surgical Technology
L 40 - 4
Introduction to the intraoperative care of the surgical patient and the patient with special needs, perioperative pharmacology, anesthesia, special patient monitoring, hemostasis, blood loss and replacement.

SURT1804 Surgical Procedures & Techniques II
L 50 - 5
Prerequisite: SURT1704. Study of advanced surgical procedures to include: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment.

SURT1810 Clinical Education I
L - 210 7
Prerequisites: All previous program courses. Clinical practice with application of the student's basic skills, aseptic technique, and instrument knowledge to operative procedures in the hospital.

SURT2904 Surgical Procedures & Techniques III
L 50 - 5
Prerequisite: SURT1804. Continued study of specialized surgical procedures including: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment.

SURT2907 Senior Seminar
L 20 - 2
Prerequisites: All previous program courses. Preparation for employment, professional organization membership, and the study of ethical and legal aspects of the surgical environment.

SURT2909 Correlated Patient Study
L 12 15 2.5
Prerequisites: All previous program courses. Study of obstetrical concepts and post anesthesia care incorporating patient centered clinical experiences and all aspects of the perioperative care to the surgical patient.

SURT2910 Clinical Education II
L - 240 8
Prerequisites: All previous program courses. Adapting to a new hospital environment with further development in skill efficiency and consistency.

SURT2920 Individualized Clinical Instruction
L 30 60 5
Prerequisites: All previous program courses. Study of expanded roles and further development in skills relating to advanced surgical specialities.

SURT2930 Clinical Education III
L - 140 4.5
Prerequisites: All previous program courses. The application of the student's acquired skills and aseptic technique to the operating room team and environment on a more independent basis.

THEA • Theatre

THEA1120 Introduction to Theatre
B/L 45 - 4.5
An introduction to the forms and functions of the dramatic arts within an historical perspective. Includes an introduction to basic theatre skills as well as an introduction to a range of dramatic literature.

THEA1140 Basic Acting
B 45 - 4.5
Introduction to the techniques and history of acting through individual and group exercises, study and discussion of text and professional example. Develops the students appreciation of the theatre and the craft of acting. Allows students to build connections between life and acting through lecture, discussion, observation, improvisation and scene work. Familiarizes student with the history and development of acting theories using selected examples of its various cultural contexts.

THEA1850, 1860, 2850, 2860, 2880 Theatre Production
B 30-60-90 - 1.5-4.5
Prerequisite: By permission of play director. Introduction to theory and principles of theatre production. Concentration on all phases of theatre production. Public performance produced.

COURSE # COURSE TITLE LOCATION OFFERED CLASS HOURS LAB HOURS CREDIT HOURS

TRUK • Professional Truck Driver Training

TRUK1110 Professional Truck Driver Training
L 68 262 15

Prerequisite: Special program requirements prior to start of class. Intensive training course for tractor/trailer drivers. Accident procedures, daily driver's log, trip planning, hazard perception, speed management, vehicle preventative maintenance, extreme driving conditions, hands-on-defensive driving and skills development in coupling and uncoupling, backing, shifting, and city and highway driving.

VPUB • Visual Publications

VPUB1110 Publishing Concepts
L 30 45 4.5

This course is a prerequisite to all other VPUB courses. This course provides students with a broad perspective through lectures on the printing industry and the sequence of events in production printing. Students will acquire hands on experience in paste up, camera, film assembly, and proofing.

VPUB1111 Platform Manipulation
L 30 45 4.5

This course is a prerequisite to all other VPUB courses. This course introduces the student to the Macintosh and PC platforms. Page layout basics and gaining fundamental skills associated with using hardware, software and peripheral devices using Adobe InDesign.

VPUB1112 Elements of Design
L 45 - 4.5

This course is a prerequisite to all other VPUB courses. Students will explore the fundamentals of visual perception, proportion, lighting, dimension, and color theory. They will have experience in 2 and 3 dimensional designs.

VPUB1120 Design to Production
L 20 90 5

Prerequisites: VPUB1110, VPUB1111, & VPUB1112. Students will follow the process of seeing designs from their conception through to the offset printing process. This gives the student the technical knowledge needed to design for production specifications. Hands-on experience with camera, film assembly, plate, proof making, and offset duplicators.

VPUB1121 PhotoShop I
L 40 15 4.5

Prerequisites: VPUB1110, VPUB1111, & VPUB1112 or permission of program chair. This course will address the fundamentals of the software to include scanning and editing, master menu, tool bar. While introducing the concepts of photo manipulation including file formats, layer techniques, filters, picture taking and PDF creation.

VPUB1122 Page Layout I
L 40 15 4.5

Prerequisites: VPUB1110, VPUB1111, & VPUB1112. This course will explore the fundamentals of Page layout software and the options for the production of the finished page. Using class projects each student will become skilled in the basics of page layout, document construction, and the tools using Quark XPress.

VPUB1125 Digital Typography
L 20 - 2

Prerequisites: VPUB1110, VPUB1111, & VPUB1112. Printing terms and components of type are learned as well as design do's and don'ts. Choosing type faces, legibility, readability, size, style and use of typography software.

VPUB1130 Pre Production Techniques
L 30 45 4.5

Prerequisites: VPUB1121, VPUB1122. Students learn to recognize problem files using manual techniques and Preflighting software. This course explores the many facets of electronic prepress focusing on preflight software, fonts, text, and graphic requirements. Providing useful applications that will assist them in creating quality and efficient files, including PDF files.

VPUB1131 PhotoShop II
L 45 - 4.5

Prerequisite: VPUB1121. The second level of PhotoShop will expand on techniques used in PhotoShop I. Web graphics will be covered as well as color correction tools, and interaction with other software, using Photoshop in conjunction with ImageReady.

VPUB1132 Page Layout II
L 45 - 4.5

Prerequisite: VPUB1122. Building on the fundamentals introduced in Page layout I, this course will introduce new construction elements with a focus on the essentials required for successful layout. Rules and tips for dealing with images and color. Students will preflight, print composites and color separation documents using Quark XPress and PDF files.

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 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. The third level continues to expand on techniques in the dynamic program. Students will use PhotoShop to create graphics for a portfolio. Having learned the foundation of Photoshop students will have the opportunity to apply their skills to advanced projects that will serve as portfolio pieces.

VPUB2242 Computer Illustration I
L 35 30 4.5

Prerequisites: VPUB1110, VPUB1111, & VPUB1112 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 Macromedia Freehand.

VPUB2244 Web Design II
L 35 30 4.5

Prerequisite: VPUB1134. Students will build upon the foundation learned in Web Design I and expand knowledge in web page layout program. Students will save and incorporate graphics, text, and animation using Macromedia Flash in conjunction with Dreamweaver.

VPUB2245 Digital Video Production
L 10 30 2

Prerequisites: VPUB1134. Students will experiment with basic tools of the program to create video by incorporating film clips, graphics, text and audio.

VPUB2252 Computer Illustration II
L 35 30 4.5

Prerequisite: VPUB2242. This course builds on the foundation achieved in Computer Illustration I. Emphasis is placed on expansion of techniques and interaction with other software programs using Adobe Illustrator.

VPUB2254 Web Design III
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: VPUB1132, VPUB2241, VPUB2252, & VPUB2254. The student will develop from previous course work a complete portfolio to include Web and CD formats. Class and industry presentations will prepare the student for the future job market. Students will be expected to defend their portfolio choices and explore individual design philosophy.

VPUB2260 Design Fieldwork
L - 180 4.5

Prerequisites: VPUB2255 or advisor permission. Students will have an opportunity to apply their classroom knowledge in a real world situation while working under the direction of an experienced instructor. The student will implement projects or student will be placed in an internship situation outside the school.

VPUB2265 3D Design
L 30 45 4.5

Prerequisites: VPUB1131, VPUB1111, & VPUB2242. Introduces the student to computer 3D design fundamentals. Exploring tools, textures, forms, light and shadow along with perceptual development using Maxon's Cinema 4DXL.

COURSE #	COURSE TITLE	LOCATION OFFERED	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/M 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.

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.

WELD1178 Motorcycle Welding
L 20 60 4
Theory and practical application of arc and oxyacetylene welding as applied to the motorcycle field.

WELD1252 GMAW (SS & AL)
L/M 20 60 4
*Prerequisite: WELD1122.*Theory and practical exercises using the Gas Metal Arc Welding process in the welding of stainless steel and aluminum.

WELD1273 Special Welding Applications
L/M 10 60 3
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.

WELD2550 Post-Cooperative Education
L/M 15 75 4
Prerequisite: 5th Quarter Standing. Corequisite: WELD2551. Evaluation of the on-the-job training experience. Preparation for full-time employment.

WELD2551 Cooperative Education
L/M - 400 10
Prerequisite: 5th Quarter Standing. Corequisite: WELD2550. On-the-job experience within an industrial welding/metallurgy related company. Practice of skills and knowledge acquired though previous quarters.

COURSE # COURSE TITLE LOCATION OFFERED CLASS HOURS LAB HOURS CREDIT HOURS

• Special and Individualized Courses

Special topics courses (numbered 2799) are one-time class offerings. Approval of the program chair and the campus administrator must be secured before the course is offered. If the course is to be offered more than once, it must be submitted through the normal channels and assigned its own course number. No course will be offered by independent study unless prior permission has been given by the program chair and the campus administrator as well as the instructor.

Continuing Education Credit Courses

The following courses are non-program credit courses offered at Southeast Community College, and may or may not be used as electives in programs offered. These courses may appear on a student's transcript and are approved credit courses of the College.

Prefixes:

AACS	**Area Community Services**
EMTL	**Emergency Medical Services**
ESLX	**English As a Second Language**
LLFW	**Family & Consumer Science**
NURA	**Nursing Assistant**
RADT	**Radiography**

AACS • Area Community Services

AACS1104 Advanced Farm & Ranch Management 24 36 3.5

Prerequisites: AACS1100, AACS1101, and AACS1102 or instructor approval. Instruction to farmers and ranchers on how to utilize previous year's records to make business decisions based on the analysis of accurate records. Assistance in analyzing records and an understanding of the importance of complete record system of production and household records.

AACS1100 Farm & Ranch Management Year 1 36 36 4.5

Assistance to the farmer or rancher on gathering information to make business decisions based on the analysis of accurate records. Topics identify the need for maintaining an accurate and complete system of production and household records used in future analysis.

AACS1101 Farm & Ranch Management Year 2 36 36 4.5

Prerequisite: AACS1100. Use of previous year's information and analysis to make business and family decisions. Importance of maintaining and utilizing accurate and complete production and household records. Major changes considered utilizing two years of records to reflect various opportunities for improvement.

AACS1102 Farm & Ranch Management Year 3 36 36 4.5

Prerequisites: AACS1100 and AACS1101. Use of previous year's information and analysis to make business and family decisions. Recognizing the importance of maintaining and utilizing accurate and complete production and household records. Major changes considered utilizing three years of records to reflect various opportunities for improvement.

AACS1112 Gold Medal Management 60 10 6

Designed to instruct borrowers in financial and production management. Specific topics include: identify and write family and business goals; prepare the complete a balance sheet and an income statement; develop a family and business cash flow budget; construct specific enterprise records that permit enterprise analysis; and identify and define the level of risks related to production, marketing, technology and the financial areas of the family business. Specific units of instruction incorporated relative to the management of livestock and crop production. Class is specifically designed for individuals who have borrowed from the Farm Service Agency.

EMTL • Emergency Medical Services

EMTL1220 EMT-Basic 91 69 11

Prerequisite: Minimum 18 years of age, high school diploma or GED, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card.

The State of Nebraska has adopted the Emergency Medical Technician-Basic National curriculum. Students must pass the National Registry exam to be certified in Nebraska as an Emergency Medical Technician. An Emergency Medical Technician may serve on a volunteer rescue squad or be employed by a paid ambulance service. An Emergency Medical Technician (EMT) responds to emergency calls, assesses the scene and the patients and renders emergency medical care to adult, infant and child, medical and trauma patients according to established guidelines.

EMTL1240 EMT-Intermediate 200 275 29

Prerequisite: EMTL 1220. This is a course designed for ambulance personnel who have completed the EMT Basic Course. Students will be trained in the advanced skills of assessment and treatment based upon the 1999 U.S. Department of Transportation curriculum and scope of practice for an Advanced Emergency Medical Technician Intermediate.

EMTL1242 First Responder Transition to EMT Basic 64 48 8

Prerequisite: First Responder Certification, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card. This curriculum covers the material that is necessary for a student to progress from the level of Nebraska First Responder to Emergency Medical Technician Basic. This course is unique to Nebraska. It is adapted from the DOT EMT-B course and therefore uses DOT objectives.

EMTL1265 First Responder 38 19 4

Prerequisite: Minimum 18 years of age, high school diploma or GED. Emergency procedures and skills appropriate for the first responder at medical emergency. Especially appropriate for rescue squad members, law enforcement and fire personnel and persons needing advance first aid skills. This course includes AHA Healthcare Provider CPR, and the AED addition.

ESLX • English as a Second Language

ESLX0810 Advanced English As A Second Language I L 60 - 6

Prerequisite: Placement test. A developmental ESL course which helps students build on their foundation of grammar structures, sentence patterns and vocabulary while developing advanced reading skills.

ESLX0830 Advanced English As A Second Language II L 60 - 6

Prerequisites: ESLX0810 or placement test. A developmental ESL course which helps students develop more complex sentence structures and vocabulary, and develop more advanced reading skills.

LLFW • Family & Consumer Science

LLFW1155 Designing with Cut Flowers 3 15 .5

Hands-on course to develop basic skills in designing fresh flower arrangements.

LLFW1157 Wedding Designs 10 20 1.5

Focus on the design and construction of floral compositions and decorations for wedding ceremonies and receptions.

LLFW1159 Contemporary European Designs 10 20 1.5

Examination of contemporary European floral forms. Designing of floral arrangements using a variety of forms, contemporary design techniques, and positive/negative space.

LLFW1160 Interpretive Oriental Design 8 16 1

History and development of oriental floral design and its influence on modern designs.

LLFW1164 Designing Table Decorations 10 20 1.5

Study of the importance of coordinating floral designs with the environment in which they will be used. Create a variety of floral designs for different themes and occasions.

LLFW1165 Floral Merchandise and Display 10 20 1.5

Study of the fundamentals of merchandising floral products and related gift ware. Elements and principles of design in relation to the composition of window and shop display.

COURSE #	COURSE TITLE LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS

LLFW1166 In Remembrance
10 20 1.5
Focus on the construction of traditional floral pieces and their proper use for funerals and times of mourning.

LLFW1167 Designing with Tropical Flowers
8 4 .5
Identification, care, and design techniques used with tropical flowers.

LLFW1170 Floral Design Theory and Methods 20 10 2
Prerequisite for other floral classes. Study of floral design, including history, elements and principles of floral design, and design styles.

LLFW1171 Celebrating with Flowers
10 20 1.5
Discussion and creation of various holiday and special occasion design styles and traditions.

LLFW1172 Care and ID of Floral Material
25 5 2.5
Study of fresh, everlasting, and permanent flowers available in the floral industry. Identification, preparation, care, and handling practices will be covered.

LLFW1198 Furniture Reupholstery
15 15 2
Hands-on course reupholstering a chair. Learn with tools, equipment, parts, disassembly, measuring and reassembly of upholstered furniture.

LLFW1199 Couch Reupholstery
15 15 2
Prerequisite: LLFW1198. Develop intermediate skills through reupholstering a couch.

NURA • Nursing Assistant

NURA1401 Basic Nursing Assistant
50 50 6.5
Completion of the class meets the Nebraska Department of Health requirements for employment as a Nursing Assistant. The course includes classroom, nursing lab, and clinical experience in a health care facility.

RADT • Online for Healthcare Providers

Teaching in the Patient Care Setting: How to be a Successful Preceptor
A series of four courses designed for healthcare workers who are preceptors, instructors, and those who work with students or new employees, to prepare to teach in the clinical setting.

RADT1300 Introduction to Healthcare Education 10 - 1
This course is designed to help health care professions develop strategies for improved teaching and learning when students are assigned to the healthcare environment. It introduces the student to on-line learning. The student also learns about creating positive learning environments and how learning styles affect the learning process.

RADT1301 Application to Healthcare Education 10 - 1

Prerequisite: RADT1300. Assists student in understanding the principles of clinical instruction. Students gain experience in evaluation and feedback techniques.

RADT1302 Preceptor Practicum
10 - 1
Prerequisite: RADT1301. Applies all of the theory learned in courses 1 and 2 to the clinical learning environment, providing a forum for the student to reflect upon methods and challenges and implement changes for areas of improvement.

RADT1303 Changes in Healthcare Education 10 - 1
Prerequisite: RADT1302. Discusses technology, issues, and challenges facing healthcare education today and in the future. Discussion also focuses on how to deal with change, both in the clinical learning environment and in helping students deal with change.

💻 = Denote course also offered On-line.

Chapter 9 - Personnel

PERSONNEL

Southeast Community College's faculty and staff concentrate on excellence in teaching, and dedicate themselves to helping students prepare for successful careers. The College is governed by an eleven-member Board of Governors, ten of whom are elected by district to staggered four-year terms. One member is elected at large from the entire 15-county district for a four-year term.

Advisory committees are chosen from the business and industrial areas to advise SCC in the planning, implementing and maintaining of our educational programs.

SCC Board of Governors

Allensworth, Jacki - District 5
1812 Devoe Drive • Lincoln, NE 68506

Baker, Darryl - District 3
1600 South Ninth • Beatrice, NE 68310

Feit, Robert J., - District 3
1305 North 11th Street • Beatrice, NE 68310

Griffin, Helen E., Chair - District 5
6629 Shenandoah Court • Lincoln, NE 68510

Heiden, Ed C. - District 2
RR 1, Box 117 • Sterling, NE 68443

Johnson, Ruth M., Vice Chair - District 4
819 North 33rd Street • Lincoln, NE 68503

Merryman, Doug - District 1
808 Road P • Geneva, NE 68361

Schluckebier, Lynn, Secretary - District 1
215 East Jackson Avenue • Seward, NE 68434

Scott, Richard O., Treasurer - At Large
7531 North Hampton Road • Lincoln, NE 68506

Seim, Nancy A. - District 4
2515 North 76th Street • Lincoln, NE 68507

Watermeier, Gene, - District 2
646 South 22 Road • Unadilla, NE 68454

Beltz, Bill, Faculty Representative
SCC Milford Campus • Milford, NE 68405

Administrative / Professional

Robert J. Aguilar, Superintendent, Physical Plant
Diploma, Northeast High School, Lincoln, NE 1960;
Master Plumber 1972

Amy M. Armstrong, Financial Aid Associate Director
BS, Creighton University, Omaha, NE 1996

Bill E. Backes, Student Activities Coordinator
BS, Kearney State College, Kearney, NE 1966

Lori Balke, Admissions Representative
BS, University of Nebraska, Lincoln, NE 1985

Donna Bargen, Director, Financial Aid - Student Services
BA, Doane College, Crete, NE 1994

Catherine A. Barringer, Learning Resource Center Dean
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, Lincoln, NE 1998

Kenton Baughman, Trainer John Deere Program Manager
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

Donald L. Byrnes, Vice President for Human Resources and Staff Development
BS, University of Nebraska, Lincoln, NE 1964
MA, Kearney State College, Kearney, NE 1969
Six-year Educational Administration Specialist, University of Nebraska-Lincoln 1973

Mona A. Callies, Dean, Continuing Education
BS, Eastern Illinois University, Charleston, IL 1981
MPE, University of Nebraska, Lincoln, NE 1986
PhD, University of Nebraska, Lincoln, NE 2000

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

Don Carlson, Dean, Business Occupations/Mass Media Communication Occupations
BS, University of Nebraska, Omaha, NE 1985
MBA, University of Nebraska, Omaha, NE 1988

Clinton E. Chapman, Publications Director – Public Information
AAS, Southeast Community College, Milford, NE 1988

Janet Claassen, Tech Prep Coordinator
BA, Nebraska Wesleyan University, Lincoln, NE 1970
Teacher Certification, University of Nebraska, Omaha, NE 1971
MA, University of Nebraska, Lincoln, NE 1978

Gary Cooper, Superintendent, Physical Plant,
Diploma, Milford High School, Milford, NE 1964
U.S. Naval Schools Construction; Air Force CDC & ECI
University of Nebraska, Lincoln, NE, Nebraska Dept. of Health

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

Babette Dickinson, Assistant Director, ABE
BA, University of Nebraska, Lincoln, NE 1971

Joel R. Dickinson, Admissions Representative
BS, Black Hills State University, Spearfish, SD 1986

Tom Duis, Dean, Agricultural/Laboratory Science/Family & Consumer Science Occupations
BS, Kansas State University, Manhattan, KS 1975

Susan Dunn Stewart, ADA/Affirmative Action/Equity Specialist
BFA, Doane College, Crete, NE 1978
MLS-Library Science, Emporia State University, Emporia, KS 1979
MLS-Legal Studies, University of Nebraska, Lincoln, NE College of Law 1992

Gerald R. Eigsti, Director, Placement, Alumni & Advisory Services
AAS, National Business Institute, Lincoln, NE 1961
BS, University of Nebraska, Lincoln, NE 1964
MEd, Colorado State University, Fort Collins, CO 1970

Kathy Eitzmann, Director, Business/Continuing Education
BS, Truman State University, Kirksville, Missouri 1988
MA, Doane College, Crete, NE 2002

Pat Enevoldsen, Child Development Center Director
BS, University of Nebraska, Lincoln, NE 1970

Bruce Exstrom, Director, Assessment and Student Learning
AA, Northeast Community College, Norfolk, NE 1981
BS, University of Nebraska, Lincoln, NE 1983
MA, University of Nebraska, Lincoln, NE 1994
PhD, University of Nebraska, Lincoln, NE 2003

Margarita Feyerherm, Student Retention/Multicultural Recruitment Specialist
BA, University of Nebraska, Lincoln, NE 1990
MA, University of Nebraska, Lincoln, NE 1997

Earl R. Fosler, Dean, Electronic/Computer Occupations
Diploma, Nebraska Vocational Technical School, Milford, NE 1964
AAS, Southeast Community College, Milford, NE 1973
BS, University of Nebraska, Lincoln, NE 1972

Patricia Frakes, Admissions Representative
High School Diploma 1967

Brooke Glenn, Student Activities Coordinator
BS, Nebraska Wesleyan University, Lincoln, NE 1999

Janet R. Going, Financial Aid Associate Director
Diploma, West Point High, West Point, NE 1964

Marcy Grace, Career Counselor/Assessment
BS, Peru State College, Peru, NE 1993

Donna L. Havener, Associate Registrar
AAS, Southeast Community College, Lincoln, NE 2001

Dennis A. Headrick, Vice President for Instruction/Campus Director
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, Director, Distance and Extended Learning
BS, University of Nebraska, Lincoln, NE 1971
MA, University of Nebraska, Lincoln, NE 1976

Jeanette Hoffman, Food Service Manager/Cook
AAS, Southeast Community College, Lincoln, NE 1997

James M. Holen, Assistant Director, Continuing Education
BA, Kearney State College, Kearney, NE 1964
MEd, University of Nebraska, Lincoln, NE 1982

Nancy Holman, Director, Continuing Education/Family & Consumer Science and Leisure Activities
BS, University of Nebraska, Lincoln, NE 1975

Cindy Hradec, Student Retention Specialist
AAS, Southeast Community College, Lincoln, NE 1995
BA, Doane College, Lincoln, NE 1997

Jack J. Huck, President
BA, Nebraska Wesleyan, Lincoln, NE University 1969
MEd, University of Nebraska, Lincoln, NE 1971
EdD, University of Nebraska, Lincoln, NE 1975

Shirley A. Huttenmaier, Financial Aid Associate Director
BS, Peru State, Peru, NE College 1991

Susan Kash-Brown, Assistant Director, ESL
BA, University of Nebraska, Lincoln, NE 1980
Masters School for International Training, Brattleboro, VT 1989

Sheila Kepler, Staff Development Coordinator
BAEd, University of Nebraska, Lincoln, NE 1969
MA, University of Nebraska, Lincoln, NE 1984

Robert F. Kluge, Career Counselor/Assessment
BA, Wayne State College, Wayne, NE 1963
MAE, University of Nebraska, Lincoln, NE 1968

Larry A. Kness, Dean, Construction Occupations
Diploma, Nebraska Vocational Technical School, Milford, NE 1963
BA, Kearney State College, Kearney, NE 1972
MEd, University of Nebraska, Lincoln, NE 1986

Rosemary J. Machacek, Vice President for Public Information
BS, Doane College, Crete, NE, 1969
MA, Southern Illinois University, Carbondale, IL 1970
MA, University of Nebraska, Lincoln, NE 1973

Jerry Alan Magorian, Director, Continuing Education/ Trades & Industry/Customized Training Services
AAS, Southeast Community College, Milford, NE 1974
BS, University of Nebraska, Lincoln, NE 1975

Barry R. Masin, Assistant Campus Director
BS, University of Nebraska, Lincoln, NE 1973

Rachel J. Mason, Student Activities Coordinator
BS, Kearney State College, Kearney, NE 1981

Aditha McLaughlin, Testing Center Specialist
BA, Northwest Missouri State University, Maryville, MO 1972

Douglas Meyer, Admissions Representative
BS, University of Nebraska, Lincoln, NE 1990

John W. Meyer, Information Services Manager
AAS, Southeast Community College, Milford, NE 1968
BS, Colorado State University, Fort Collins, CO 1975

Larry E. Meyer, Dean, Student Services/Enrollment & Registration
AAS, Norfolk Junior College, Norfolk, NE 1960
BA, Wayne State College, Wayne, NE 1962
MA, Connecticut Wesleyan, Middletown, CT 1968

Tamara L. Meyers, Associate Director, Health Occupations EMS
EMS Instructor Certificate, Nebraska Methodist College, Omaha, NE 1999

Sherine A. Miller, Director, Career Services
BS, University of Nebraska, Lincoln, NE 1993
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Mary Lou Mittan, TRIO, Career Advisor/Counselor
BS, University of Nebraska, Lincoln, NE 1975
MS, Wayne State College, Wayne, NE 1994

Arden M. Mohrman, Learning Resource Center Dean
AAS, Nebraska Wesleyan University, Lincoln, NE 1976

Robin M. Moore, Director, Registration & Records
BS, University of Nebraska, Lincoln, NE 1984

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AAS, Southeast Community College, Beatrice, NE 1990

Robert D. Morgan, Assistant Campus Director/Director of Distance Learning
BS, University of Nebraska, Lincoln, NE 1980
MA, University of Nebraska, Lincoln, NE 1995

Janet C. Nason, Director, Accounting and Finance
BS, University of Nebraska, Lincoln, NE 1988

Emerson "Lyle" Neal, Vice President for Technology/Campus Director
BBA, Evangel College, Springfield, MO 1971

Susan Noler, Dean, Health Occupations
BSN, Creighton University, Omaha, NE 1968
MSN, University of Washington, Seattle, WA 1974

Charles Pegram, TRIO Career Advisor/Counselor
BA, Truman State University, Kirksville, MO 1997
MS, Western Illinois University, Macomb, IL 2000

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BS, University of Nebraska, Lincoln, NE 1972
MS, University of Nebraska, Lincoln, NE 1974

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AAS, Southeast Community College, Milford, NE 1971
BS, University of South Dakota, Vermillion, SD 1975

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AAS, Southeast Community College, Lincoln, NE 1983

Jill A. Rice, Education Specialist, Upward Bound Grant Project
BA, Doane College, Crete, NE 1999
MA, Doane College, Lincoln, NE 2002

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AAS, Lincoln School of Commerce, Lincoln, NE 1992
BA, Doane College, Lincoln, NE 1998

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AAS, Southeast Community College, Lincoln, NE1990
BS, Doane College, Lincoln, NE 1992
MS, University of Oklahoma, Offutt AFB, NE 1994

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BS, Emporia State University, Emporia, KS 1964
MA, Louisiana State University, Baton Rouge, LA 1969

Brian Rundquist, Bookstore Manager
BA, University of Nebraska, Lincoln, NE 1992

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BS, University of Nebraska, Lincoln, NE 1976
MA, University of Nebraska, Lincoln, NE 1998

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BA, University of Nebraska, Lincoln, NE 1997
MSW, University of Nebraska, Omaha, NE 2000

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AA, Southeast Community College, Lincoln, NE 1983
BA, Chadron State College, Chadron, NE 1991

Brian Seger, Trainer/Instructor, John Deere Training Center
AAS, Southeast Community College, Milford, NE 1985

Jerry Shald, Trainer, John Deere Program Technician
AAS, Southeast Community College, Milford, NE 1979

Judy Shonerd, Resource Development Specialist
BS, University of Nebraska, Lincoln 1966

Reginal Simonsen, Trainer, John Deere Program Technician
AAS, Southeast Community College, Milford, NE 1984

Ronald D. Snyder, Director, Continuing Education/ Customized Training Services
Diploma, Cleveland Institute of Electronics 1971
BA, University of Nebraska, Lincoln, NE 1967
MA, University of Nebraska, Lincoln, NE 1973
PhD, University of Nebraska, Lincoln, NE 1985

David A. Sonenberg, Dean, Student Services/Financial Aid
AS, Ames Community College, Ames, IA 1977
BEd, Colorado State University, Fort Collins, CO 1984
MEd, Colorado State University, Fort Collins, CO 1986

José J. Soto, Vice President for Affirmative Action/Equity/Diversity
BA, Inter-American University of Puerto Rico 1975
JD, University of Nebraska Lincoln College of Law, Lincoln, NE 1984

Monte E. Specht, Dean, Manufacturing Occupations
AAS, Southeast Community College, Milford, NE 1965
BS, University of Nebraska, Lincoln, NE 1972
MEd, University of Nebraska, Lincoln, NE 1982

Lisa St. Louis, Director, Purchasing Administrative Services
BA, Doane College, Crete, NE 1986

Philip Steffen, Food Service Assistant Manager
AAS, Southeast Community College, Lincoln, NE 2000

Theodore G. Suhr, Vice President for Administrative Services
BS, University of Nebraska, Lincoln, NE 1968
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Rhonda C. Taft, Director, Continuing Education/ Manufacturing & Transportation
Diploma, Southeast Community College, Lincoln, NE 1981

Lila J. Thomas, Associate Registrar
AA, Fairbury Jr. College, Fairbury, NE 1972
BS, Peru State College, Peru, NE 1993

Margaret Tvrdy, Financial Aid Associate Director
BS, University of Nebraska, Lincoln, NE 1993

Lori Vancura, Coordinator of Assessment/Data Management
BA, Briar Cliff College, Sioux City, IA 1985
MA, University of Wisconsin, Menomonie, WI 1993

Jeanette L. Volker, Vice President for Student Services/Campus Director
BS, University of Nebraska, Lincoln 1965
MA, University of Nebraska, Lincoln 1983

Elizabeth "Lisa" Vosta, Supervisor, Print Shop
Diploma, Southeast Community College, Lincoln, NE 1979

Fred Wagner, Assistant Director, Customized Training Services
AAA, Nebraska Vocational Technical School, Milford, NE 1969

Jeanette Walsh, Director, Continuing Education/Health Programs
RN, Diploma, Nebraska Methodist Hospital School of Nursing, Omaha, NE 1975
BSN, University of Nebraska Medical Center College of Nursing, Omaha, NE

Jennifer J. Warren, Bookstore Manager
BS, Nebraska Wesleyan University, Lincoln, NE 1995

Amy Weides, Placement Specialist
BS, University of Nebraska, Lincoln, NE 1999

Charles E. Whitehead, Superintendent, Physical Plant
Holmesville High School Diploma 1963

Lynn Willey, Placement Specialist
AAS, National College of Business, Rapid City, SD 1972
BA, Doane College, Lincoln, NE 1991

Glen Williams, Dean, Transportation Occupations
BS, University of Nebraska, Lincoln, NE 1976
MS, Central State University, Edmond, Oklahoma 1986

Merlyn J. Williams, Financial Aid Associate Director
Diploma, Milford High School, Milford, NE

Paula S. Young, Assistant Campus Director – Administrative Services
BS, University of Nebraska, Lincoln, NE 1987

Rebecca Zabel, Business Coordinator
AA, Worthington Community College, Worthington, MN 1979
BS, Peru State College, Peru, NE 1983

Faculty

Michael B. Aalberg, Instructor, Electronic Servicing & Electronic Engineering Technology
AA, University of South Dakota, Vermillion, SD
BS, University of South Dakota, Vermillion, SD 1982
MEd, University of Nebraska, Lincoln, NE 2002

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BSN, Union College, Lincoln, NE 2000

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Diploma, Creighton University, Omaha, NE 1981
BA, Doane College, Crete, NE 1997

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AAS, Stevens Trade School, Lancaster, PA 1979
AAS, University of South Dakota, Vermillion, SD 1981
BS, University of South Dakota, Vermillion, SD 1982

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AAS, Southeast Community College, Lincoln, NE 1996
Certified ASME/AWS

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BSN, Union College, Lincoln, NE 1976
MSN, Andrews University, Berrien Springs, MI 1989

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BA, Midland Lutheran College, Fremont, NE 1984

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BS, University of Nebraska, Lincoln, NE 1978
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BS, Missouri Institute of Technology, Kansas City, MO 1974

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AA, Indian Hills Community College, Ottumwa, IA 1967
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AAS, Southeast Community College, Milford, NE 1974
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AAS, Central Community College, North Platte, NE 1975
Diploma, Central Community College, North Platte, NE 1978
BS, Bellevue University, Bellevue, NE 1994

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AAS, University of Nebraska, Curtis, NE 1976
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MEd, University of Nebraska, Lincoln, NE 1994

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AAS, Southeast Community College, Milford, NE 1966

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BS, Peru State College, Peru, NE 1969

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AAS, Mount Hood Community College, Gresham, OR 1994

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Diploma, Southeast Community College, Lincoln, NE 1987
AAS, Southeast Community College, Lincoln, NE 1999

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AAS, Southeast Community College, Milford, NE 1986

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CST Diploma, Southeast Community College, Lincoln, NE 1984
BS, Nebraska Wesleyan University, Lincoln, NE 1994

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CST Diploma, Southeast Community College, Lincoln, NE 1981
ADN, College of Saint Mary, Omaha, NE 1984;
BS, Doane College, Lincoln, NE 2001

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BS, University of Nebraska, Lincoln, NE 1985
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AAS, Southeast Community College, Milford, NE 1977

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AAS, Southeast Community College, Milford, NE 1981

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BSN, Midland Lutheran College, Fremont, NE 2002

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BA, Rutgers University, New Brunswick, NJ 1989
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BS, University of Wyoming, Laramie, WY 1980
MS, University of Wyoming, Laramie, WY 1982

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AAS, Southeast Community College, Milford, NE 1960

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BS, Kearney State College, Kearney, NE 1987
MA, University of Nebraska, Lincoln, NE 1992

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AAS, Southeast Community College, Milford, NE 1989

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BS, Tarleton State University, Stephenville, Texas 1989

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BA, University of Nebraska, Lincoln, NE 1969
MA, University of Nebraska, Lincoln, NE 1990

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Certificate, Respiratory Care, Immanuel Medical Center, Omaha, NE 1997
BS, Midland Lutheran College, Fremont, NE 1997

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GED, U.S. Marine Corps 1964

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AAS, Southeast Community College, Milford, NE 1981

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AAS, Northeast Technical Community College, Norfolk, NE 1990
BA, Wayne State College, Wayne, NE 1992
MA, University of Nebraska, Lincoln, NE 1998

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BS, University of Nebraska, Lincoln, NE 1980

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BS, University of Nebraska, Kearney, NE 1994
MS, University of Nebraska, Kearney, NE 1997

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AAS, Nebraska Vocational Technical School, Milford, NE 1970

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RN Diploma, Saint Joseph Mercy School of Nursing 1977
BSN, Nebraska Wesleyan University, Lincoln, NE 1992
MSN, University of Nebraska Medical Center, Omaha, NE 1998

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Diploma, Des Moines Area Community College, Des Moines, IA 1978

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BS, Kearney State College, Kearney, NE 1983

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Diploma, Lincoln Northeast High School, Lincoln, NE 1967

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Diploma, Lincoln General Hospital School of Nursing, Lincoln, NE 1969
BS, University of Nebraska, Lincoln, NE 1979
MEd, University of Nebraska, Lincoln, NE 1984
MS, Nebraska Wesleyan University, Lincoln, NE 2003

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AAS, Southeast Community College, Milford, NE 1988

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BSN, University of Kansas, Lawrence, KS 1989

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Diploma, Bryan Memorial Hospital School of Nursing, Lincoln, NE 1962
BS, Nebraska Wesleyan University, Lincoln, NE 1963

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BA, University of California, Santa Barbara, CA 1979
MA, California State University, Sacramento, CA 1984
PhD, University of Nebraska, Lincoln, NE 2002

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BS, West Virginia University, Morgantown, WV 1965
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AAS, Southeast Community College, Milford, NE 1985

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BS, Kansas State University, Manhattan, KS 1982
MS, Kansas State University, Manhattan, KS 1987

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AAS, Southeast Community College, Milford, NE 1964

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BS, University of Nebraska, Lincoln, NE 1994
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AAS, Southeast Community College, Lincoln, NE 1999

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BA, George Washington University, Washington, DC 1971
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RN, Bryan Memorial Hospital School of Nursing, Lincoln, NE 1988
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BS, State University of New York, Cortland, NY 1991
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BS, Peru State College, Peru, NE 1992
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BS, Kansas State University, Manhattan, KS 1969
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BSN, Creighton University, Omaha, NE 1995

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BSN, Mankato State University, Mankato, MN 1990

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MS, University of Nebraska, Lincoln, NE 1983

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BS, Bellevue University, Bellevue, NE 1996

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CTS Diploma, Lincoln Technical Community College, Lincoln, NE 1973
BS, University of Nebraska, Lincoln, NE 1981
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AS, Cloud County Community College, Concordia, KS 1984
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PhD, University of Nebraska, Lincoln, NE 1985

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Gary Beethe, Maintenance Worker I – Physical Plant
Janice L. Bell, Receptionist/Switchboard Operator – Business Office
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Diane Bruna, Food Service Worker – Cafeteria/Snack Bar
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Marla Bush, Secretary I – Academic Education
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Center
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Randy Jewell, Custodian I – Physical Plant
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Pamela S. Overman, Custodian II – Physical Plant
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Janalee Petsch, LRC Specialist – LRC
Rhonda Pickerel, Financial Aid Technician – Financial Aid
Brian Piontek, Press Operator – Print Shop
Charlene M. Prai, Secretary I – Registration & Records
Christina M. Ramirez, Secretary I – Student Services
Reidith A. Rediger, Computer Programmer – Information Services
S. Clark Rediger, Maintenance Worker I – Physical Plant
Shelaine J. Reese, Acoount Clerk II – Administrative Services
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Denise Roth, Secretary II – Transportation Occupations
Lora Roth, Account Clerk II – Purchasing
Theresa Louise Linder, Secretary I – Registration & Records
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Ross Schmidt, Information Systems Technician – Information Services

Doretta J. Schweitzer, Data Entry Clerk – Information Services
Bruce A. Schwisow, Maintenance Worker II – Physical Plant
Joanne C. Shimmin, LRC Specialist – LRC
Leo P. Sougey II, Custodian I – Physical Plant
Bruce Spitser, Parts Store Manager – Transportation Occupations
John Stabenow, Maintenance Worker II – Physical Plant
Joy Steckly, Account Clerk III – Business Office
Jason Steele, Custodian I – Physical Plant
Jayne Steffens, Financial Aid Technician – Financial Aid
Carrie Stollar, Child Development Group Supervisor – Child Development Center
Sandra L. Studnicka, Custodian II – Physical Plant
Jolene Stutzman, Payroll Specialist – Business Office
Judith Stutzman, Custodian I – Physical Plant
Jennifer Swantek, Copy Machine Operator – Print Shop
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Shelly Tolle, Secretary II – Career Services
Bang Tran, Media Services Specialist – LRC
Nancy Travis, Secretary I – Business Occupations/Mass Media Communications
Melissa Troyer, Financial Aid Technician – Financial Aid
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Eric Unrau, Child Development Group Supervisor – Child Development Center
Daniel Vajgrt, Assistant Bookstore Manager – Student Services
Marcia VanAndel, Secretary I – Admissions
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Larry Mark Vasey, Custodian II – Physical Plant
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Judy Vitosh, Secretary I – Campus Director's Office
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Patricia A. Wagner, Secretary II – LRC
Gilbert Wallman, Custodian I – Physical Plant
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Richard Watson, Residntial Services Manager – Student Services
Carol Wells, Secretary II – Student Services
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Gloria R. Whitney, LRC Technician – LRC
Sheri L. Wiemann, Child Development Group Supervisor – Child Development Center
Joyce Wieneke, Call Center Technician – Information Services/LRC
Janet S. Willet, Receptionist/Switchboard Operator – Student Services
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Randy Williams, Network Systems Technician – Information Services
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Michael Wood, Maintenance Worker I – Physical Plant
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Sharon Zuhlke, Food Service Coordinator – Cafeteria/Snack Bar
Larry L. Zweerink, Maintenance Worker I – Physical Plant

ADULT BASIC EDUCATION
CONTINUING EDUCATION DIVISION

Kathy Adams ..... Eiseley Branch Library
Jim Baird ..... Cornhusker Place
Vicki Bauer ..... Ex Officio Member
Linda Bohlmann ..... Lincoln Northeast High School
Holly Burns ..... Hispanic Community Center
Mona Callies ..... Southeast Community College
Diane Dunning ..... Lincoln East High School
Helen Fagan ..... BryanLGH Medical Center
Deane Finnigan ..... Leadership Lincoln
Jeff Gottwald ..... U.S. Foods
Dave Hauswald ..... Division of Rehabilitation Services
Jim Holen ..... Southeast Community College
Dr. Christy Horn ..... University of Nebraska Lincoln
Susan Kash-Brown ..... Southeast Community College
John Kopetzky ..... Cedars Youth Services & Cedars Home
Dave Masilko ..... Work USA
Brian Mathers ..... Lincoln Action Program
Kathy Tichota ..... Southeast Community College
Sue White ..... Industrial Machine Specialties
Rena Worth ..... Lincoln Housing Authority
Jane Zatechka ..... Southeast Community College

ACADEMIC TRANSFER

Jan Belohavy ..... Meridian School
Al Blankenship ..... Waverly High School
Rick Boyle ..... Southwest High School
D'Vee Buss ..... UNL College of Business Administration
Cindy Cammack ..... University of Nebraska
Beth Dunker ..... Tri County High School
Coreen Forbes ..... Raymond Central High School
George Gibson ..... Union College
David Goswick ..... Nebraska City High School
Janice Hadfield ..... Doane College
Kim Jacobson ..... Crete High School
Ann Kopera ..... UNL - College of Arts & Sciences
Dave Lambert ..... Seward High School
Dave London ..... Lincoln High School
Dianna Loy ..... Peru State College
Jan McChesney ..... Nebraska Wesleyan University
Carla Meyer ..... Beatrice High School
JoAnn Moseman ..... University of Nebraska
Jennifer Nelson ..... University of Nebraska
George Pfeiffer ..... UNL College of Agricultural Sciences & Natural Resources
Wade Robinson ..... University of Nebraska-Omaha
Kathi Thaden ..... Lincoln Southeast High School
Dennis Van Fossen ..... Community Member
Bill Wrightsman ..... Lincoln Northeast High School

AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY

Steve Ermer ..... York Equipment
Brian Fleming ..... Agriliance
Marlene Gakle ..... Gakle Consulting
Mike Harris ..... Danbred USA
Tom Hermance ..... Plymouth Coop
John Immink ..... Golden Link
Tim Koch ..... Farm Credit Services of America
Peter Kruse ..... Servi-Tech
Dale Kumpf ..... Buffalo Equipment
Lester Laue ..... Laue Charlois Ranch
William McClure ..... Pioneer Seed Company
Hector Ogaz ..... Cryovac Div. – WR Grace & Co
Dean Thernes ..... Plymouth Coop
Buzz Vance ..... Nebraska Department of Agriculture
Stan Wirth ..... Pinnacle Bank

ARCHITECTURAL-ENGINEERING TECHNOLOGY

Cyndi Bouc ..... Sampson Construction
Terrence Brown ..... Black & Veatch
Gary Cooper ..... Alvine & Associates
Jill Davidson ..... Nebraska Department of Roads
John Duensing ..... JEO Consulting Group
Doug Elting ..... Davis Design
Jeff Hankel ..... Black & Veatch
Richard Horeis ..... HDR Inc
Dennis Klawonn ..... Alumni
Bob Koza ..... The Clark Enersen Partners
Clarence Lind ..... HDR Architecture
Corey Lynch ..... Structural Components Systems
Dennis Lyon ..... Dennis J Lyon, Architects
Jack Pagel ..... Alvine & Associates
Sean Sherman ..... GMK Architects
Mel Smeall ..... Dale Schnackel Company
Jere Smith ..... Structural Components Systems
Terry Stohs ..... Alvine & Associates

ASSOCIATE DEGREE NURSING

Carmen Draper, R.N. ..... Alumni
Sharon Duffy, R.N. ..... Madonna Rehabilitation Hospital
Joyce Harb, R.N., BA ..... BryanLGH Medical Center
Laura Lea, R.N. ..... The Hearthstone
Mary Malmkar, R.N. ..... Alumni
Pat Meierhenry, R.N. ..... Tabitha Home Health Care Services
Pat Morin, R.N., Ph.D. ..... Nebraska Wesleyan University
Rollin Schneider ..... Community Member
Sue Seckman, R.N. ..... Tabitha Health Care Services
Shirley Travis, R.N. ..... BryanLGH Medical Center

AUTO COLLISION REPAIR TECHNOLOGY

Glen Beeman ..... Beeman Automotive
Valerian J. Benes ..... Auto Body Supply
Larry Haughton ..... Community Member
Lowell Hiebner ..... Hiebner Body Shop
Kenton Hobelman ..... Allied Insurance
Brian Johnson ..... Redshaw Paint Supply
Doug Keller ..... Eustis Body Shop
Tom Menze ..... In-Line Collision Repair
Gail D. Nielsen ..... Nielsen Body Shop
Denny Parr ..... Sid Dillon
Greg Petersen ..... Carstar
Larry Plasek ..... Larry's Automotive Service
Steve Rexroth ..... Miracle Workers Auto Collision Center
Tim Schoonveld ..... State Farm Insurance
Bob Siedhoff ..... Siedhoff Body Shop
Tom Tracy, Jr. ..... Tracy's Body Shop
Steve Turner ..... Markel Ford Company
Tom Wortmann ..... Intertech Collision Center

AUTOMOTIVE TECHNOLOGY

Dick Agee ..... Agee's Automotive Repair
Dave Coleman ..... Blum's Auto Repair
Peter Fink ..... Certified Transmission
Mark Fredrickson ..... Pro Automotive
Roger Hansen ..... Williamson Auto Center
Doyle Helmink ..... A & D Auto & Truck Service
Jeff Hillis ..... Hillis 66 Service
Dick Hobson ..... AAMCO Transmissions
Randall Jensen ..... Copple Chevrolet-Geo
Craig Kinberg ..... Southside Auto Tech
Jerry Miller ..... Woodhouse Ford
Mike Moerer ..... State Transportation Service Bureau
Burnell Mussman ..... Honda Cars of Bellevue
Roger Pickering ..... Eastern Nebraska Auto Recyclers
Rex Rasmussen ..... Rasmussen Auto Supply
Craig Sparks ..... Custom Automotive Care
Sherri Stock ..... Russwood Chrysler Plymouth
Roy Stoner ..... DuTeau Chevrolet
Ron Suing ..... Lincoln Public Schools
Dennis Zoucha ..... Atchley Ford

BUILDING CONSTRUCTION TECHNOLOGY

Jim Andel ..... Andel Building Corp
Mark Bales ..... Advantage Remodeling
Walt Broer ..... Associated General Contractor
Tom Busboom ..... Crete Ready Mix
Mark Carpenter ..... Fulton Construction
Jim Christo ..... Christo Design Build
Nadine Condello ..... Home Builders Association of Lincoln
Dennis Einspahr ..... Einspahr Construction
Beki Ferguson ..... Stephens & Smith Construction
Steve Fulton ..... Fulton Construction
Rex Keeler ..... Prairie Homes
Jerry Kessler ..... Jerry Kessler Construction
Wes Oestreich ..... Cheever Construction
Roger Reynolds ..... Reynolds Design & Remodeling
Gary Sherwood ..... Earl Carter Lumber Company
Greg Shinaut ..... Aquila
Carson "Kit" Smith ..... Ready Mixed Concrete
Dale Stertz ..... City of Lincoln
Mike Wenzl ..... Wenzl Construction

BUSINESS ADMINISTRATION

Carol Andringa ..... Lincoln Public Schools
Doug Bauch ..... TierOne
Doreen Busboom ..... Martin Luther Home Society
Chuck Clifford ..... Community Member
Kathy Diekman ..... Exmark Mfg
Susan Frerichs ..... Norris Public Power District
Ruth Jones ..... Dana F Cole & Co
Jan Lehmkuhl ..... Department of Corrections Central Offices
Rick Lewien ..... Parker Hannifin Corporation
Crystal Meyer ..... Norris Public Power District
Larry Morten ..... Morton Law Office
Janice Mumm ..... Mumm & Associates, P.C. CPA's
Chris Nelson ..... Beatrice Board of Education
Stephanie Perkins ..... Valentino's
Ray Ringlein ..... Rothchild's Clothiers
Dick Tegtmeier ..... Encore Mfg
Verdella Vetrovsky ..... First National Bank

COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY

Troy Bernadt ..... Alvine & Associates
Bob Brubacher ..... American Meter Company
Lora Buck ..... Schoenleber, Shriner & Hittle
Dennis Lyon ..... Dennis J. Lyon, Architects
Dave Merchant ..... Lester Electrical
Doug Nelson ..... New Ventures
Larry Pester ..... Valmont Industries
Duane Smid ..... Lincoln Public Schools
Lana Tolbert ..... City/Lincoln Building & Safety
Jeremy Woitaszewski ..... Kenneth Hahn Architects

COMPUTER PROGRAMMING TECHNOLOGY

Karen Brandt ..... Alltel
Jeanette Coleman ..... DST Systems
Gretchen Craig ..... DST Systems
Mike Flanagin ..... Lincoln Public Schools
Thomas Giltner ..... Information Technology
Vince Haman ..... Acton Group Ltd
David Hattan ..... State of Nebraska
Dorothy Iwan ..... Ameritas Life Insurance
Bill Johnson ..... Affiliated Foods
Sue Lobsiger ..... First National Bank
Terry Lowe ..... City of Lincoln
Allan Olson ..... Duncan Aviation
Tracey Wolzen ..... State Street
Joanna Workman ..... Alltel

DAIMLERCHRYSLER (CAP) COLLEGE AUTOMOTIVE PROGRAM

Mickey Anderson . . . . . Red Oak Chrysler
Jim Beamguard . . . . . CW Beamguard Company
Larry Beckman . . . . . Larry Beckman Motors
Dean Beecher . . . . . Beecher Inc
David Billion . . . . . Billion Motors
Stan Boos . . . . . Stan Boos Auto Sales
Russell Briggs . . . . . Briggs Jeep Eagle
Michael Byrnes . . . . . Harlan Auto Mart
Carroll Cathey . . . . . Car City Chrysler
Jim Clark . . . . . Jim Clark Auto Center
Sidney DeBoer . . . . . Lithia Dodge of Sioux Falls
Alva Duckwall . . . . . Green Chrysler Plymouth Dodge
Cal Faw . . . . . Faw's Garage
Bob Forrester . . . . . Forrester's Garage
Harold George, Jr. . . . . George Motor Company
Charles Gregg . . . . . Northwest Chrysler Dodge Jeep
Gary Hardy . . . . . Gary Hardy Chrysler Dodge Jeep
John Hoffer . . . . . John Hoffer Chrysler Jeep
Glenn Hoover . . . . . Beloit Auto and Truck Plaza
John Iverson . . . . . Iverson Chrysler Center
Robert Jensen . . . . . Heartland Motors
Darrell Kaiser . . . . . Frontier Motors
Doug Kaup . . . . . Matteson Motor
Harold Knust . . . . . Harry K Jeep Eagle
John Kranz . . . . . Palace Motors
Leon Larson . . . . . Larson Motor Center
Bill Maddox . . . . . Maddox Motor Company
Phillip Martens . . . . . Tony Martens Dodge
Dean McCormick . . . . . McCormick Motors
Steve Ohm . . . . . Motor Inn of LeMars
Scott Peterson . . . . . Scott Peterson Motors
Victor Phalen . . . . . Phalen Motors
Pat Postrollo . . . . . Postrollo Motor Company
Roger Ratigan . . . . . Ratigan Motor
James Robinson . . . . . Robinson Ehret
Val Schmitz . . . . . Nemaha Valley Motors
Ed Schram . . . . . Ed Schram Dodge
Scott Schuelke . . . . . Schuelke Auto Center
David Seagren . . . . . Pony Express Dodge
Larry Shore . . . . . Shore Motor Company
Mark Steffensmier . . . . . Farmer's Garage
Jan Verbrugge . . . . . Goetsch Irvine Motor Company
Lauren Vos . . . . . Vos Motor Sales
Danial Winchill . . . . . Holzhauer Motors
Scott Woodworth . . . . . Performance Dodge
Brent Wyatt . . . . . Barnes-Baker Auto Group

DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH

Bill Bardshar . . . . . Murphy Tractor & Equipment
Chuck Black . . . . . Murphy Tractor & Equipment
Chuck Brandt . . . . . Murphy Tractor & Equipment
K C Clarendon . . . . . John Deere Construction Equipment Co
Scott Dickey . . . . . Murphy Tractor & Equipment
Terry Dueser . . . . . Murphy Tractor & Equipment
Tom Everett . . . . . Murphy Tractor & Equipment
Rolland Hammond . . . . . Murphy Tractor & Equipment
Mike Jury . . . . . Murphy Tractor & Equipment
Mike Karst . . . . . Murphy Tractor & Equipment
Kurt Kruse . . . . . Murphy Tractor & Equipment
Harold Larson . . . . . Murphy Tractor & Equipment
Mark Lynch . . . . . Murphy Tractor & Equipment
Richard Park . . . . . John Deere Construction Equipment Co
Harry Pegram . . . . . Murphy Tractor & Equipment
Ken Rice . . . . . Murphy Tractor & Equipment
Keith Robson . . . . . Murphy Tractor & Equipment
Gary Strehle . . . . . Murphy Tractor & Equipment
Tom Udland . . . . . Murphy Tractor & Equipment
Skip Welte . . . . . Murphy Tractor & Equipment
Mark Wierenga . . . . . Murphy Tractor & Equipment

DENTAL ASSISTING

Charles Anderson, DDS . . . . . Private Practice
Chad Angel, CDA . . . . . Office of Chris Haag, DDS
Doug Barrett . . . . . Dental Designs
Alan Beck, DDS . . . . . Ex Officio Member
Rick Brunmeier, DDS . . . . . Private Practice
Dan Byers . . . . . Patterson Dental Supply Company
Timothy Dinkelman, DDS . . . . . Private Practice
Mary Drahota . . . . . Office of Jack Schneider, DDS
Lon Flagtwet, DDS . . . . . Private Practice
Melanie Fulton, DDS . . . . . Private Practice
James Ganser, DDS . . . . . Private Practice
Jenny Hageman . . . . . Private Practice
Steven Kerns, DDS . . . . . Dental Assisting Program
Curt Kuster, DDS . . . . . UNMC College of Dentistry
Deb Meyerhoff, RDH . . . . . City-County Dental Clinic
Lori Palensky . . . . . Saint Elizabeth Foundation
Larry Smith, DDS . . . . . Seward Dental Clinic
Fariba Vakilzadian, DDS . . . . . Private Practice
Iris Winkelhake . . . . . Community Member

DIESEL TECHNOLOGY - FARM

Randy Auer . . . . . Stubbendick Implement
Larry Blauhorn . . . . . Toners Inc
John Evans . . . . . Nebraska Machinery Company
Dave Frazier . . . . . Virgl Implement Company
Dean Fritz . . . . . Interstate Equipment
Bob Goltz . . . . . Farragut Truck & Tractor
David Janes, Sr. . . . . Nebraska Equipment
Kirk Jennings . . . . . Keim Farm Equipment
Bruce Keim . . . . . Keim Farm Equipment
Arnold Rief . . . . . Midwest Diesel
Marvin Siefert . . . . . Blue River Implement
Ryan Simpson . . . . . Ord Equipment

DIESEL TECHNOLOGY - TRUCK

Robert Barjenbruch . . . . . Schmode's Inc
Tom Berg . . . . . Wick's Sterling Trucks
Chris Blaha . . . . . Thomas Built Buses
Alan Broeker . . . . . Seward Motor Freight
Scott Dickey . . . . . Murphy Tractor Co
Jeff Ewoldt . . . . . Nebraska Peterbilt/Ford/Sterling
Dave Jacobs . . . . . Technical Advancement Center
Al Jirsa . . . . . Cummins Great Plains
Rich Leuty . . . . . Nebraska Machinery Company
Todd Miles . . . . . Fremont Contract Carriers
Dave Mumm . . . . . Crane Sales & Service
T. J. Novak . . . . . Nebraska Truck & Equipment
Dale Piening . . . . . Nebraska Department of Roads
Randy Polak . . . . . Crete Carrier
Arnold Rief . . . . . Midwest Diesel
Gary Stepanek . . . . . Salem Truck Service
Harry Swenson . . . . . Cornhusker International Trucks
Eldon Walters . . . . . Nebraska Machinery Company
Jerry Wessel . . . . . Vantage Pointe Homes
Jim Woita . . . . . J & J Diesel Service

EARLY CHILDHOOD EDUCATION

Marti Beard . . . . . Cedars Youth Services
Carolyn Edwards . . . . . University of Nebraska
Maria Farrell . . . . . T.E.A.C.H.
Chris Hudson . . . . . Ivy League Child Development Center
Sharon Kimmons . . . . . BryanLGH Child Development Center
Linda Meyers . . . . . State Department of Education
Cyndi Miller . . . . . Knowledge Beginnings
Sheree Moser . . . . . Lincoln Public Schools
Glenda Nelson . . . . . Lincoln High School
Karen Poore . . . . . Lincoln Northeast High School
Terry Rohren . . . . . Early Childhood Training Center
Pat Schmidt . . . . . Lincoln Public Schools
Christy Tanner . . . . . SENCA Head Start
Sherri Thimijan . . . . . Messiah Lutheran Preschool
Deanna Turner . . . . . Trinity Infant/Child Care
Holly Unrau . . . . . Holly's Childcare Home
Janet Vaughn . . . . . SCC Child Development Center

ELECTRICAL TECHNOLOGY

Steve Brase . . . . . Brase Electrical Contracting
Ray Bruegman . . . . . Miller Electric Company
Bob Byrn . . . . . Nebraska Public Power District
Jason Cloudt . . . . . Security Equipment
Jim Essman . . . . . Homestead Electric
Joel Harper . . . . . Square D Company
Jerry Henkel . . . . . City of Lincoln
Daryl Holle . . . . . Irwin Industrial Tools
Roy Lamb, II . . . . . Lincoln Electrical JATC
Brendel Maier . . . . . Dutton Lainson
Jim Mason . . . . . Mason Electric
Kolby Mason . . . . . Mason Electric
Mark Morris . . . . . Mechanical Sales
Jim Paladino . . . . . IBEW/NECA Apprenticeship
Randy Parde . . . . . 3M Company
Donald Petri . . . . . Shanahan Mechanical & Electrical
Bob Ryan . . . . . MidAmerican Energy Company
Ross Scholz . . . . . Harold K Scholz Company
Donald Schroeder . . . . . Schroeder Electric
Jason Wolfe . . . . . Wolfe Electric

ELECTROMECHANICAL TECHNOLOGY

John Aden . . . . . Aden Engineering
Terry Andre . . . . . Pfizer Global Manufacturing
Doug Badje . . . . . Molex
Mark Beacom . . . . . Lozier Corporation
Branch DeVries . . . . . Nebraska Public Power District
Allen Fangmeyer . . . . . Hamilton Sundstrand
Chris Geis . . . . . Power/Mation
Robert Hain . . . . . Kawasaki Motors Mfg Corp
Jerry Hardnock . . . . . Novartis Consumer Health
Geoffrey Horejs . . . . . Lozier Corporation
Randy Kennedy . . . . . Molex
Joseph Krause . . . . . Eagle Engineering Company
Gregg Poe . . . . . 3M Company
Dave Polk . . . . . Kohler Industries
Chuck Rabstejnek . . . . . Kinder Morgan
Mike Rudloff . . . . . Neapco
Troy Sather . . . . . Automated Concepts
Orville Stuhr . . . . . Irwin Industrial Tools
David Swavely . . . . . Neapco
Tom Wortman . . . . . Vishay/Dale Electronics

ELECTRONIC SERVICING/ELECTRONIC ENGINEERING TECHNOLOGY

John Aden . . . . . Aden Engineering
Dewain Auten . . . . . Aksarben TV Service Co
Cory Barber . . . . . Square D Company
Mark Bauer . . . . . Lester Electrical
Carol Brungardt . . . . . Woodward Governor
Jason Cloudt . . . . . Security Equipment
John Dodds . . . . . Electronic Contracting
Brian Drahota . . . . . Senior Technologies
Pat Gatzemeyer . . . . . Lincoln Public Schools
Jeff Hatcliff . . . . . Lester Electrical
Steve Hazelton . . . . . Zenith Electronics
Bruce Henderson . . . . . Alltel
Jack Hopson . . . . . First Electronics Service
Vern Killion . . . . . KRVN Radio
Ron Lehms . . . . . Nebraska State Patrol
Paul Marxhausen . . . . . University of Nebraska
Paul McKinney . . . . . Eakes Office Plus
Daryl Michl . . . . . Television Service Company
Kevin Miesbach . . . . . Duncan Aviation
Pat Milke . . . . . Novartis Consumer Health
Larry Moore . . . . . ENCORP
Mark Oliva . . . . . Oliva Audio-Visual Repair
Clinton Pebley . . . . . Senior Technologies
Allan Petersen . . . . . Sperry TV
Tim Renker . . . . . Friskies Pet Care
Joseph Ruzicka . . . . . Seward Electronics
Dale Scherbring . . . . . KPTM - Pappas Telecasting
Matt Schnell . . . . . Nebraska Public Power District

Mike Selting . . . . . Senior Technologies
Rick Sharp . . . . . Hillyard Technical Center
David Shaul . . . . . Community Member
Don Sheets . . . . . BryanLGH Medical Center
Hermann Siegl . . . . . Nebraska Educational Television
David Sueper . . . . . Avaya Communications
Richard Teel . . . . . Duncan Aviation
Jerry Topil . . . . . Square D Company
Phil Weber . . . . . The Gallup Organization
Randy Williams . . . . . Southeast Community College
Rory Zink . . . . . Lincoln Benefit Life
Jim Zvolanek . . . . . Kinder Morgan

FIRE PROTECTION TECHNOLOGY

Chief Terry Burger . . . . . Beatrice Fire Department
Brian Daake . . . . . Beatrice Fire Department
Chief Darrell Eastin . . . . . Salina Fire Department
Norman Hoeft . . . . . David City Fire Department
Fire Marshall Dennis Hohbbein . . . . . State of Nebraska
Deputy Chief John Huff . . . . . Lincoln Fire Department
Training Officer Troy Hughes . . . . . Grand Island Fire Department
Drill Master Kim McKay . . . . . Lincoln Fire Department
Merle (Fritz) Moss . . . . . Community Member
Fire Manager Eric Rasmussen . . . . . Nebraska Forest Service
Chief Curt Rohling . . . . . Grand Island Fire Department
Roseanne Scurto . . . . . Community Member
Chief Mike Spadt . . . . . Lincoln Fire Department
Chief Rod Vbrka . . . . . Tecumseh Fire Department
Chief Shane Weidner . . . . . Norfolk Fire Department
Deputy Chief Dan Wright . . . . . Lincoln Fire Department

FOOD SERVICE/HOSPITALITY

Jared Beckman . . . . . Olive Garden Restaurant
Brian Chestnut . . . . . Cashwa Foods
Damon Debowey . . . . . Transfiguration
Brian Everman . . . . . Everchef
John Goff . . . . . Community Member
Beth Haas . . . . . Nebraska Restaurant Assoc
Fayrene Hamouz, Phd. RD . . . . . University of Nebraska Lincoln
Brandon Harpster . . . . . Yankee Hill
Ed Janousek, CEC . . . . . Brewsky's Corporate
Peggy Johnson, RD . . . . . Beatrice Public Schools
Nick Kavan . . . . . Sunrise Country Manor
Glyn Lacy . . . . . Skeeter Barnes
Charliss Marshall . . . . . Sunrise Country Manor
Mike Miller . . . . . The Landing at Williamsburg
Sherri Moser . . . . . Lincoln Public Schools
Shirley Smith, RD, LMNT . . . . . Tabitha Health Care Services
Ruth & Larry Stoll . . . . . Atwood House Bed & Breakfast
Jan Wadell . . . . . St. Elizabeth Regional Medical Center

FORD (ASSET) AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM

Steve Allen . . . . . Anderson Bros Ford
Que Aragon . . . . . Scottsbluff Ford & Toyota
Harry Arnhort . . . . . Bassett Motors
Perry Barth . . . . . Stan Olsen Auto Center
David Benge . . . . . Imperial Country Ford
Scott Berner . . . . . Diers Ford
Craig Binder . . . . . Prairie Hills Ford
Chris Bristol . . . . . Woodhouse South Lincoln Mercury
Bev Burgess . . . . . Tincher Ford Mercury
Lynn Byrd . . . . . John Markel
Menno Classen . . . . . Wortman Motor Company
Randy Covests . . . . . Bill Summers Ford
Jim Davidson . . . . . Hullman's Ford
Patrick Dean . . . . . Dean Bros Lincoln Mercury
Lee Dodge . . . . . Wagner Ford Mercury
Garrett Engle . . . . . Lee Sapp Ford Mercury
Randy Field . . . . . Field Ford Mercury
Manford Foster . . . . . Larson Motors
Chuck Goll . . . . . Tekamah Motors
Chuck Higginson . . . . . Jack Keef Ford
Adam Holtz . . . . . Kastens Ford
James Jaeschke . . . . . Ericson Ford
Kevin Johnson . . . . . C & O Ford Mercury
Jim Jones . . . . . Laird Motors
Rick Kassebaum . . . . . Kass Ford Sales
Brenda Linn . . . . . Ranchland Ford
Steve Newman . . . . . Janssen & Sons Ford
Randall Parr . . . . . Kenesaw Motor Company
Paul Passauer . . . . . Meginnis Ford
Kurt Patton . . . . . Lithia Ford of Omaha
Randy Peterson . . . . . Crossroads Ford
Reg Pischel . . . . . Ainsworth Motors
Dave Polacek . . . . . Trowbridge Motor Company
Jeffery Reinecke . . . . . Reinecke Motor Co
Larry Reusink . . . . . Brooks Ford
Chad Riege . . . . . Woodhouse Ford
Tim Runyan . . . . . Jeff Schrier Ford
Ron Scheinost . . . . . Anderson Ford
Gary Schultz . . . . . Platte Valley Auto Mart
Roger Taus . . . . . Gregg Young Ford
Ron TeSelle . . . . . Moses Motor Company
Jim Vnuk . . . . . Big John's Ford
Steve Voboril . . . . . Swanson Ford
Jeff Vogel . . . . . Jacobs Ford
Rod Wiese . . . . . Harold Knoles
Frank Williamson . . . . . Burnham Motors
Dennis Zoucha . . . . . Atchley Ford

GENERAL MOTORS (ASEP) AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM

Jerry Bader . . . . . Killion Motors
Andrew Bangston . . . . . Gregg Young Chevrolet
Darrell Callahan . . . . . H & H Chevrolet
Gary Edgar . . . . . Briggs Motor Company
Matt Faw . . . . . Faw Motors
Richard Hans . . . . . Rolfsmeier Motors
Mark Harms . . . . . Sid Dillon Chevrolet
Rod Hill . . . . . Husker Auto
Mike Hook . . . . . Plaza Pontiac
Rick Liebschwager . . . . . Ernst Auto Center
John Melton . . . . . Melton Motor Company
Mike Morgan . . . . . Midway Chevrolet
Orwin Olson . . . . . Husker Auto
Keith Penrose . . . . . Kerr Chevrolet
Tom Pieper . . . . . Sid Dillon Motors
Gordon Pynn . . . . . Knoepfler Chevrolet
John Quackenbush . . . . . Sid Dillon Motors
Doug Russell . . . . . Knoepfler Chevrolet
Dewayne Saathoff . . . . . Nebraska Truck Center
Kelvin Shearer . . . . . Midway Chevrolet
Mike Weber . . . . . Brinkman Brothers

GRAPHIC DESIGN

Mark Edmonds . . . . . Swanson Russell Associates
Erin Harms . . . . . Turnpost Design Group
Anne Holz . . . . . ispi
Sid Kamprath . . . . . Laminated Wood Systems
Barry Keller . . . . . David & Associates
Todd Kelley . . . . . Graphics Plus
Heath Miller . . . . . KOLN/KGIN TV
Shawn Morrissey . . . . . Swanson Russell Associates
Reynold Peterson . . . . . A to Z Printing
Gary Pickering . . . . . Pickering Creative Group
Tim Reigert . . . . . Nebraskaland Magazine
Scott Smetter . . . . . Smetter Design Studio

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

Kim Cafferty . . . . . Johnstone Supply
Tom Chapman . . . . . Bryant Air Conditioning, Heating & Electric
Jack Clagg . . . . . Dennis Supply
Keith Everly . . . . . Everly Plumbing & Heating
Scott Getzschman . . . . . Getzschman Service Experts
Gary Hakenkamp . . . . . Omaha Winair
Tom Hardesty . . . . . Wellmann Heating & AC
Todd Hilfiker . . . . . Shanahan Mechanical & Electrical
Doug Kreifels . . . . . Action Plumbing, Heating & Air Conditioning
Mike Kroese . . . . . Green Furnace & Plumbing
James Lemen . . . . . Mankin-Jamesway
Don McGinnis . . . . . Lennox Industries
John Morris . . . . . John's Plumbing
Gary Osentowski . . . . . York Heating & Air Conditioning
Ronald Preissler . . . . . 3M Company
Dennis Rice . . . . . Omaha Public Power District
Garry Ruliffson . . . . . Doctor Energy LLC
Ray Schwarz . . . . . Biggerstaff Plumbing & Heating
Rod Schwindt . . . . . Pfizer Animal Health
Merl Scott . . . . . City of Lincoln
John Sigerson . . . . . O'Connor Trane Company
James Smejkal . . . . . B G Peterson Company
Nelson Stephens . . . . . Lincoln Electric System
Kevin Swain . . . . . Lennox Industries
Dave Swett . . . . . HVAC Training Center
Bruce Tesarek . . . . . BTR Commercial Refrigeration
James Zieg . . . . . McQuay Service

HUMAN SERVICES

Danna Bacon . . . . . Big Brothers/Big Sisters-Heartland
B.J. Brittenham . . . . . Independence Center
Joyce Ebmeier . . . Tabitha Nursing/Rehab Center/Health Care Services
Ruth Few . . . . . Community Member
Nancy Herdman . . . . . Nebraska Health/Human Services System
Bobbi Magnuson . . . . . Lincoln Action Program
T.J. McDowell . . . . . Lighthouse
Tengorn Phaisan . . . . . Region V Services Lincoln
Kierstin Reed . . . . . ServiceLinc
Sharon Schweitzer . . . . . Region V Services Lincoln
Joann Stransky . . . . . Cedars Youth Services
Shari Terry . . . . . Haven House
Amy Vajgret . . . . . Friendship Home
Jolene Zochol . . . . . Lancaster Manor

JOHN DEERE AG PARTS

Dave Amundson . . . . . Madison Implement
Tony Badertscher . . . . . McClymont Implement
Kevin Block . . . . . 21st Century Equipment
Dave Bormann . . . . . Madison Implement
Ken Buell . . . . . John Deere Company
Michael Christopher . . . . . Stutheit Implement Company
Chris Cole . . . . . Smith County Implement
Doug Drey . . . . . Oregon Trail Equipment
Mary Eisenzimmer . . . . . 21st Century Equipment
Brad Fiala . . . . . Niobrara Valley Equipment
Steve Heinz . . . . . NAAMC
Les Hopkins . . . . . Great Bend Farm Equipment
Dave Hultgren . . . . . Northwest Equipment
Ken Kjar . . . . . Niobrara Valley Equipment
Mike Kongs . . . . . Oregon Trail Equipment
Richard McKinsey . . . . . Plains Power & Equipment
Craig Meysenberg . . . . . Platte Valley Equipment Co
Jerry Paulson . . . . . Kohel Power Equipment
Jim Paulson . . . . . Northwest Equipment
Tom Shakal . . . . . Kohel Power Equipment
Gregg Smith . . . . . Hiawatha Implement
Jim Sock . . . . . Central Nebraska Implement
Lyle Tietjen . . . . . Twin Valley Implement
Dwight Tittel . . . . . Great Bend Farm Equipment
Gale Weber . . . . . Plains Power & Equipment

JOHN DEERE AG TECH

Scott Anderson . . . . . Platte Valley Equipment
Todd Barker . . . . . Barker Implement & Motor Co
Roger Beran . . . . . Platte Valley Equipment
Ron Bergmann . . . . . The Machinery Station
Mark Berns . . . . . Oregon Trail Equipment
Brad Bohlken . . . . . Oregon Trail Equipment
Larry Buhlman . . . . . Husker Ag Sales
Dave Canfield . . . . . Concordia Tractor
Duane Carlson . . . . . Pedersen Machine
Kevin Clement . . . . . Barker Implement
Charles Dovel . . . . . Athens Implement
Randy Dvorak . . . . . St Paul Equipment
John Emahizer . . . . . Green Line Equipment
Larry Fesbeck . . . . . 21st Century Equipment
Alan Finn . . . . . Northeast Equipment
Alan Forbes . . . . . Green Line Equipment
Dean Fritz . . . . . Plains Power & Equipment
Craig Gile . . . . . Concordia Tractor
Ben Grove . . . . . Hiawatha Implement
Mike Haack . . . . . Plains Power & Equipment
Travis Halbrook . . . . . Horizon Equipment
Leonard Havlovic . . . . . Plains Power & Equipment
Joe Hays . . . . . McClymont Implement
John Hitchcock . . . . . Minden Terminal
Mike Hoffaker . . . . . Wells Implement
Richard Kenkel . . . . . Bennington Implement
Kurt Klover . . . . . Oregon Trail Equipment
Garry Krueger . . . . . Green Way Equipment
Arnie Kucera . . . . . Oregon Trail Equipment
Gary Kulhanek . . . . . Kearney Implement
Tony Leighton . . . . . Southwest Iowa Equipment
Wayne Lempka . . . . . Stutheit Implement
Gary Miles . . . . . Hiawatha Implement
Brien Miller . . . . . Macedonia Implement
Martin Peterson . . . . . Northwest Implement
Chris Raymond . . . . . Niobrara Valley
Randy Riley . . . . . Barker Implement & Motor
Joe Ruskamp . . . . . Platte Valley Equipment
Ryan Samuelson . . . . . Samuelson Equipment
Randy Schlick . . . . . Vacin Inc
Paul Schopke . . . . . Pender Implement
Eric Semin . . . . . Custer County Implement
Stan Smith . . . . . Southwest Iowa Equipment
Jim Sock . . . . . Central Nebraska Implement
Dave Stara . . . . . Plains Power & Equipment
Richard Urbanek . . . . . Vacin Inc
Junior Vandergiesen . . . . . Smith County Implement

LABORATORY SCIENCE TECHNOLOGY

Clayton Allsman . . . . . Streck Laboratories
Larry Arnold . . . . . National Soil Survey Lab
Charlie Focht . . . . . State Agriculture Lab
John Hannon . . . . . Novartis Consumer Health
Thomas C. Johnson . . . . . MDS Pharma Services
Patty Jones . . . . . NRCS Soil Survey Lab
Eric Lee . . . . . Lincoln Water System
Lynda Marshall-Siffring . . . . . Li-Cor, Inc.
Reza Rafat . . . . . Pfizer Global Manufacturing
Reuben Rieke . . . . . Rieke Metals
Tim Welcomer . . . . . Novartis Consumer Health

LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY

William Arneson . . . . . Geotechnical Services
Ryan Beckman . . . . . Olsson Associates
Mark Borgmann . . . . . Nebraska Department of Roads
Jonathan Brakeman . . . . . City of Lincoln
James Brown . . . . . Nebraska State Surveyor
Tom Bruggeman . . . . . Olsson Associates
Will Clark . . . . . Kirkham & Michael
Gary Donnelson . . . . . Dawson County Surveyor
Jerry Hain . . . . . JEO Consulting Group
James Hawks . . . . . Lincoln County Highway Department
Scott Haynes . . . . . Nebraska Department of Roads
Bob Heese . . . . . MACTEC Engineering & Consulting
David Hoffart . . . . . Transit Works
Mitchell Humphrey . . . . . Buffalo Surveying
Bob Lewis . . . . . Hampton Development Services
Jayme Malone . . . . . Husker Surveying
Marsha Munter . . . . . Nebraska Department of Roads
Jerry Penry . . . . . Lancaster County Engineering
Jeffery Serafin . . . . . JEO Consulting Group
Mark Streit . . . . . Ross Engineering
William Wehling . . . . . Wehling Engineers
Todd Whitfield . . . . . Lamp Rynearson & Associates
Larry Worrell . . . . . Lancaster County Engineering Department

MACHINE TOOL TECHNOLOGY

Randy Badman . . . . . Irwin Industrial ToolS
John Banark . . . . . Lozier Corporation
John Buse . . . . . Precision Machine
Randall Campbell . . . . . Thermo King Corp
Lon Clark . . . . . Kendall Company
Dan Collingham . . . . . Lenco
Pat Gatzmeyer . . . . . Lincoln Public Schools
Michael Hays . . . . . Airlite Plastics
Lynn Hedell . . . . . Millard Mfg Corp
Gary Hinkley . . . . . Lincoln High School
Tom Jorgensen . . . . . Vishay Dale Electronics
Don Knop . . . . . Lincoln Machine
A.J. (Andy) Leatherman . . . . . Creative Technologies
Steve Neubaum . . . . . R D Tool Industries
Mitch Nurnberg . . . . . Dramco Tool
Arnie Rudder . . . . . Omega Machine
Chuck Schultz . . . . . Avaya Communications
Randy Sorensen . . . . . Distefano Tool & Die
Matt Stryson . . . . . Hughes Brothers
Mike Voog . . . . . Custom Machine & Design
Jim Vyhlidal . . . . . Tri-V Tool & Mfg
Brian Wulf . . . . . Garner Industries

MANUFACTURING ENGINEERING & CAD TECHNOLOGY

Doug Badje . . . . . Molex Inc
Shannon Eggert . . . . . Tri Con Industries
Randy Hartline . . . . . Valmont Industries
Ramon Huber . . . . . Community Member
Richard Jedlicka . . . . . IntoMetal
Keith Lang . . . . . Square D Company
Todd Merryman . . . . . Reinke Manufacturing
Arlen Petersen . . . . . Baldwin Filters
Patrick Schmid . . . . . Square D Company
Jack Schreiner . . . . . Bruckman Rubber Company
Scott Shaw . . . . . Molex Inc
Henry Smith . . . . . Garner Industries
Ray Swick . . . . . Lester Electrical

MASS MEDIA

James Kyhn . . . . . KFGE Radio
Jeff Motz . . . . . KLIN Radio
Rick Siebert . . . . . KUTT Radio
Jay Stalder . . . . . KWBE Radio

MEDICAL ASSISTING

Jane Baldassano, LPN . . . . . Family Health Physicians
Wally Boever . . . . . Holy Family Specialties
Sandy Corkle, RN . . . . . Lincoln Family Practice
Pat Harvey, CMA . . . . . Allergy, Asthma & Immunology Associates
Richard Jirovec, MD . . . . . Williamsburg Family Physicians
Dave Klitzke . . . . . Lincoln Family Medical Group
Oskana Kovaliv, CMA . . . . . Antelope Creek Family Physicians
Sherri Martin, CMA, PLRT . . . . North Lincoln Family Medical Center
Mary Beth Mika . . . . . Lincoln Pediatric Group
Lori Moormeir, CMA . . . . . South Lincoln Family Physicians
Connie Sabata, RN . . . . . Williamsburg Family Physicians
Vickie Torres, CMA . . . . . Holmes Lake Family Health Center

MEDICAL LABORATORY TECHNOLOGY

Ruth Ann Bartels . . . . . Physicians Laboratory Services
Kris Brandl . . . . . Prairie View Hematology-Oncology Clinic
Sandy Burkhardt . . . . . Lincoln Centre Clinic
Lynne Cady . . . . . Adams Street Laboratory-Quest
Michael Dixon . . . . . BryanLGH Medical Center
Christa Engel . . . . . BryanLGH Medical Center
Patty Eschliman . . . . . Madonna Rehabilitation Hospital Laboratory
Pam Guevara . . . . . VA Nebraska-Western Iowa Health Care System
Gaye Homer . . . . . University of Nebraska Health Center
Maggie Horak . . . . . Saint Elizabeth Regional Medical Center
Darla Knable . . . . . Arthritis Center of Nebraska
Robin Kosmicki . . . . . Southeast Nebraska Hematology & Oncology Consultants
Cindy McGill . . . . . Nebraska Hematology- Oncology
Robin McKelvey . . . . . Elizabeth Park South Laboratory
Ryan Nelsen . . . . . BryanLGH Medical Center
Judy Robertson . . . . . Columbus Community Hospital
Theresa Schroeder . . . . . Memorial Health Care Systems
Aina I Silenieks, MD . . . . . Pathology Medical Services
Polly Sindelar . . . . . Wedgewood Medical Associates
Carla Snyder . . . . . Community Blood Bank
Marcia Vasek . . . . . Community Member

MICROCOMPUTER TECHNOLOGY

Mark Bartles . . . . . The Gallup Organization
Dan Brown . . . . . Nebraska Online
Dennis Brydl . . . . . Alltel
Dan Delzell . . . . . Foundation for Educational Funding
Don Doucet . . . . . Experian
Ed Gilmore . . . . . Duncan Aviation
Tom Giltner . . . . . Information Technology
Dale Hermsen . . State of Nebraska, Information Management Services
Kirk Langer . . . . . Lincoln Public Schools
Paul Menter . . . . . Information Services, Computing, UNL
Jane Moore . . . . . Software Technology
Rob Nickolaus . . . . . Digital IMS, Dept. 150
Randy Pease . . . . . Bizco Technologies
David Sheesley . . . . . State of Nebraska
Heather Thomas . . . . . Sandhills Publishing

MOTORCYCLE, ATV, & PERSONAL WATERCRAFT TECHNOLOGY

Will Curry . . . . . Curry Brothers
Dave Fischer . . . . . Frontier Harley-Davidson/Buell
Ken Fraley . . . . . Avenue Cycle
Gene Gard . . . . . Breeze Cycle
Lance Genung . . . . . Frontier Harley-Davidson/Buell
Mark Hadeen . . . . . Tim O'Neill Motor Sports
Rod Hanquist . . . . . Hanquist Service
Brad Hayes . . . . . Frontier Harley-Davidson/Buell
Randy Henderson . . . . . Curry Brothers
Ralph Hert . . . . . Tim O'Neill Motor Sports
Randy Keiser . . . . . Great Plains Cycle Supply
Terry Kuebler . . . . . CNT Cycle
Todd McCiekin . . . . . Lincoln Cycle & ATV
Trevor Nebesniak . . . . . Star City Motor Sports
Frank Robbins . . . . . Community Member
Mark Robertson . . . . . Robertson Cycle
Sam Wittstruck . . . . . Lincoln Cycle & ATV
John Zahler . . . . . Community Member
Steve Zook . . . . . Power Sports Pro

NONDESTRUCTIVE TESTING TECHNOLOGY

Curt Akeson . . . . . Capital Contractors
Mark Armstrong . . . . . Valmont Industries
Jerry Beasley . . . . . Omaha Public Power District
Bryce Boe . . . . . Raytheon
Rick Braun . . . . . Duncan Aviation
Neil Breslow . . . . . Radiatronics NDT
Leonard Fortner . . . . . Herzog Services
Derek Fralin . . . . . Exmark Manufacturing Co
Todd Guenther . . . . . Southern Technical Services
Kirk Henning . . . . . Longview Inspection
Donald Kisling . . . . . US Army Defense Ammunition
Nathan Maruthamuthu . . . . . EPRI
Jeri Matza . . . . . AGFA Corporation
Dennis McMullin . . . . . Longview Inspection
Joseph Michel . . . . . Hamilton Sundstrand
Glenn Miller . . . . . General Dynamics
Bob Saathoff . . . . . Cessna Aircraft Company
Don Sholty . . . . . Puritan Manufacturing
Nick Sowa . . . . . Conam Inspection
Michael Wechsler . . . . . Conam Inspection
Michael Wedemeyer . . . . . Fisher Controls International

OFFICE TECHNOLOGY

Carol Andringa . . . . . Lincoln Public Schools
Bonnie Bartels . . . . . Beatrice State Development Center
Linda Burgett . . . . . Community Member
Carol Connors . . . . . BryanLGH Medical Center
Barbie Culbertson . . . . . Wolf, Snowden, Hurd, Luers & Ahl
Liz Daubendick . . . . . Store Kraft Manufacturing
Christine Etheridge . Consultative Nephrology & Organ Transplantation
Connie Henderson . . . . Beatrice Community Hospital & Health Center
Suzanne Mahel-Tyrrell . . . . . MSP Resources
Ardith Rut . . . . . Community Member
Debbie Schwab . . . . . Knudsen, Berkheimer, Richardson & Endacott
Bonnie Sibert . . . . . Nebraska Department of Education
Deb Stark . . . . . BryanLGH Medical Center
Terri Storer . . . . . City Attorney's Office
Lora Vanschoiack . . . . . Nebraska Department of Education
Stephanie Wallman . . . . . SEADE, Beatrice Police Department

PARTS MARKETING & MANAGEMENT

Bo Boone . . . . . Advance Auto Parts
Michael Brabec . . . . . Sid Dillon Olds
Lynn Buller . . . . . Lincoln Truck Center
Todd Cernin . . . . . Diers Ford Lincoln Mercury
Dennis Christensen . . . . . Russwood Chrysler
Todd Davidson . . . . . Osceola Implement & Supply
Bob Davis . . . . . DuTeau Chevrolet
Ray Fuchs . . . . . Nebraska Machinery Company
Timothy Jensen . . . . . Vermeer Equipment
Brian Johnson . . . . . Redshaw Paint
Brent Roth . . . . . A Street Auto Parts
Sherri Stock . . . . . Russwood Chrysler
John Swanson . . . . . Kearney Implement
Mike Yates . . . . . O'Reilly Auto Parts
Richard Znamenacek . . . . . Nebraska Equipment Company

PRACTICAL NURSING

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Lynne Caruso . . . . . Beatrice Community Hospital & Health Center
Emily A. Firestine, LPN . . . . . BryanLGH Medical Center
Patricia Gamble, LPN . . . . . Madonna Rehabilitation Hospital
Judy McGee . . . . . Jefferson Community Health Center
Senator Marian Price . . . . . State of Nebraska
Patricia Reynolds, LPN . . . . . Madonna Rehabilitation Hospital
Shirley Travis, R.N. . . . . BryanLGH Medical Center
Dorothy Zimmerman . . Beatrice Community Hospital & Health Center

PROFESSIONAL TRUCK DRIVER TRAINING

David Billings . . . . . ABF Freight
Matt Coatney . . . . . Nebraska Department of Motor Vehicles
Corey Futscher . . . . . Keim TS
Dennis Gregory . . . . . Watkins Motor Lines
Nancy Harris . . . . . Nebraska Trucking Association
Bill Linton . . . . . Nebraska State Patrol
Ken Mach . . . . . Nebraska Department of Motor Vehicles
Donnie Robertus . . . . . U.S. Xpress
Ben Rogers . . . . . Seward Motor Freight
Steve Schreiner . . . . . Sunflower Carriers
Noel Stanley . . . . . Crete Carrier

RADIOLOGIC TECHNOLOGY

Su Eells . . . . . BryanLGH Medical Center
Sharon Harms . . . . . BryanLGH Medical Center
Michael Hopkins . . . . . St. Elizabeth Regional Medical Center
Stephanie Johnson . . . . . St. Elizabeth Regional Medical Center
Karen Knobel . . . . . Community Member
Larry Kohmetscher . . . . . St. Elizabeth Regional Medical Center
Christy Ledgerwood, RT . . . . . Community Member
Connie Lyon . . . . . Community Member
Judy Mieth, RT . . . . . Faith Regional Health Services
Joseph Stavas, MD . . . . . Plaza Mall South

RESPIRATORY CARE

Deb Bailey, RN . . . . . BryanLGH Medical Center
Kim Bybee . . . . . The Ambassador-Omaha
Jerry Eisenhauer . . . . . The Ambassador-Lincoln
Shannon Jurgens . . . . . Respiratory Care Program
Keith Luedder, RRT . . . . . BryanLGH Medical Center
Jane McReynolds, RRT . . . . . St. Elizabeth Regional Medical Center
Nancy Nathenson, RRT . . . . . Madonna Rehabilitation Hospital
Lillian O'Neill . . . . . BryanLGH Medical Center
Jim Pelton . . . . . Madonna Rehabilitation Hospital
Doug Phillipi . . . . . BryanLGH Medical Center
Karen Riva, RRT, RN . . . . . Community Member
John Rudersdorf, MD . . . . . Medical Advisor
Jay Snyder, RRT . . . . . St. Elizabeth Regional Medical Center
Tamara Stepanek, RN . . . . . The Ambassador-Omaha
Marcy Wyrens, RRT . . . . . BryanLGH Medical Center

SURGICAL TECHNOLOGY

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Linda Dewey, RN . . . . . St. Elizabeth Regional Medical Center
Stephanie Drawbaugh . . . . . BryanLGH Medical Center
Janice Falck . . . . . Community Member
Karen Foster, RN . . . . . BryanLGH Medical Center
Evelyn Jacobson, CST . . . . . Lincoln Surgical Center
Shirley Kraus, CST . . . . . St. Elizabeth Regional Medical Center
Lisa Peterson, CST . . . . . St. Elizabeth Regional Medical Center
Jeri Phillips, RN . . . . . BryanLGH Medical Center
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Debra Sears, RN . . . . . BryanLGH Medical Center
Sheila Shinn, CST . . . . . ENT Surgery Center
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VISUAL PUBLICATIONS

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WELDING TECHNOLOGY

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Kevin Christensen . . . . . Kawasaki Motors Mfg Corp
Wade Frank . . . . . GT Exhaust Systems
Rick Madsen . . . . . Nebraska Boiler
Bryan Masek . . . . . Shanahan Mechanical & Electrical
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Steve Schlegel . . . . . Pfizer Inc
Dan Smith . . . . . Truck Equipment Servicing
Jeff Trausch . . . . . Linweld
John Vannoy . . . . . Apollo Steel Company
Pat Wagner . . . . . Southeast Community College

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SCC PROGRAMS of STUDY · LENGTH · LOCATIONS · AWARDS · STARTING TERMS

PROGRAM TITLE	LENGTH OF PROGRAM*	LOCATION OFFERED	AWARDS OFFERED	STARTING TERM
ACADEMIC EDUCATION				
Academic Transfer	18-24 months	Beatrice/Lincoln	AA/AS	All terms
Nebraska Law Enforcement	21	Lincoln	AAS	All terms
AGRICULTURE/LABORATORY SCIENCE				
Agriculture Business & Management Technology	24	Beatrice	AAS	All terms
Laboratory Science Technology	18	Lincoln	AAS/Dip	All terms
BUSINESS				
Business Administration	18	Beatrice/Lincoln/Milford	AAS/Dip	All terms
Office Technology	18	Beatrice/Lincoln	AAS/Dip/Cert	All terms
CONSTRUCTION				
Architectural-Engineering Technology	18	Milford	AAS	Winter, Summer
Building Construction Technology	18	Milford	AAS	Spring, Fall
Computer Aided Drafting & Design Technology	18-24	Lincoln	AAS	All terms
Fire Protection Technology	18	Lincoln	AAS	Call Admissions
Heating, Ventilation, Air Conditioning & Refrigeration Technology	18	Milford	AAS	Winter, Summer
Land Surveying/Civil Engineering Technology	18	Milford	AAS	Call Admissions
ELECTRONIC/COMPUTER				
Computer Programming Technology	18	Milford	AAS	Winter, Summer
Construction Electrician - IBEW Option	18		AAS	Call Admissions
Electrical & Electromechanical Technology	18	Milford	AAS/Dip	Winter, Summer
Electronic Servicing & Electronic Engineering Technology	18-30	Lincoln/Milford	AAS	L-All; M-Win, Sum
Electronic Technology-Navy Option	12		AAS	Call Admissions
Microcomputer Technology	18	Lincoln	AAS/Cert	All terms
FAMILY & CONSUMER SCIENCE				
Early Childhood Education	18	Lincoln	AAS/Dip	All terms
Food Service/Hospitality	18	Lincoln	AAS/Dip/Cert	All terms
HEALTH				
Associate Degree Nursing	18	Lincoln	AAS	Winter, Summer
Dental Assisting	12	Lincoln	Dip	All terms
Human Services	24	Lincoln	AAS/Dip	All terms
Medical Assisting	12	Lincoln	Dip	Spring, Fall
Medical Laboratory Technology	18	Lincoln	AAS	Summer
Practical Nursing	12	Beatrice/Lincoln	Dip	Call Admissions
Radiologic Technology	36	Lincoln	AAS	Winter, Summer
Respiratory Care	30	Lincoln	AAS	Summer
Surgical Technology	18	Lincoln	AAS	Call Admissions
MANUFACTURING				
Machine Tool Technology	18	Lincoln/Milford	AAS/Dip	All terms
Manufacturing Engineering & CAD Technology	18	Milford	AAS/Dip	Winter, Summer
Nondestructive Testing Technology	18	Milford	AAS	Winter, Summer
Welding Technology	18	Lincoln/Milford	AAS/Dip/Cert	All terms
MASS MEDIA/COMMUNICATION				
Graphic Design	18	Milford	AAS	Call Admissions
Mass Media	18-24	Beatrice	AAS	All terms
Visual Publications	18	Lincoln	AAS	Call Admissions
TRANSPORTATION				
Auto Collision Repair Technology	18	Milford	AAS	Winter, Summer
Automotive Technology	18	Lincoln/Milford	AAS	L-Win, Sum, M-All
DaimlerChrysler (CAP) College Automotive Program	21	Milford	AAS	Call Admissions
Deere Construction & Forestry Equipment Tech	21	Milford	AAS	Call Admissions
Diesel Technology-Farm	18	Milford	AAS	Winter, Summer
Diesel Technology-Truck	18	Milford	AAS	Winter, Summer
Ford (ASSET) Automotive Student Service Educational Training Program	21	Milford	AAS	Call Admissions
General Motors (ASEP) Automotive Service Educational Program	21	Milford	AAS	Call Admissions
John Deere Ag Parts	18	Milford	AAS	Call Admissions
John Deere Ag Tech	21	Milford	AAS	Call Admissions
Motorcycle, ATV, & Personal Watercraft Technology	12	Lincoln	Dip/Cert	Summer
Parts Marketing & Management	15	Milford	AAS/Dip	Fall
Professional Truck Driver Training	3	Lincoln	Cert	All terms

Awards: AA=Associate of Arts, **AS**=Associate of Science, **AAS**=Associate of Applied Science, **Dip**=Diploma, **Cert**=Certificate

Beatrice Campus
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Phone: 402-228-3468 • 1-800-233-5027
Admissions: ext. 214

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