



# SCC Catalog

2016-2017

Southeast Community College

---



Program Chart	1-2
General Education Requirements	3-5
Programs of Study	
• Academic Transfer	6-52
• Agriculture-Welding	53-187
Course Descriptions	188-323
Student Services	324-421
Personnel	422-471

# SCC Catalog

2016-2017

Southeast Community College

---

# 2016-2017 PROGRAMS of Study & Divisions at SCC

COMPREHENSIVE CHART OF PROGRAMS/DIVISIONS	LOCATION OFFERED	LENGTH IN MONTHS	AWARD	STARTING TERMS
<b>AGRICULTURE/FOOD/NATURAL RESOURCES DIVISION</b>				
<b>Agriculture Business &amp; Management Technology</b> AAS: Agribusiness focus, Agronomy focus, Diversified Agriculture focus, Golf and Sports Turf Management focus, Horticulture focus, Livestock Production focus Cert: Precision Agriculture	(B)	24	AAS/Cert	All
<b>Food Service/Hospitality</b> AAS: Baking/Pastry focus, Culinary Arts focus, Food Service Management focus Dip: Food Service/Hospitality Cert: Event-Venue Operations Management, Food Industry Manager	(L)	18	AAS/Dip/Cert	All
<b>ARTS &amp; SCIENCES DIVISION</b>				
<b>Academic Transfer</b>	(B/L)	18-24	AA/AS	All
<b>BUSINESS DIVISION</b>				
<b>Business Administration</b> AAS: Business Administration Dip: Business Administration Cert: Business Administration, Client Relations, Entrepreneurship, Event-Venue Operations Management	(B/L/M) O	18	AAS/Dip/Cert	All
<b>Office Professional</b> AAS: Administrative Office focus, Legal Office focus, Medical Office focus Dip: General Office Cert: General Office, Microsoft Office	(B/L) O	18	AAS/Dip/Cert	All
<b>COMMUNICATIONS &amp; INFORMATION TECHNOLOGY DIVISION</b>				
<b>Computer Information Technology</b> AAS: Applications Development focus, Networking, Security & Support focus Cert: Computer Information Technology	(L)	24	AAS/Cert	All
<b>Graphic Design   Media Arts</b>	(Q)	18	AAS	U,W
<b>COMMUNITY SERVICES &amp; RESOURCES DIVISION</b>				
<b>Criminal Justice</b> AAS: Criminal Justice focus, Community-Based Corrections & Juvenile Services focus, Corrections focus, Homeland Security focus, Nebraska Law Enforcement focus	(B/Q)	18-24	AAS	All
<b>Early Childhood Education</b> AAS: Early Childhood Education, Entrepreneurship Focus Dip: Child Care Professional Cert: In-Home Child Care	(L) O*	18-24	AAS/Dip/Cert	All
<b>Fire and Emergency Services Management</b>	(L) O	18	Cert	All
<b>Fire Protection Technology</b>	(L)	18	AAS/Cert	All
<b>Human Services</b> Cert: Alcohol & Drug	(L)	24	AAS/Cert	All
<b>Long Term Care Administration</b> AAS: Long Term Care Administration, Assisted Living focus, Nursing Home Administration focus Cert: Long Term Care Administration	O* (L)	18	AAS/Cert	All
<b>CONSTRUCTION &amp; ELECTRONICS DIVISION</b>				
<b>Building Construction Technology</b> AAS: Building Construction Cert: Masonry Construction, Carpentry & Cabinet-Making Construction	(M)	18	AAS/Cert	U,W
<b>Design &amp; Drafting Technology</b> AAS: Architectural Design focus, Computer Aided Design Drafting focus Dip: Architectural, Mechanical/Electrical, Residential Design, Structural Cert: Designing Software, Residential Design	(L,M)	18-24	AAS/Dip/Cert	L (S,F) M (U,W)

<b>Locations Offered</b> B = Beatrice Campus L = Lincoln Campus M = Milford Campus Q = Education Square location (downtown Lincoln) O = Entire program available online O* = Program offers Web-based courses but requires supervised clinicals/practicums/labs at identified locations.	<b>Awards Offered</b> Cert = Certificate Dip = Diploma A.A. = Associate of Arts Degree A.S. = Associate of Science Degree A.A.S. = Associate of Applied Science Degree A.O.S. = Associate of Occupational Studies Degree	<b>Starting Terms</b> U= Summer Quarter (July) F= Fall Quarter (October) W= Winter Quarter (January) S= Spring Quarter (March/April) All= All Quarters CA= Call the Admissions Office for the next start term.	<b>Please note:</b> Online courses may require proctored exams. Any cost for the proctor is incurred at the student's expense. Testing Centers located on each SCC campus will proctor SCC courses at no charge to the student. Programs with the computer icon listed as the first location offer courses primarily online. Length in months is the time for a full-time student to complete the program.
--	--	--	--

## 2016-2017 PROGRAMS of Study & Divisions at SCC (continued)

COMPREHENSIVE CHART OF PROGRAMS/DIVISIONS	LOCATION OFFERED	LENGTH IN MONTHS	AWARD	STARTING TERMS
<b>CONSTRUCTION &amp; ELECTRONICS DIVISION (continued)</b>				
<b>Electrical &amp; Electromechanical Technology</b> <i>AAS: Electrical Systems focus, Electromechanical Systems focus, Electrician Construction - IBEW Option</i> <i>Dip: Construction Electrician</i>	(M) O*	18	AAS/Dip	U,W
<b>Electronic Systems Technology</b> <i>AAS: Computers, Automation and Networking Systems focus;</i> <i>Electronic Systems Technician focus; Military Electronic Systems focus</i>	(L)	18-24	AAS	F,W
<b>Energy Generation Operations</b> <i>AAS: Nuclear focus, Industrial Process Operations focus, Energy Generations Military focus</i> <i>(Cert: Nuclear Uniform Curriculum Program)</i>	(M)	18	AAS	U,W
<b>Geographic Information Systems Technician</b>	O (L)	15	Cert	CA
<b>Heating, Ventilation, Air Conditioning &amp; Refrigeration Technology</b>	(M)	18	AAS	U,W
<b>Land Surveying/GIS/Civil Engineering Technology</b>	(M)	18	AAS	CA
<b>HEALTH SCIENCES DIVISION</b>				
<b>Associate Degree Nursing</b>	(B/L)	21	AAS	CA
<b>Dental Assisting</b>	(L) O*	12	Dip	F,S
<b>Medical Assisting</b>	(L) O*	18	Dip	F,S
<b>Medical Laboratory Technology</b>	(L)	24	AAS	U
<b>Paramedic</b>	(L)	21	AAS	W
<b>Pharmacy Technician</b>	(Q) O*	12	Dip	U
<b>Physical Therapist Assistant</b>	(L)	21	AAS	W
<b>Polysomnographic Technology</b>	O* (L)	6	Cert	U
<b>Practical Nursing</b>	(B/L)	12	Dip	CA
<b>Radiologic Technology</b>	(L) O*	21	AAS	U
<b>Respiratory Care</b>	(L) O*	18-24	AAS	U,W
<b>Surgical Technology</b>	(L) O*	21	AAS	CA
<b>TRANSPORTATION &amp; MANUFACTURING DIVISION</b>				
<b>Auto Collision Repair Technology</b>	(M)	18	AAS	U,W
<b>Automotive Technology</b>	(L/M)	18	AAS	L(U,W) M(All)
<b>Deere Construction &amp; Forestry Equipment Tech</b>	(M)	21	AAS	U
<b>Diesel-Ag Equipment Service Tech</b>	(M)	21	AAS	U,W
<b>Diesel Technology-Truck</b>	(M)	18	AAS	U,W
<b>Diversified Manufacturing Technology</b>	(L/M) O*	24	Dip/Cert	CA
<b>Ford Automotive Student Service Educational Training</b>	(M)	21	AAS	CA
<b>General Motors Automotive Service Educational Program</b>	(M)	21	AAS	CA
<b>John Deere Tech</b>	(M)	21	AAS	ALL
<b>Manufacturing Engineering Technology</b>	(M)	18	AAS	U,W
<b>MOPAR-Chrysler/Dodge/RAM/Jeep College Automotive Program</b>	(M)	21	AAS	CA
<b>Motorcycle, ATV &amp; Personal Watercraft Technology</b>	(L)	12	Dip	U,W
<b>Nondestructive Testing Technology</b>	(M)	18	AAS	U,W
<b>Precision Machining and Automation Technology</b> <i>AAS: Tool Maker focus, CNC and Automation focus</i>	(M)	18	AAS/Dip	All
<b>Professional Truck Driver Training</b>	(L)	3	Cert	All
<b>Welding Technology</b>	(L)	18	AAS/Dip/Cert	All

<p><b>Locations Offered</b></p> <p>B = Beatrice Campus  L = Lincoln Campus  M = Milford Campus  Q = Education Square location (downtown Lincoln)  O = Entire program available online  O* = Program offers Web-based courses but requires supervised clinicals/practicums/labs at identified locations.</p>	<p><b>Awards Offered</b></p> <p>Cert = Certificate  Dip = Diploma  A.A. = Associate of Arts Degree  A.S. = Associate of Science Degree  A.A.S. = Associate of Applied Science Degree  A.O.S. = Associate of Occupational Studies Degree</p>	<p><b>Starting Terms</b></p> <p>U= Summer Quarter (July)  F= Fall Quarter (October)  W= Winter Quarter (January)  S= Spring Quarter (March/April)  All= All Quarters  CA= Call the Admissions Office for the next start term.</p>	<p><b>Please note:</b> Online courses may require proctored exams. Any cost for the proctor is incurred at the student's expense. Testing Centers located on each SCC campus will proctor SCC courses at no charge to the student. Programs with the computer icon listed as the first location offer courses primarily online. Length in months is the time for a full-time student to complete the program.</p>
---	---	---	---

# General Education Requirements

## Role/Mission of General Education

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

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

Students seeking an associate degree\* are required to take at least one \*Oral Communication and one \*Written Communication course, plus one course from three of the other five areas.

Those in a **Certificate** program must complete **one course** from the seven general education areas, and those in a **Diploma** program must complete **one course from two** of the seven general education areas. One exception is the Professional Truck Driver Training Certificate.

### \*Oral Communication (4.5)

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

### \*Written Communication (4.5)

ENGL1010	English Composition I (4.5)
ENGL1110	Business Communication (4.5)

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

---

### Mathematics (4.5)

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

## Science (4.5-7.5)

BIOS1010	General Biology (6.0)
BIOS1090	General Botany (6.0)
BIOS1110	Biology of Microorganisms (6.0)
BIOS1140	Human Anatomy & Lab (6.0)
BIOS1210	Human Anatomy & Physiology I (6.0)
BIOS1220	Human Anatomy & Physiology II (6.0)
BIOS2130	Human Physiology (6.0)
CHEM1050	Chemistry and the Citizen (6.0)
CHEM1090	General Chemistry I (6.0)
FSDT1350	Basic Nutrition (4.5)
GEOG/GIST1000	Exploring our World: Fundamentals of Geospatial Science (4.5)
GEOL1010	Physical Geology (6.0)
GEOL1060	Environmental Geology (4.5)
PHYS1017	Technical Physics (4.5)
PHYS1030	Astronomy (6.0)
PHYS1100	Physical Science (6.0)
PHYS1150	Descriptive Physics (6.0)
PHYS1410	Elementary General Physics I (7.5)
PHYS2110	General Physics I (7.5)

## Social Science (4.5)

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

## Humanities (4.5)

ARTS1010	Introduction to the Visual Arts (4.5)
ARTS1050	Introduction to Art History & Criticism I (4.5)
ARTS1060	Introduction to Art History and Criticism II (4.5)
ARTS2650	Native American Art (4.5)
ARTS2750	Women in Art (4.5)
GERM1010	Beginning German I (7.5)
HUMS1100	Introduction to Humanities (4.5)
HUMS1200	Contemporary Arts and Ideas (4.5)
MUSC1010	Introduction to Music (Music Appreciation) (4.5)
MUSC2750	Introduction to American Music (4.5)
MUSC2800	Introduction to World Music (4.5)
MUSC2870	History of Rock Music (4.5)
PHIL1010	Introduction to Philosophy (4.5)
PHIL1060	Applied Ethics (4.5)
PHIL1150	Critical & Creative Thinking (4.5)
PHIL2610/ RELS2610	Comparative Religions (4.5)
SIGN1010	American Sign Language I (6.0)
SPAN1010	Beginning Spanish I (7.5)
THEA1010	Introduction to Theatre (4.5)
THEA1140	Basic Acting (4.5)

## Computer Technology (4.5)

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



# Programs of Study

2016-2017 Catalog

Southeast Community College

---



# Academic Transfer

## Arts & Sciences

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

These courses are carefully designed to meet transfer specifications, and SCC instructors are qualified professional educators in their subject areas. The result is that SCC students are consistently well prepared for success in their transfer colleges. Courses within the Developmental Education area also are located in the Arts & Sciences Division. Students who satisfactorily complete a two-year Arts & Sciences program may earn an Associate of Arts or an Associate of Science degree from Southeast Community College. The associate degree validates an ability to successfully complete college-level studies and may expand student options for further study and for career advancement.

For more information contact:

## Academic Advisors

### Beatrice Campus

Lila Thomas

402-228-8278, 800-233-5027 ext. 1278,

[lthomas@southeast.edu](mailto:lthomas@southeast.edu)

### Lincoln Campus

Corinne Neel, Stephanie Osterthun and Michele Richards

402-437-2445 or 2470, 800-642-4057 ext. 2445 or 2470

[academictransfer@southeast.edu](mailto:academictransfer@southeast.edu)

Michele Saucier—Lincoln (Pre-Health Advisor)

402-437-2688, 800-642-4075 ext. 2688|

[msaucier@southeast.edu](mailto:msaucier@southeast.edu)

## Department Chairs/Faculty Advisors

### English

Danny DeLong, Chair-Beatrice

402-228-8241, 800-233-5027 ext. 1241

Jeanine Jewell, Co-Chair-Lincoln

402-437-2480, 800-642-4075 ext. 2480

Phip Ross, Co-Chair-Lincoln

402-437-2808, 800-642-4075 ext. 2808

### Humanities

Danny DeLong, Co-Chair-Beatrice  
402-228-8241, 800-233-5027 ext. 1241

Ken Hoppmann, Co-Chair-Beatrice  
402-228-8266, 800-233-5027 ext. 1266

Amanda Baron, Chair-Lincoln  
402-323-3451

### Math/Science

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

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

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

### Social Science

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

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

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

### or the College Admissions Office

Beatrice 402-228-8214, 800-233-5027 ext. 1214  
Lincoln 402-437-2600, 800-642-4075 ext. 2600

## Beatrice and Lincoln Campuses

Prepares students for transfer to a senior college/university

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

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

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

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

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

Mathematics, English and Reading Placement Policy: Students presenting proof of passing (a grade of C or higher) the prerequisite course are exempt from the readiness requirement. Otherwise, readiness is established by having a current (no more than 5 years old), satisfactory score on the college placement exam (Compass/Asset/ACT/Accuplacer).

## Academic Transfer Subject Area Descriptions

### Art

Courses in Studio Art can prepare a student for a career in the arts including the disciplines of Photography, Videography, Photo/Journalism, Ceramics, Painting, Drawing, and 2 & 3 Dimensional Design. Courses in Art History can prepare a student for a career in teaching, art criticism, art history, archives, art restoration and museum curator – to name just a few applications. Art courses can be transferred to some four year institutions and offer the opportunity to improve one's portfolio in advance of transferring to an art program. Art courses can also be used as Humanities electives or to fulfill degree requirements and improve one's knowledge and enjoyment of the arts.

### Biological Science

Biological science is the study of living things. The biological sciences include courses such as: biology, human anatomy, human physiology, microbiology, genetics, botany, and zoology. These courses are designed for students wanting to obtain occupations in the following (but not limited to) fields: LPN, RN, radiologic technician, medical laboratory technician, respiratory care technician, surgical technologist, biotechnologist, physician assistant, physical therapist, science instructor (science education), zoo manager, and veterinarian.

### Business

The Academic Transfer degree with a business concentration is an Associate of Arts degree designed to provide for students who intend to transfer to four-year colleges the foundational courses in business administration including the areas of accounting, marketing, management, finance, and business law. Not all SCC business classes transfer to four-year schools, so check with your advisor before registering.

### Criminal Justice

The Academic Transfer degree with a criminal justice concentration is an Associate of Arts degree for students intending to pursue a bachelor's degree in criminal justice, providing them with foundational courses in criminal justice fields such as an introduction to criminal justice, police and society, and courts and the judicial process.

### Education

Education classes are designed for students who are interested in pursuing teaching as a career and who plan to transfer to a 4 year institution to complete a baccalaureate program. The education courses are designed to help prospective teachers make informed decisions about careers in education.

### English

Composition courses focus on effective writing for a variety of purposes and audiences. Students learn techniques for planning, organization, revision, and research. Skills learned in composition support students in their future academic and professional communications.

Literature courses explore the human experience as expressed in drama, fiction, poetry, and non-fiction. Students develop critical reading and analysis skills through readings that represent diverse and global points of view.

Creative Writing courses give students opportunities to express themselves by writing in the specific genres of poetry and fiction. Students learn both the theory and practice of creative writing.

### Geography

Geography has a rich tradition of making sense of our complex and variable world that affects everything from the everyday lives of individuals to global issues. Geography at SCC engages students in understanding the geographic processes that operate at all scales, with coursework that focuses on human geography, physical geography, human-environment interactions, regional geography, and a basic understanding of geographic technology. Students completing these courses at SCC have a better understanding of their local settings and the world around them, plus are prepared for more advanced courses in these topics at four-year colleges.

### History

History is the story of the human experience. At Southeast Community College, history is more than the rote memorization of facts, names, and dates. Students will find that history is dynamic, open to interpretation, and, it also allows them to analyze, interpret, and understand the past. In addition to general survey courses, students will have the opportunity to take courses in certain specialized areas.

### Journalism

At the heart of journalism is the story. Journalism is the place for students who like to discover stories, create stories, and share your stories with others. In the digital age, stories are made with words, with photographs, with sound, and with video, but the real revolution is in the ability to project stories to any audience—anywhere in the world. We prepare story-tellers to be professional journalists who work for newspapers, radio stations, television stations, web publications, self-created publications, and who work for themselves as free-lancers. We prepare story-tellers to be citizen journalists who play an active role in telling stories about the communities in which they live. We show students how to discover stories, write stories, shoot photographs, shoot video, create multi-media stories, and publish your creations—your stories—through social media networks. Our students are story-tellers who have a burning desire to share their stories with the world.

### Language Studies

Foreign language studies at SCC include classes in Spanish, German, and Chinese, and develop reading, writing, and speaking competencies in these languages which help develop skills for basic interactions and further study toward upper-level classes and baccalaureate degrees. Language studies at SCC also includes four levels of American Sign Language.

### **Mathematics**

Whether students need to tune-up your basic mathematics skills in preparation for many vocational and professional programs, or need advanced mathematics coursework to prepare for careers in science and engineering, SCC has the mathematics classes they need. The Mathematics classes at SCC are offered in many formats to meet students' needs: face-to-face, hybrid (face-to-face and online), computer lab, and online. Beginning mathematics course offerings include Pre-Algebra, Beginning Algebra, Intermediate Algebra, and Geometry. We also offer the courses such as Thinking Mathematically that are designed for the students in the Technical and Vocational areas. In addition SCC offers a broad range of mathematics courses for transfer to 4-year institutions including: College Algebra, Statistics, Trigonometry, Applied Calculus, Calculus with Analytic Geometry I, II, & III, and Differential Equations. Mathematics faculty at SCC strive to show the interrelationships of number, quantity, shape, and space. Mathematics is the basis for the study of many other fields, including but not limited to sciences, engineering, computer science, construction, electronics, and business. The mathematics courses at SCC emphasize a critical thinking process as well as a procedural problem solving process.

### **Music**

Southeast Community College students have the opportunity to experience music through three distinct types of courses. Our Music History/Appreciation courses focus on the role of music in shaping and reflecting society and culture. These transferable courses introduce students to the great composers of western classical music, as well as music within contemporary and global societies. For students who plan to major or minor in Music at a 4-year institution, or who simply want to understand Music from the inside out, SCC offers four levels of Music Theory instruction (check with your advisor on transferability). Our theory courses are offered in online, face-to-face, and individual instruction (private lesson) formats to meet a variety of student needs. Finally, SCC offers many opportunities to make music in our Performance Courses, which include College Choir and After the Storm vocal ensemble, as well as individual instruction (private lessons) in Piano, Voice, and Guitar.

### **Physical Science**

Physical science is the study of the non-living components of science, such as the earth and space. The physical sciences include courses such as: chemistry, organic chemistry, physics, astronomy, geology and engineering. These courses are designed for students wanting to obtain occupations (but not limited to) in the following fields: allied health fields, biotechnology, chemistry lab, geological field studies, physics, and engineering.

### **Political Science**

Political Science is a discipline that blends critical thinking to the study of decision making, and role of the civic engagement. Students will learn how power and resources are distributed in society, and how actors interact on the individual, domestic and global level.

### **Psychology**

Psychology is the study of all behavior in individuals, groups, and animals. Psychology studies the mental processes such as understanding our environment through our senses, thinking, learning, and memory, and examines these processes in healthy and brain-damaged individuals, including persons with mental illnesses. Psychology studies the underlying evolutionary and biological bases of behavior including inherited traits that contribute to our personality, as well as our development from conception to death. Psychology is involved in the world of work and sports, it plays a role in relation to one's gender and culture, and assists us in examining criminal behavior. Each aspect of behavior, within the discipline of psychology, is examined and understood through scientific research.

## Sociology

Sociology is the scientific and systematic study of human culture. It examines how society, social groups and the social environment shapes the lives of people.

The discipline examines general patterns in the behavior of individuals and diverse groups, through the analysis and application of theoretical perspectives. Sociology courses aid in the development of critical thinking skills and general understanding of how socialization, social institutions and social group membership impacts our lives.

## Theatre

Courses offered through the Southeast Community College theatre department are designed to provide opportunities for students who wish to pursue further academic study in theatre, for non-theatre students who wish to take theatre arts for humanities or elective credits, and for all students who wish to enhance understanding and appreciation of the theatre. SCC provides students with a combination of academic and practical experience through classes and theatre productions for the college and community.

# ACADEMIC TRANSFER DEGREE REQUIREMENTS

<b>Associate of Arts Degree (A.A.)</b>		<b>Associate of Science Degree (A.S.)</b>	
The Associate of Arts degree is for students who plan to complete their first two years of a bachelor's degree in fields such as business, education, humanities, social science or social work before transferring to a four-year institution. Students are encouraged to meet with their advisor and receiving institution to determine courses that will meet the requirement for the student's field of study. For a complete list of courses that fulfill each area, please refer to the Associate of Arts/Associate of Science Core Course Options. Not all courses will be available at all campuses. A course may only meet one graduation requirement.		The Associate of Science degree is for students who plan to complete their first two years of a bachelor's degree in fields such as agriculture, computer science, engineering, science, mathematics, or a pre-professional program (pre-vet, pre-dentistry, pre-med, etc.) before transferring to a four-year institution. Students are encouraged to meet with their advisor and receiving institution to determine courses that will meet the requirement for the student's field of study. For a complete list of courses that fulfill each area, please refer to the Associate of Arts/Associate of Science Core Course Options. Not all courses will be available at all campuses. A course may only meet one graduation requirement.	
Written Communication ENGL1010 – English Composition I 4.5 One additional Written Communication 4.5	9.0 credit hours	Written Communication ENGL1010 – English Composition I 4.5 One additional Written Communication 4.5	9.0 credit hours
Speech Communication	4.5 credit hours	Speech Communication	4.5 credit hours
Mathematics/Logic	4.5-7.5 credit hours	Mathematics/Logic	9.0- 15.0 credit hours
Natural Science with Lab/Non-Lab Science At least one course must have a lab. Lab Science course 6.0 – 7.5	10.5- 15.0 credit hours	Natural Science with Lab  Two lab science courses are required for the A.S. degree.	12.0- 15.0 credit hours

Second Science course 4.5 – 7.5			
Humanities Choose courses from at least two different groups.	13.5-19.5 credit hours	Humanities	4.5-7.5 credit hours
Social Sciences Choose classes from at least at least three different groups.	18.0 credit hours	Social Sciences	4.5 credit hours
Gender & Culture Studies	4.5 credit hours	Gender & Culture Studies	4.5 credit hours
Electives May be taken from, but are not limited to, any course listed on the <a href="#">Academic Transfer Electives List</a> . Other courses may also apply with approval. Different transfer institutions and different majors have different requirements, so check with your transfer institution and/or an SCC advisor to help make your best selections.	12-25.5 credit hours	Electives May be taken from, but are not limited to, any course listed on the <a href="#">Academic Transfer Electives List</a> . Other courses may also apply with approval. Different transfer institutions and different majors have different requirements, so check with your transfer institution and/or an SCC advisor to help make your best selections.	30.0-42.0 credit hours
Minimum Graduation Requirement	90.0 credit hours	Minimum Graduation Requirement	90.0 credit hours

## ACADEMIC TRANSFER: ASSOCIATE OF ARTS/ ASSOCIATE OF SCIENCE CORE COURSES

The **Associate of Arts** degree is designed for students who plan to transfer to a four-year college or university to pursue a bachelor's degree in fields such as business, education, humanities, social science, or social work.

The **Associate of Science** degree is designed for students who plan to transfer to a four-year college or university to pursue a bachelor's degree in fields such as agriculture, engineering, science, mathematics, or a pre-professional program (pre-dentistry, pre-med, pre-vet, etc.).

Students are encouraged to meet with an SCC advisor, as well as an advisor at the college or university to which they plan to transfer, to determine transfer courses that will meet the requirements for the student's field of study.

A course may be used to satisfy only one graduation requirement. A total of at least 90 quarter credits is required for the Associate of Arts or Associate of Science degree at Southeast Community College. The courses listed below make up the AA/AS core. See [Academic Transfer Degree Requirements](#) above to determine which core courses you should take. Make an appointment with an advisor to map your degree/transfer path.

### A. Written Communication

Take:

Composition I	ENGL1010	4.5
---------------	----------	-----

AND take one of the following:

Composition II	ENGL1020	4.5
Technical Writing	ENGL2560	4.5
Business Communication Strategies	OFFT2120	4.5

### B. Speech

Take one of the following:

Fundamentals of Human Communication	SPCH1090	4.5
Public Speaking	SPCH1110	4.5
Business & Professional Communication	SPCH2810	4.5

### C. Mathematics/Logic

College Algebra**	MATH1150	4.5
Elementary Statistics	MATH1180	4.5
Trigonometry**	MATH1200	4.5
Precalculus**	MATH1300	7.5
Applied Calculus*	MATH1400	4.5
Calculus & Analytical Geometry I*	MATH1600	7.5
Contemporary Mathematics	MATH2030	4.5
Introduction to Modern Logic	PHIL2110	4.5

\*Students may only receive credit for either MATH1400 OR MATH1600.

\*\*Students may only receive credit for MATH1300 OR for MATH1150 and/or MATH1200.



#### D. Natural Science with Lab

NOTE: Science requirements vary depending on transfer institutions and major. Some colleges/majors require that you take science courses from two different subjects. For the AS degree, both science courses must be lab courses. For the AA degree, only once science course must include a lab. Check with a SCC advisor, as well as an advisor for your major at your receiving institution, for recommendations.

General Biology	BIOS1010	6.0
General Botany	BIOS1090	6.0
Biology of Microorganisms	BIOS1110	6.0
Introduction to Zoology	BIOS1120	6.0
Human Anatomy	BIOS1140	6.0
Human Anatomy & Physiology I	BIOS1210	6.0
Human Anatomy & Physiology II	BIOS1220	6.0
Biology I	BIOS1400	6.0
Biology II	BIOS1410	6.0
Human Physiology	BIOS2130	6.0
General Genetics	BIOS2410	6.0
Chemistry and the Citizen*	CHEM1050	6.0
General Chemistry I*	CHEM1090	6.0
General Chemistry II	CHEM1100	6.0
Physical Geology	GEOL1010	6.0
Astronomy	PHYS1030	6.0
Physical Science	PHYS1100	6.0
Descriptive Physics**	PHYS1150	6.0
Elementary General Physics I**	PHYS1410	7.5
Elementary General Physics II	PHYS1420	7.5
General Physics I**	PHYS2110	7.5
General Physics II	PHYS2120	7.5

\*Students may only receive credit for either CHEM1050 OR CHEM1090.

\*\*Students may receive credit for only one of PHYS 1150, PHYS 1410, or PHYS 2110.

#### Natural Science: Non-Lab (Option for AA Only)

Environmental Biology	BIOS1030	4.5
Environmental Geology	GEOL1060	4.5
Basic Nutrition	FSDT1350	4.5
Physical Geography	GEOG1500	4.5

#### E. Humanities

Humanities requirements vary depending on your intended transfer institution and major. It is recommended you check with an SCC advisor to help you select your Humanities courses.

For the AA Degree, choose classes from at least two different groups.

#### Literature/English/Journalism

Modern Fiction	ENGL2050	4.5
Introduction to Literature	ENGL2100	4.5
Intro to Shakespeare	ENGL2140	4.5
Introduction to Women's Literature	ENGL2150	4.5

Children's Literature	ENGL2160	4.5
American Literature After 1865	ENGL2210	4.5
British Literature Post-1800	ENGL2200	4.5
Science Fiction Literature	ENGL2220	4.5
African American Literature	ENGL2440	4.5
Native American Literature	ENGL2450	4.5
Latino/a & Latin American Literature	ENGL2460	4.5
Asian American Literature	ENGL2470	4.5
Introduction to Mass Media	JOUR1810	4.5
Media Writing	JOUR1820	4.5

### **Creative/Fine/Performing Arts**

Intro to Visual Arts	ARTS1010	4.5
Intro to Art History and Criticism I	ARTS1050	4.5
Intro to Art History and Criticism II	ARTS1060	4.5
Beginning Drawing I	ARTS1110	4.5
2-Dimensional Design	ARTS1210	4.5
Beginning Ceramics I	ARTS1330	4.5
Beginning Painting I	ARTS2510	4.5
Native American Art	ARTS2650	4.5
Women in Art	ARTS2750	4.5
History of Photography	ARTS2850	4.5
Introduction to Creative Writing	ENGL1510	4.5
Fiction Writing	ENGL2520	4.5
Poetry Writing	ENGL2530	4.5
Introduction to the Humanities	HUMS1100	4.5
Contemporary Arts & Ideas	HUMS1200	4.5
Music Theory I	MUSC1610	6.0
Intro to Music	MUSC1010	4.5
Introduction to World Music	MUSC2800	4.5
History of Rock Music	MUSC2870	4.5
Beginning Photography	PHOT1750	4.5
Oral Performance of Literature	SPCH2050	4.5
Introduction to Theatre	THEA1010	4.5
Film Appreciation	THEA2130	4.5
Basic Acting	THEA1140	4.5

### **Languages**

Beginning Chinese I	CHIN1010	7.5
Beginning Chinese II	CHIN1020	7.5
Beginning German I	GERM1010	7.5
Beginning German II	GERM1020	7.5
Beginning American Sign Language I	SIGN1010	6.0
Beginning American Sign Language II	SIGN1020	6.0
Beginning Spanish I	SPAN1010	7.5
Beginning Spanish II	SPAN1020	7.5

**Philosophy**

Introduction to Philosophy	PHIL1010	4.5
Applied Ethics	PHIL1060	4.5
Critical & Creative Thinking	PHIL1150	4.5
Bioethics	PHIL2130	4.5
Comparative Religions	PHIL2610	4.5

**F. Social/Behavioral Sciences**

Social Science requirements vary depending on your intended transfer institution and major. It is recommended you check with an SCC advisor to help you select your Social Science courses.

For the AA Degree, choose classes from at least three different groups.

**Anthropology/Psychology/Sociology**

Intro. to Cultural Anthropology	ANTH1020	4.5
General Anthropology	ANTH1120	4.5
Interpersonal Relations	PSYC1250	4.5
Introduction to Psychology	PSYC1810	4.5
Social Psychology	PSYC2880	4.5
Life-Span Human Development	PSYC2960	4.5
Introduction to Sociology	SOCI1010	4.5
Diversity in Society	SOCI1020	4.5
Women in Contemporary Society	SOCI2000	4.5
Issues of Unity & Diversity	SOCI2150	4.5

**Economics/Political Science**

Personal Finance	ECON1200	4.5
Principles of Macroeconomics	ECON2110	4.5
Principles of Microeconomics	ECON2120	4.5
American Government	POLS1000	4.5
Comparative Politics	POLS1040	4.5
Introduction to Political Science	POLS1080	4.5
International Relations	POLS1600	4.5

**Geography/History**

Exploring Our World: Fundamentals of Geospatial Science	GEOG1000	4.5
Introduction to Human Geography	GEOG1400	4.5
World Regional Geography	GEOG1420	4.5
Western Tradition I	HIST1000	4.5
Western Tradition II	HIST1010	4.5
American History I	HIST2010	4.5
American History II	HIST2020	4.5
World History to 1500 CE	HIST2100	4.5
World History since 1500 CE	HIST2110	4.5
Survey of Asian History	HIST1820	4.5
Survey of African American History	HIST2960	4.5

**Education**

Intro. to Professional Education	EDUC1110	4.5
Professional Practicum I	EDUC1700	2.5
Educational Psychology	EDUC2000	4.5
Introduction to Special Education	EDUC2300	4.5
Instructional Technology	EDUC2590	4.5

**G. Culture & Gender Studies**

General Anthropology	ANTH1120	4.5
Native American Art	ARTS2650	4.5
Women in Art	ARTS2750	4.5
Introduction to Special Education	EDUC2300	4.5
Introduction to Women's Literature	ENGL2150	4.5
African American Literature	ENGL2440	4.5
Native American Literature	ENGL2450	4.5
Latino/a & Latin American Literature	ENGL2460	4.5
Asian American Literature	ENGL2470	4.5
World Regional Geography	GEOG1420	4.5
Global Studies	GLST2980	4.5
Survey of Asian History	HIST1820	4.5
Survey of African American History	HIST2960	4.5
Multicultural Competency	HMRS1320	4.5
Introduction to World Music	MUSC2800	4.5
Comparative Religions	PHIL2610	4.5
International Relations	POLS1600	4.5
Diversity in Society	SOCI1020	4.5
Women in Contemporary Society	SOCI2000	4.5
Issues of Unity & Diversity	SOCI2150	4.5
Intercultural Communication	SPCH2110	4.5
World History to 1500 CE	HIST2100	4.5
World History since 1500 CE	HIST2110	4.5

**H. Electives**

May be taken from, but are not limited to, any course listed on the Academic Transfer Electives List. Other courses may also apply with approval. Different transfer institutions and different majors have different requirements, so check with your transfer institution and/or an SCC advisor to help make your best selections.

## ACADEMIC TRANSFER ELECTIVES LIST

Course #	Course Title	Credit Hours
ACCT-1200	Principles of Accounting I	4.5
ACCT-1210	Principles of Accounting II	4.5
AGRI-1131	Crop & Food Science	4.5
AGRI-1141	Livestock Management & Selection	6
AGRI-1153	Soils & Plant Nutrition	6
AGRI-1177	Companion Animals	4.5
AGRI-1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI-1258	Introduction to Meats	4.5
ANTH-1020	Intro to Cultural Anthropology	4.5
ANTH-1120	General Anthropology	4.5
ARTS-1010	Introduction to Visual Arts	4.5
ARTS-1050	Introduction to Art History & Criticism I	4.5
ARTS-1060	Introduction to Art History & Criticism II	4.5
ARTS-1110	Beginning Drawing I	4.5
ARTS-1120	Beginning Drawing II	4.5
ARTS-1210	2-Dimensional Design	4.5
ARTS-1220	3-Dimensional Design	4.5
ARTS-1330	Beginning Ceramics I	4.5
ARTS-1340	Beginning Ceramics II	4.5
ARTS-2510	Beginning Painting I	4.5
ARTS-2520	Beginning Painting II	4.5
ARTS-2650	Introduction to Native American Art	4.5
ARTS-2750	Women in Art	4.5
ARTS-2850	History of Photography	4.5
BIOS-1010	General Biology	6
BIOS-1030	Environmental Biology	4.5
BIOS-1090	General Botany	6
BIOS-1110	Biology of Microorganisms	6
BIOS-1120	Introduction to Zoology	6
BIOS-1140	Human Anatomy & Lab	6
BIOS-1210	Human Anatomy & Physiology I	6
BIOS-1220	Human Anatomy & Physiology II	6
BIOS-1400	Biology I	6
BIOS-1410	Biology II	6
BIOS-2130	Human Physiology & Lab	6
BIOS-2410	General Genetics	6
BIOT-1400	Introduction to Biotechnology I w/Lab	6
BIOT- 2400	Introduction to Biotechnology II w/Lab	6
BIOT-2441	Quality Assurance for Biosciences	4.5
BIOT-2443	Production and Manufacturing	4.5
BIOT-2445	Molecular Biology Techniques	4.5
BIOT-2446	Cell Culture Techniques	4.5
BIOT-2450	Current Topics in Biotechnology	4.5
BIOT-2452	Bioinformatics	4.5
BIOT-2454	Biotechnology in Forensics	4.5
BIOT-2500	Applied Biosciences: Practicum	4.5
BSAD-1050	Introduction to Business	4.5

BSAD-1090	Business Law I	4.5
BSAD-2430	Marketing Communications	4.5
BSAD-2520	Principles of Marketing	4.5
BSAD-2540	Principles of Management	4.5
CHEM-1050	Chemistry & the Citizen	6
CHEM-1090	General Chemistry I	6
CHEM-1100	General Chemistry II	6
CHEM-2250	Biological Organic Chemistry	4.5
CHEM-2510	Organic Chemistry I	6
CHEM-2520	Organic Chemistry II	6
CHIN-1010	Beginning Chinese I	7.5
CHIN-1020	Beginning Chinese II	7.5
CHIN-2010	Second Year Chinese I	4.5
CHIN-2020	Second Year Chinese II	4.5
CRIM-1010	Introduction to Criminal Justice	4.5
CRIM-1020	Introduction to Corrections	4.5
CRIM-1030	Courts & the Judicial Process	4.5
CRIM-2030	Police & Society	4.5
CRIM-2080	Criminal Procedure	4.5
CRIM-2200	Criminology	4.5
DDRT-1120 or 1220	Basic Computer Aided Drafting	3
ECED-1130	Social-Emotional Development & Behavior Guidance	4.5
ECED-2070	Family & Community Relationships	4.5
ECON-1200	Personal Finance	4.5
ECON-2110	Principles of Macroeconomics	4.5
ECON-2120	Principles of Microeconomics	4.5
EDUC-1110	Introduction to Professional Education	4.5
EDUC-1700	Professional Practicum I	2.5
EDUC-2000	Educational Psychology	4.5
EDUC-2300	Introduction to Special Education	4.5
EDUC-2590	Instructional Technology	4.5
EDUC-2970	Professional Practicum Experiences II	2.5
EDUC-2971	Professional Practicum Experiences III	2.5
ENGL-1020	Composition II	4.5
ENGL-1100	Business Communication	4.5
ENGL-1510	Introduction to Creative Writing	4.5
ENGL-2050	Modern Fiction	4.5
ENGL-2100	Introduction to Literature	4.5
ENGL-2140	Introduction to Shakespeare	4.5
ENGL-2150	Introduction to Women's Literature	4.5
ENGL-2160	Children's Literature	4.5
ENGL-2165	Young Adult Literature	4.5
ENGL-2200	British Literature Post-1800	4.5
ENGL-2210	American Literature After 1865	4.5
ENGL-2220	Science Fiction Literature	4.5
ENGL-2440	African American Literature	4.5
ENGL-2450	Native American Literature	4.5
ENGL-2460	Latino/a & Latin American Literature	4.5
ENGL-2470	Asian American Literature	4.5
ENGL-2520	Fiction Writing	4.5

ENGL-2530	Poetry Writing	4.5
ENGL-2560	Technical Writing	4.5
ENGL-2980	Special Topics in Literature	4.5
ENGR-1010	Engineering Design	4.5
ENGR-1020	MATLAB Programming & Problem Solving	4.5
ENGR-2010	Introduction to Circuits & Electronics	6
ENGR-2020	Engineering Statics	4.5
ENTR-1050	Introduction to Entrepreneurship	4.5
FSDT-1350	Basic Nutrition	4.5
GEOG-1000	Exploring Our World: Fundamentals of Geospatial Science	4.5
GEOG-1400	Introduction to Human Geography	4.5
GEOG-1420	World Regional Geography	4.5
GEOG-1500	Physical Geography	4.5
GEOL-1010	Physical Geology	6
GEOL-1060	Environmental Geology	4.5
GERM-1010	Beginning German I	7.5
GERM-1020	Beginning German II	7.5
GERM-2010	Second Year German I	4.5
GERM-2020	Second Year German II	4.5
GERM-2100	Accelerated Second-Year German	9
GLST-2980	Global Studies	4.5
HLTH1060	Comprehensive Medical Terminology	4.5
HIST-1000	Western Tradition I	4.5
HIST-1010	Western Tradition II	4.5
HIST-1820	Survey of Asian History	4.5
HIST-2010	American History I	4.5
HIST-2020	American History II	4.5
HIST-2100	World History to 1500 CE	4.5
HIST-2110	World History since 1500 CE	4.5
HIST-2450	History of the Civil War & Reconstruction	4.5
HIST-2510	History of Rome	4.5
HIST-2604	World War II	4.5
HIST-2790 - 2799	Special Topics in History	4.5
HIST-2960	Survey of African American History	4.5
HLTH-1010	Introduction to Health	4.5
HLTH-1060	Comprehensive Medical Terminology	4.5
HMRS-1102	Counseling Theories & Techniques	4.5
HMRS-1105	Critical Thinking in HMRS	4.5
HMRS-1320	Multicultural Competency	4.5
HMRS-1403	Assess., Case Planning/Mgmt & Prof. Ethics for A&D	4.5
HMRS-1404	Introduction to Social Work	4.5
HUMS-1100	Introduction to the Humanities	4.5
HUMS-1200	Contemporary Arts & Ideas	4.5
JOUR/PHOT-2750	Photojournalism	4.5
JOUR-1810	Introduction to Mass Media	4.5
JOUR-1820	Media Writing	4.5
JOUR-1840	Advanced Media Writing	4.5
JOUR-1850	Citizen Journalism and New Media	4.5
JOUR-1860	Sports Journalism	4.5

JOUR-1880	Multimedia Reporting	4.5
JOUR-2780	Public Relations	4.5
JOUR-2880	Multimedia Editing	4.5
JOUR-2900	News Media/Journalism Internship	4.5
MATH-1150	College Algebra	4.5
MATH-1180	Elementary Statistics	4.5
MATH-1200	Trigonometry	4.5
MATH-1300	Precalculus	7.5
MATH-1400	Applied Calculus	4.5
MATH-1600	Calculus & Analytic Geometry I	7.5
MATH-1700	Calculus & Analytic Geometry II	7.5
MATH-2030	Contemporary Mathematics	4.5
MATH-2080	Calculus & Analytic Geometry III	6
MATH-2200	Differential Equations	4.5
MUSC-1010	Introduction to Music (Music Appreciation)	4.5
MUSC-1015, 1020, 2010, 2020, 2030, 2040	Individual Instruction in Voice	1.5/each
MUSC-1260, 1270, 2260, 2270	Class Piano I - IV	1.5/each
MUSC-1261/1271	Guitar I & II	1.5/each
MUSC-1262/1272	Guitar Ensemble	1.5/each
MUSC-1410, 1420, 2390, 2400, 2410, 2420	College Choir	1.5/each
MUSC-1430, 1440, 2430, 2440	Vocal Ensemble: After the Storm	1.5/each
MUSC-1610	Music Theory I	6
MUSC-1611	Music Theory Module I	2
MUSC-1612	Music Theory Module II	2
MUSC-1613	Music Theory Module III	2
MUSC-1620	Music Theory II	6
MUSC-1630	Music Theory III	6
MUSC-1640	Music Theory IV	6
MUSC-1851, 1861, 1871, 1881	Music Practicum	1.5 - 4.5
MUSC-2520, 2530, 2540, 2550, 2580, 2590	Individual Instruction in Piano	1.5/each
MUSC-2521, 2531, 2541, 2551, 2581, 2591	Individual Instruction in Guitar	1.5/each
MUSC-2750	Introduction to American Music	4.5
MUSC-2800	Introduction to World Music	4.5
MUSC-2870	History of Rock Music	4.5
OFFT-2120	Business Communication Strategies	4.5
PHED-1000	Lifetime Fitness	4.5
PHED-1030, 2030, 2035, 2040	Physical Fitness Activities	1.5/each
PHED-1060	Fitness Throughout Life	3
PHED-1300/2300, 1310/2310, 1311/2311	Intercollegiate Golf	1.5/each
PHED-1320/2320, 1330/2330, 1331/2331	Intercollegiate Basketball (Men)	1.5/each



PHED-1340/2340, 1350/2350, 1351/2351	Intercollegiate Basketball (Women)	1.5/each
PHED-1360/2360, 1370/2370, 1371/2371	Intercollegiate Volleyball	1.5/each
PHED-1380/2380, 1390/2390, 1391/2391	Intercollegiate Baseball	1.5/each
PHED-1385/2385, 1395/2395, 1396/2396	Intercollegiate Softball	1.5/each
PHED-1600	Introduction to Recreation	4.5
PHED-1610	Standard First Aid	4.5
PHED-1750	Introduction to Physical Education	4.5
PHED-1800	Physical Education in Elementary School	4.5
PHED-2010, 2020	Officiating Sports	3/each
PHIL/RELS-2610	Comparative Religions	4.5
PHIL-1010	Introduction to Philosophy	4.5
PHIL-1060	Applied Ethics	4.5
PHIL-1150	Critical & Creative Thinking	4.5
PHIL-2110	Introduction to Modern Logic	4.5
PHIL-2130	Bioethics	4.5
PHIL-2250	Environmental Ethics	4.5
PHIL-2650	Philosophy of Religion	4.5
PHIL-2990	Practical Reasoning	4.5
PHOT-1750	Beginning Photography	4.5
PHOT-1760	Digital Photography & Creative Imaging	4.5
PHYS-1030	Astronomy	6
PHYS-1100	Physical Science	6
PHYS-1130	Selected Topics in Astronomy	4.5
PHYS-1150	Descriptive Physics	6
PHYS-1410	Elementary General Physics I	7.5
PHYS-1420	Elementary General Physics II	7.5
PHYS-2110	General Physics I	7.5
PHYS-2120	General Physics II	7.5
POLS-1000	American Government	4.5
POLS-1040	Comparative Politics	4.5
POLS-1080	Introduction to Political Science	4.5
POLS-1600	International Relations	4.5
POLS-2020	Introduction to State & Local Government	4.5
POLS-2300	Political Parties	4.5
POLS-2750	Political Communication	4.5
POLS-2900	Internship	4.5
PSYC-1250	Interpersonal Relations	4.5
PSYC-1810	Introduction to Psychology	4.5
PSYC-2710	Positive Psychology	4.5
PSYC-2870	Psychology of the Personality	4.5
PSYC-2880	Social Psychology	4.5
PSYC-2900	Adolescent Psychology	4.5
PSYC-2960	Lifespan Human Development	4.5
PSYC-2970	Introduction to Psychological Research	4.5
PSYC-2980	Abnormal Psychology	4.5
SIGN-1010	Beginning American Sign Language I	6

SIGN-1020	Beginning American Sign Language II	6
SIGN-2010	Second Year Sign Language I	6
SIGN-2020	Second Year Sign Language II	6
SOCI-1010	Introduction to Sociology	4.5
SOCI-1020	Diversity in Society	4.5
SOCI-2000	Women in Contemporary Society	4.5
SOCI-2010	Social Problems	4.5
SOCI-2150	Issues of Unity & Diversity	4.5
SOCI-2250	Marriage & the Family	4.5
SOCI-2260	Parenting	4.5
SPAN-1010	Beginning Spanish I	7.5
SPAN-1020	Beginning Spanish II	7.5
SPAN-2010	Second Year Spanish I	4.5
SPAN-2020	Second Year Spanish II	4.5
SPAN-2030	Intensive Conversation	4.5
SPAN-2040	Intensive Writing	4.5
SPAN-2100	Accelerated Second-Year Spanish	9
SPCH-1090	Fundamentals of Human Communication	4.5
SPCH-1110	Public Speaking	4.5
SPCH-2050	Oral Performance of Literature	4.5
SPCH-2110	Intercultural Communication	4.5
SPCH-2750	Political Communication	4.5
SPCH-2810	Business & Professional Communication	4.5
THEA-1010	Introduction to Theatre	4.5
THEA-1140	Basic Acting	4.5
THEA-1850, 1860, 2850, 2860, 2880	Theatre Production	1.5 - 4.5
THEA-1851, 1861, 1871, 1881	Theatre Practicum	1.5 - 4.5
THEA-2130	Film Appreciation	4.5

# Recommended Transfer Courses

SCC has strong transfer relationships with many four-year colleges and universities and we encourage students to visit with an Academic Transfer Advisor to assist them in tailoring a degree plan based on the college to which they want to transfer and the major they intend to pursue. More information on transferring to area colleges can be found on the SCC Website at <https://www.southeast.edu/transfer-options/>

Below are examples of courses to select for the Associate of Arts/Associate of Science degree for students intending on biological science/biotechnology, business, journalism, or psychology/human relations majors. Note that these suggested transfer courses are not specific to any one four-year college or university, so you are highly encouraged to visit with an Academic Transfer Advisor to discuss your academic goals and transfer options.

## BIOTECHNOLOGY

### Academic Transfer Associate of Science: Suggested Transfer Courses

This suggested list provides students with a background in biology and chemistry and then they gain a working knowledge of biotechnology by focusing on laboratory protocols in a regulated environment. Course work leads to an Associate in Science degree (AS), which prepares students for careers as technical assistants in biomedical, pharmaceutical, academic, genetics, molecular biology, and bioengineering laboratories. Core coursework prepares students to further their education at four-year institutions leading to more advanced degrees in the biosciences. Students gain industry experience through a practicum. Consult with an Academic Transfer Advisor to determine where and how biotechnology classes will transfer.

<b>A. Written Communication</b>		<b>9.0</b>
ENGL 1010	English Composition I	4.5
ENGL2560	Technical Writing	4.5
<b>B. Speech Communication</b>		<b>4.5</b>
SPCH2810	Business and Professional Communications	
<b>C. Mathematics/Logic</b>		<b>9.0 - 12</b>
MATH 1150	College Algebra OR	4.5
MATH1600	Calculus and Analytic Geometry (recommended)	7.5
MATH 1180	Elementary Statistics	4.5
<b>D. Natural Science</b>		<b>12.0</b>
BIOS 1400	Biology I	6.0
CHEM1090	General Chemistry I	6.0
<b>E. Humanities</b>		<b>4.5</b>
Take one from Humanities section of <a href="#">Academic Transfer Electives List</a> .		
<b>Recommended course option:</b>		
PHIL2130	Bioethics	4.5
<b>F. Social Sciences</b>		<b>4.5</b>
Take one from Humanities section of <a href="#">Academic Transfer Electives List</a> .		
<b>Recommended course option:</b>		
PSYC1810	Introduction to Psychology	

**G. Culture & Gender Studies****4.5**Take one course from Culture and Gender Studies section of [Academic Transfer Electives List](#).**H. Electives****Take all of these:**

CHEM1100	General Chemistry II	6.0
CHEM2250	Biological Organic Chemistry	4.5
BIOT1400	Introduction to Biotechnology I w/Lab	6.0
BIOT2400	Introduction to Biotechnology II w/Lab	6.0
BIOT2441	Quality Assurance for Biosciences	4.5
BIOT2445	Molecular Biology Techniques	6.0
BIOT2500	Applied Biosciences: Practicum	4.5

**Additional Electives (Choose One)****4.5**

BIOT2446	Cell Culture Techniques	4.5
BIOT2452	Bioinformatics	4.5
BIOT2454	Biotechnology in Forensics	4.5
BIOT2450	Current Topics in Biotech	4.5
BIOT 2443	Production and Manufacturing	4.5

**TOTAL CREDIT HOURS****90.0**

**NOTE:** Not all courses on this list will apply to all four-year colleges and universities. Students are encouraged to meet with a SCC advisor, as well as an advisor at the college or university to which they plan to transfer, to determine transfer courses that will meet the requirements for the student's transfer institution and specific major.

## BUSINESS

### Academic Transfer Associate of Arts: Suggested Transfer Courses

NOTE: **Not all courses on this list will apply to all four-year colleges and universities.** Students are encouraged to meet with a SCC advisor, as well as an advisor at the college or university to which they plan to transfer, to determine transfer courses that will meet the requirements for the student's transfer institution.

#### A. Written Communication 9.0 Qtr Credits

Take both of these courses:

Composition I	ENGL1010	4.5
Business Communication Strategies	OFFT2120	4.5

#### B. Speech Communication 4.5 Qtr Credits

Business and Professional Comm.	SPCH2810	4.5
---------------------------------	----------	-----

NOTES:

- Some four-year institutions may accept SPCH1090 or 1110, but SPCH2810 is the preferred course for most business majors and is the required course for UNL business majors.

#### C. Mathematics/Logic 4.5-7.5 Qtr Credits

Take one of the following:

College Algebra	MATH1150	4.5
Elementary Statistics	MATH1180	4.5
Applied Calculus	MATH1400	4.5
Analytic Geometry & Calculus I	MATH1600	7.5

NOTES:

- Depending upon the four-year school to which you transfer, MATH1150 may transfer as an elective only and not fulfill the math requirement.
- Many business majors require both MATH1180 and MATH1400. Because the AA degree only requires one math course, one will fulfill the math requirement and the other will count as an elective toward the AA degree. Check with an advisor to see which math courses are required for your four-year school.
- Some disciplines within business, such as Actuarial Science, require MATH1600 – Analytical Geometry & Calculus I instead of MATH1400. Credit may not be received for both MATH1400 and 1600. Other disciplines, such as Accounting, recommend MATH1600.
- If you are planning to transfer to UNL for Actuarial Science, you are not required to take MATH1180.

#### D. Natural Science with Lab 10.5-15 Qtr Credits

Take two of the following, including one lab course (6.0 or 7.5 hrs):

General Biology	BIOS1010	6.0
Environmental Biology	BIOS1030	6.0
General Botany	BIOS1090	6.0
Biology of Microorganisms	BIOS1110	6.0
Introduction to Zoology	BIOS1120	6.0
Human Anatomy	BIOS1140	6.0
Human Anatomy and Physiology I	BIOS1210	6.0
Human Anatomy and Physiology II	BIOS1220	6.0

Biology I	BIOS1400	6.0
Biology II	BIOS1410	6.0
Human Physiology	BIOS2130	6.0
General Genetics	BIOS2410	6.0
Chemistry & the Citizen*	CHEM1050	6.0
General Chemistry I*	CHEM1090	6.0
General Chemistry II	CHEM1100	6.0
Basic Nutrition	FSDT1350	4.5
Physical Geography	GEOG1500	4.5
Physical Geology	GEOL1010	6.0
Environmental Geology	GEOL1060	4.5
Astronomy	PHYS1030	6.0
Physical Science	PHYS1100	6.0
Descriptive Physics**	PHYS1150/1150L	6.0
Elementary General Physics I**		
Elementary General Physics II	PHYS1420	7.5
	PHYS1410	7.5
General Physics I	PHYS2110	7.5

NOTES:

\*Cannot receive credit for both CHEM1050 and CHEM1090.

\*\*Credit cannot be received for more than one of these: PHYS1150, 1410 and 2110.

**E. Humanities**

**13.5 Qtr Credits Total**

**Choose classes from at least two different groups.**

**Literature/English**

Modern Fiction	ENGL2050	4.5
Introduction to Literature	ENGL2100	4.5
Introduction to Women's Literature	ENGL2150	4.5
Children's Literature	ENGL2160	4.5
Young Adult Literature	ENGL2165	4.5
American Literature After 1865	ENGL2210	4.5
British Literature Post-1800	ENGL2200	4.5
Science Fiction Literature	ENGL2220	4.5
African American Literature	ENGL2440	4.5
Native American Literature	ENGL2450	4.5
Latino/a & Latin American Literature	ENGL2460	4.5
Asian American Literature	ENGL2470	4.5
Introduction to Mass Media	JOUR1810	4.5
Media Writing	JOUR1820	4.5

**Creative/Fine/Performing Arts**

Intro. to Visual Arts	ARTS1010	4.5
Intro. to Art History and Criticism I	ARTS1050	4.5
Intro to Art History and Criticism II	ARTS1060	4.5
Beginning Drawing I	ARTS1110	4.5
2-Dimensional Design	ARTS1210	4.5
Beginning Ceramics I	ARTS1330	4.5
Beginning Painting I	ARTS2510	4.5

Native American Art	ARTS2650	4.5
Women in Art	ARTS2750	4.5
History of Photography	ARTS2850	4.5
Introduction to Creative Writing	ENGL1510	4.5
Fiction Writing	ENGL2520	4.5
Poetry Writing	ENGL2530	4.5
Introduction to the Humanities	HUMS1100	4.5
Contemporary Arts & Ideas	HUMS1200	4.5
Music Theory I	MUSC1610	6.0
Intro to Music (Music Appreciation)	MUSC1010	4.5
Introduction to World Music	MUSC2800	4.5
History of Rock Music	MUSC2870	4.5
Beginning Photography	PHOT1750	4.5
Oral Performance of Literature	SPCH2050	4.5
Introduction to Theatre	THEA1010	4.5
Film Appreciation	THEA2130	4.5
Basic Acting	THEA1140	4.5

### Languages

Beginning Chinese I	CHIN1010	7.5
Beginning Chinese II	CHIN1020	7.5
Beginning German I	GERM1010	7.5
Beginning German II	GERM1020	7.5
Beginning American Sign Language I	SIGN1010	6.0
Beginning American Sign Language II	SIGN1020	6.0
Beginning Spanish I	SPAN1010	7.5
Beginning Spanish II	SPAN1020	7.5

### Philosophy

Introduction to Philosophy	PHIL1010	4.5
Applied Ethics	PHIL1060	4.5
Critical & Creative Thinking	PHIL1150	4.5
Bioethics	PHIL2130	4.5
Comparative Religions	PHIL2610	4.5

### F. Social Sciences

**18.0 Qtr Credits**

Choose classes from at least three different groups.

NOTE: As a business major, of the four social sciences courses required, be sure you take both ECON2110 and ECON2120.

#### Anthropology/Psychology/Sociology

Intro. to Cultural Anthropology	ANTH1020	4.5
General Anthropology	ANTH1120	4.5
Interpersonal Relations	PSYC1250	4.5
Introduction to Psychology	PSYC1810	4.5
Introduction to Sociology	SOCI1010	4.5
Life-Span Human Development	PSYC2960	4.5
Social Psychology	PSYC2880	4.5
Diversity in Society	SOCI1020	4.5
Women in Contemporary Society	SOCI2000	4.5
Issues of Unity & Diversity	SOCI2150	4.5

**Economics/Political Science**

Personal Finance	ECON1200	4.5
Principles of Macroeconomics	ECON2110	4.5
Principles of Microeconomics	ECON2120	4.5
American Government	POLS1000	4.5
Comparative Politics	POLS1040	4.5
Introduction to Political Science	POLS1080	4.5
International Relations	POLS1600	4.5

**Geography/History**

Exploring Our World: Fundamentals of Geospatial Science	GEOG1000	4.5
Introduction to Human Geography	GEOG1400	4.5
World Regional Geography	GEOG1420	4.5
Western Tradition I	HIST1000	4.5
Western Tradition II	HIST1010	4.5
American History I	HIST2010	4.5
American History II	HIST2020	4.5
World History to 1500 CE	HIST2100	4.5
World History since 1500 CE	HIST2110	4.5
Survey of Asian History	HIST1820	4.5
Survey of African American History	HIST2960	4.5

**Education**

Intro. to Professional Education	EDUC1110	4.5
Educational Psychology	EDUC2000	4.5
Professional Practicum I	EDUC1700	4.5
Introduction to Special Education	EDUC2300	4.5
Instructional Technology	EDUC2590	4.5

**G. Culture & Gender Studies**

General Anthropology	ANTH1120	4.5	<b>4.5 Qtr Credits</b>
Native American Art	ARTS2650	4.5	
Women in Art	ARTS2750	4.5	
Introduction to Special Education	EDUC2300	4.5	
Introduction to Women's Literature	ENGL2150	4.5	
African American Literature	ENGL2440	4.5	
Native American Literature	ENGL2450	4.5	
Latino/a & Latin American Literature	ENGL2460	4.5	
Asian American Literature	ENGL2470	4.5	
World Regional Geography	GEOG1420	4.5	
Global Studies	GLST2980	4.5	
Survey of Asian History	HIST1820	4.5	
Survey of African American History	HIST2960	4.5	
Multicultural Competency	HMRS1320	4.5	
Introduction to World Music	MUSC2800	4.5	
Comparative Religions	PHIL2610	4.5	
International Relations	POLS1600	4.5	
Diversity in Society	SOCI1020	4.5	



Women in Contemporary Society	SOCI2000	4.5
Issues of Unity & Diversity	SOCI2150	4.5
Intercultural Communication	SPCH2110	4.5
World History to 1500 CE	HIST2100	4.5
World History since 1500 CE	HIST2110	4.5

#### H. Electives

#### 12.0-25.5 Qtr Credits

The following are suggested electives. Consult with an advisor to discuss the courses that are needed for your transfer institution. Due to the limit of credit hours 4-year colleges will accept from community colleges, you will not be able to take all of these courses.

The following courses are standard requirements for business majors at many four-year schools. Check with an advisor for more specific advice.

Principles of Accounting I	ACCT1200	4.5
Principles of Accounting II	ACCT1210	4.5
One of these:		
Microsoft Applications I*	BSAD1010	4.5
Microsoft Applications II*	BSAD1020	4.5
Microsoft Office Applications*	INFO1005	2.0

#### NOTES:

- Check with an advisor to see which computer course is needed for your four-year school.
- \* One or more of these course could be required by your transfer institution and may be taken at SCC; however these courses do not count toward the SCC Associate of Arts degree.

#### Other suggested business electives:

Business Law I	BSAD1090	4.5
Business Ethics	BSAD2310	4.5
Human Resources Management	BSAD2370	4.5
Marketing Communications	BSAD2430	4.5
Principles of Marketing	BSAD2520	4.5
Principles of Management	BSAD2540	4.5
Personal Finance	ECON1200	4.5
Introduction to Entrepreneurship	ENTR1050	4.5

## HEALTH INFORMATION MANAGEMENT SERVICES

### Academic Transfer Associate of Applied Science: Suggested Transfer Guide to Central Community College

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

Central Community College has created an agreement to accept 43.5 quarter credit hours toward the Diploma and 52.5 quarter credit hours toward the Associate of Applied Science degree.

Please contact Linda Cady, HIM advisor, at 402-437-2753 or [lcady@southeast.edu](mailto:lcady@southeast.edu).

Please work closely with your SCC Academic Advisor. Suggested courses vary depending on your transfer school. Ultimately, it is the student's responsibility to check with the institution where credit is being transferred.

### DIPLOMA

The Diploma gives graduates the entry-level skills needed for employment as clinical coders in a variety of health care settings.

BIOS1000	Structure and Function of the Human Body	6.0
BSAD1010	Microsoft Applications I	4.5
ENGL1010	English Composition I	4.5
HIMS1102	CPT Coding	4.5
HIMS1105	ICD-10-CM Coding	6.0
MEDA1210 or HLTH1060	Comprehensive Medical Terminology	4.5
MEDA1404	Medical Diseases	4.5
OFFT2000	Employment Techniques	4.5
		39.0 hours

### REIMBURSEMENT SPECIALIST DIPLOMA

This diploma prepares graduates with entry-level skills needed for employment in medical office and/or billing positions in a variety of health care settings. A career as a reimbursement specialist would handle the process of receiving insurance payments, posting to patient accounts, submitting secondary insurances, collections, working through appeals, audits and addressing financial risks to the facility.

Students who graduate with the Reimbursement Specialist diploma will have covered entry level skills needed to assist the facility in the revenue cycle and reimbursement management process.

OFFT1310	Office Accounting	4.5
MEDA1210 or HLTH1060	Comprehensive Medical Terminology	4.5
ENGL1010	English Composition I	4.5
BSAD1010	Microsoft Applications I	4.5
MATH1040	Business Math	<u>4.5</u>
		22.5

### ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science degree gives health information technicians the entry-level competencies defined by the American Health Information Management Association. These are nationally accepted standards of practitioner roles and functions.

MEDA1210 or HLTH1060	Comprehensive Medical Terminology	4.5
BSAD1010	Microsoft Applications I	4.5
BIOS1000	Structure and Function of the Human Body	6.0
ENGL1010	English Composition I	4.5

HIMS1102	CPT Coding	4.5
HIMS1105	ICD-10-CM Coding	6.0
MEDA1404	Medical Diseases	4.5
MATH1040	Business Math	4.5
OFFT2000	Employment Techniques	4.5
		43.5 hours

## LIBRARY & INFORMATION SERVICES ASSISTANT

### Academic Transfer Associate of Arts: Suggested Transfer Guide to University of Nebraska-Omaha

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

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

<b>A. Written Communication</b>	<b>9.0</b>
<b>B. Speech</b>	<b>4.5</b>
<b>C. Mathematics/Logic</b>	<b>4.5</b>
<b>D. Natural Science with lab</b>	<b>10.5</b>
<b>E. Humanities</b>	<b>13.5</b>
<b>F. Social Sciences</b>	<b>18.0</b>
<b>G. Gender and Culture Studies</b>	<b>4.5</b>

**H. Electives that fulfill the Associate Degree – Library Technical Assistant Focus Requirements: 27.0**

Check with your SCC advisor or your receiving institution.

LIBR1010	Foundations of Library and Information Services
LIBR2100	Reference Resources and Service
LIBR2150	Managing Collections in Libraries and Information Agencies
LIBR2210	Cataloging and classification
LIBR2250	Leadership and Management in Library and Information Agencies
LIBR2990	Library Capstone Practicum

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

## PRE-EDUCATION

### Academic Transfer Associate of Arts to Bachelor: Suggested Transfer Guide to Doane College

This option is designed for students interested in pursuing a career in teaching at the elementary, middle, or secondary school level in Nebraska.

#### A. WRITTEN COMMUNICATION

9.0 Qtr. Credits

(Take both)

Composition I	ENGL1010	
Composition II	ENGL1020	4.5

#### B. SPEECH

4.5 Qtr. Credits

(Take one class)

Fundamentals of Human Communication	SPCH1090	4.5
Public Speaking	SPCH1110	4.5
Business & Professional Comm.	SPCH2810	4.5

#### C. MATHEMATICS/LOGIC

4.5 Qtr. Credits

(Take one class)

College Algebra	MATH1150	4.5
Elementary Statistics	MATH1180	4.5
Trigonometry	MATH1200	4.5
Precalculus	MATH1300	7.5
Applied Calculus	MATH1400	4.5
Calculus & Analytic Geometry I	MATH1600	7.5
Contemporary Math	MATH2030	4.5
Introduction to Modern Logic	PHIL2110	4.5

#### D. NATURAL SCIENCE

10.5 Qtr. Credits

General Biology	BIOS1010	6.0
General Botany	BIOS1090	6.0
Introduction to Zoology	BIOS1120	6.0
Chemistry and the Citizen	CHEM1050	6.0
General Chemistry I	CHEM1090	6.0
Physical Geography	GEOG1500	4.5
Physical Geology	GEOL1010	6.0
Astronomy	PHYS1030	6.0
Physical Science	PHYS1100	6.0
Descriptive Physics	PHYS1150	6.0
General Physics I	PHYS1410	7.5
College Physics I	PHYS2110	7.5

#### E. HUMANITIES

13.5 Qtr. Credits

(Take three classes. Take at least one class from each group)

##### HUMAN CREATIVITY

Introduction to Visual Arts	ARTS1010	4.5
Beginning Drawing I	ARTS1110	4.5
2-Dimensional Design	ARTS1210	4.5
3-Dimensional Design	ARTS1220	4.5
Introduction to the Humanities	HUMS1100	4.5

Introduction to Music	MUSC1010	4.5
Introduction to American Music	MUSC2750	4.5
History of Rock Music	MUSC2870	4.5
Beginning Photography	PHOT1750	4.5
Introduction to Theatre	THEA1010	4.5
Basic Acting	THEA1140	4.5

### **IN SEARCH OF MEANING & VALUES**

Modern Fiction	ENGL2050	4.5
Introduction to Literature	ENGL2100	4.5
Introduction to Philosophy	PHIL1010	4.5
Applied Ethics	PHIL1060	4.5
Introduction to Logic & Critical Thinking	PHIL1150	6.0
Philosophy of Religion	PHIL2650	4.5
Practical Reasoning	PHIL2990	4.5

### **F. SOCIAL SCIENCE**

**18.0 Qtr. Credits**

#### **Behavioral Social Science**

(Take one class)

Introduction to Psychology	PSYC1810	4.5
Introduction to Sociology	SOCI1010	4.5

#### **Political Science**

(Take one class)

American Government	POLS1000	4.5
Comparative Politics	POLS1040	4.5
Introduction to Political Science	POLS1080	4.5
Introduction to International Relations	POLS1600	4.5
State and Local Government	POLS2020	4.5

#### **History**

(Take one class)

Western Tradition I	HIST1000	4.5
Western Tradition II	HIST1010	4.5
American History I	HIST2010	4.5
American History II	HIST2020	4.5
World History to 1500 CE	HIST2100	4.5
World History since 1500 CE	HIST2110	4.5

#### **Fourth Social Science**

(Take one class)

Adolescent Psychology	PSYC2900	4.5
Lifespan Human Development	PSYC2960	4.5

### **G. GENDER AND CULTURE STUDIES**

**4.5 Qtr. Credits**

(Take one class)

Introduction to Cultural Anthropology	ANTH1020	4.5
Native American Literature	ARTS2650	4.5
African American Literature	ENGL2440	4.5
Native American Literature	ENGL2450	4.5

Latino/a & Latin American Literature	ENGL2460	4.5
Asian American Literature	ENGL2470	4.5
Introduction to Human Geography	GEOG1400	4.5
Survey of Asian History	HIST1820	4.5
Survey of African American History	HIST2960	4.5
Introduction to World Music	MUSC2800	4.5
Introduction to Comparative Religions	PHIL/RELS2610	4.5
Diversity in Society	SOCI1020	4.5
Issues of Unity & Diversity	SOCI2150	4.5
Intercultural Communications	SPCH2110	4.5

#### **H. PRE-EDUCATION**

**29.0 Qtr. Credits**

(Take eight of these classes)

Introduction to Professional Education	EDUC1110	4.5
Professional Practicum I	EDUC1700	2.5
Educational Psychology	EDUC2000	4.5
Introduction to Special Education	EDUC2300	4.5
Instructional Technology	EDUC2590	4.5
World Regional Geography	GEOG1420	4.5
Introduction to Health or Lifetime Fitness	HLTH1010 PHED1000	4.5

Total Credits: 90.0

#### **NOTES:**

- 90 quarter credits are required to graduate from SCC with an Associate of Arts degree in Academic Transfer. Doane College will accept up to 90 quarter hours/60 semester hours in transfer credit.
- A course may be used to satisfy only one graduation requirement.
- For more information about Doane College, visit [www.doane.edu](http://www.doane.edu)

## PRE-JOURNALISM & NEW MEDIA

### Academic Transfer Associate of Arts: Suggested Transfer Guide to Doane College

<b>A. Written Communications</b>	<b>9.0</b>
ENGL1010	English Composition I
ENGL1020	Composition II
<b>B. Speech (Select one)</b>	<b>4.5</b>
SPCH1090	Fundamentals of Human Communications
SPCH1110	Public Speaking
<b>C. Mathematics (Select one)</b>	<b>4.5</b>
MATH1150	College Algebra
MATH1300	Precalculus
MATH1400	Applied Calculus
MATH1600	Analytic Geometry & Calculus I
<b>D. Natural Science with Lab (Two classes)</b>	<b>12.0</b>
(One class)	
BIOS1010	General Biology
(One class)	
CHEM1050	Chemistry and the Citizen
CHEM1090	General Chemistry I
GEOL1010	Physical Geology
PHYS1150	Descriptive Physics
PHYS1100	Physical Science
PHYS1030	Astronomy
<b>E. Humanities</b>	<b>13.5</b>
Literature (Select one)	
ENGL2050	Modern Fiction
ENGL2100	Introduction to Literature
Philosophy (Select one)	
PHIL1010	Introduction to Philosophy
PHIL1060	Applied Ethics
PHIL2610	Introduction to Comparative Religions
Arts (Select one)	
ARTS1010	Introduction to the Visual Arts
ARTS1050	Introduction to Art History and Criticism I
ARTS1060	Introduction to Art History and Criticism II
ARTS1110	Beginning Drawing I
ARTS1210	2-Dimensional Design
MUSC1010	Introduction to Music (Music Appreciation)
MUSC2750	Introduction to American Music
PHOT1750	Beginning Photography
THEA1010	Introduction to Theatre
THEA1140	Basic Acting
<b>F. Social Sciences</b>	<b>18.0</b>
Social/Behavioral (Select one)	
PSYC1810	Introduction to Psychology
SOCI1010	Introduction to Sociology
Political Science	
(Two classes from two different areas)	
ECON2110	Principles of Macroeconomics



ECON2120	Principles of Microeconomics	
POLS1000	American Government	
EDUC2610	Educational Psychology	
History (Select one)		
HIST2010	American History I	
HIST2020	American History II	
<b>G. Gender and Culture Studies (Select one)</b>		<b>4.5</b>
ARTS2650	Introduction to Native American Art	
ENGL2440	African American Literature	
ENGL2450	Native American Literature	
ENGL2460	Latino/a & Latin American Literature	
HIST2960	Survey of African American History	
SOCI1020	Diversity of Society	
SOCI2150	Issues of Unity and Diversity	
SPCH2110	Intercultural Communication	
<b>H. Pre-Journalism &amp; Media Major Required Courses</b>		<b>22.5</b>
JOUR1810	Introduction to Mass Media	
JOUR1820	Media Writing	
JOUR1840	Advanced Media Writing	
JOUR/PHOT2750	Photojournalism	
JOUR2880	Multimedia Editing	
<b>Recommended Electives</b>		<b>4.5</b>
JOUR1880	Multimedia Reporting	
JOUR2780	Public Relations	

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

## PSYCHOLOGY/HUMAN RELATIONS

### Academic Transfer Associate of Arts: Suggested Transfer Courses

#### A. Written Communication 9.0

Take this course:

Composition I	ENGL1010	4.5
---------------	----------	-----

Take one of the following

Composition II	ENGL1020	4.5
----------------	----------	-----

Business Communication Strategies	OFFT2120	4.5
-----------------------------------	----------	-----

#### B. Speech 4.5

Take one of the following:

Fundamentals of Human Communication	SPCH1090	4.5
-------------------------------------	----------	-----

Public Speaking	SPCH1110	4.5
-----------------	----------	-----

Business & Professional Communication	SPCH2810	4.5
---------------------------------------	----------	-----

#### C. Mathematics/Logic 4.5-7.5

Take one of the following:

College Algebra	MATH 1150	4.5
-----------------	-----------	-----

Elementary Statistics	MATH1180	4.5
-----------------------	----------	-----

Trigonometry**	MATH1200	4.5
----------------	----------	-----

Precalculus**	MATH1300	7.5
---------------	----------	-----

Applied Calculus*	MATH1400	4.5
-------------------	----------	-----

Calculus & Analytic Geometry I*	MATH1600	7.5
---------------------------------	----------	-----

Contemporary Mathematics	MATH2030	4.5
--------------------------	----------	-----

Introduction to Modern Logic	PHIL2110	4.5
------------------------------	----------	-----

#### NOTES:

- Be sure to check with an advisor as to which math class(es) you need for the four-year school to which you plan transfer. Not all of the classes above will fulfill the ACE 3 Math requirement for UNL.
- Credit may not be received for both MATH1400 and 1600.
- Students may only receive credit for MATH1300 OR for MATH1150 and/or MATH1200.

#### D. Natural Science with Lab 10.5-15

Take two of the following, including one lab course (6.0 or 7.5 hrs.)

General Biology	BIOS1010	6.0
-----------------	----------	-----

Environmental Biology	BIOS1030	4.5
-----------------------	----------	-----

General Botany	BIOS1090	6.0
----------------	----------	-----

Biology of Microorganisms	BIOS1110	6.0
---------------------------	----------	-----

Introduction to Zoology	BIOS1120	6.0
-------------------------	----------	-----

Human Anatomy	BIOS1140	6.0
---------------	----------	-----

Human Anatomy & Physiology I	BIOS1210	6.0
------------------------------	----------	-----

Human Anatomy & Physiology II	BIOS1220	6.0
-------------------------------	----------	-----

Biology I	BIOS1400	6.0
-----------	----------	-----

Biology II	BIOS1410	6.0
------------	----------	-----

Human Physiology	BIOS2130	6.0
------------------	----------	-----

General Genetics	BIOS2410	6.0
------------------	----------	-----

Chemistry and the Citizen*	CHEM1050	6.0
----------------------------	----------	-----

General Chemistry I*	CHEM1090	6.0
General Chemistry I	CHEM1090	6.0
General Chemistry II	CHEM1100	6.0
Basic Nutrition	FSDT1350	4.5
Physical Geography	GEOG1500	4.5
Physical Geology	GEOL1010	6.0
Environmental Geology	GEOL1060	4.5
Astronomy	PHYS1030	6.0
Physical Science	PHYS1100	6.0
Descriptive Physics**	PHYS1150	6.0
Elementary General Physics I**	PHYS1410	7.5
Elementary General Physics II**	PHYS1420	7.5
General Physics I**	PHYS2110	7.5
General Physics II	PHYS2120	7.5

NOTES:

\*Cannot receive credit for both CHEM1050 and CHEM1090.

\*\*Credit cannot be received for more than one of these: PHYS1150, 1410 and 2110.

**E. Humanities**

**13.5-19.5**

Choose three courses from at least two different groups:

**Literature/English/Journalism**

Modern Fiction	ENGL2050	4.5
Introduction to Literature	ENGL2100	4.5
Intro to Shakespeare	ENGL2140	4.5
Intro to Women's Literature	ENGL2150	4.5
Children's Literature	ENGL2160	4.5
American Literature After 1865	ENGL2210	4.5
British Literature Post-1800	ENGL2200	4.5
Science Fiction Literature	ENGL2220	4.5
African American Literature	ENGL2440	4.5
Native American Literature	ENGL2450	4.5
Latino/a & Latin American Literature	ENGL2460	4.5
Asian American Literature	ENGL2470	4.5
Introduction to Mass Media	JOUR1810	4.5
Media Writing	JOUR1820	4.5

**Creative/Fine/Performing Arts**

Intro to Visual Arts	ARTS1010	4.5
Intro to Art History & Criticism I	ARTS1050	4.5
Intro to Art History & Criticism II	ARTS1060	4.5
Beginning Drawing I	ARTS1110	4.5
2-Dimensional Design	ARTS1210	4.5
Beginning Ceramics I	ARTS1330	4.5
Beginning Painting I	ARTS2510	4.5
Native American Art	ARTS2650	4.5
Women in Art	ARTS2750	4.5
History of Photography	ARTS2850	4.5
Introduction to Creative Writing	ENGL1510	4.5
Fiction Writing	ENGL2520	4.5

Poetry Writing	ENGL2530	4.5
Introduction to the Humanities	HUMS1100	4.5
Contemporary Arts & Ideas	HUMS1200	4.5
Music Theory I	MUSC1610	6.0
Intro to Music (Music Appreciation)	MUSC1010	4.5
Intro to World Music	MUSC2800	4.5
History of Rock Music	MUSC2870	4.5
Beginning Photography	PHOT1750	4.5
Oral Performance of Literature	SPCH2050	4.5
Intro to Theatre	THEA1010	4.5
Basic Acting	THEA1140	4.5
Film Appreciation	THEA2130	4.5

### Languages

Beginning Chinese I	CHIN1010	7.5
Beginning Chinese II	CHIN1020	7.5
Beginning German I	GERM1010	7.5
Beginning German II	GERM1020	7.5
Beginning American Sign Language I	SIGN1010	6.0
Beginning American Sign Language II	SIGN1020	6.0
Beginning Spanish I	SPAN1010	7.5
Beginning Spanish II	SPAN1020	7.5

### Philosophy

Introduction to Philosophy	PHIL1010	4.5
Applied Ethics	PHIL1060	4.5
Critical & Creative Thinking	PHIL1150	4.5
Bioethics	PHIL2130	4.5
Comparative Religions	PHIL2610	4.5

### F. Social Sciences 18.0

**Choose classes from at least three different groups.**

**Note: As a psychology/human relations major, of the 18 hours of social sciences courses you take, be sure to take PSYC1810 and one other PSYC course based on which PSYC courses are accepted by your intended transfer institution.**

Take the following:

Introduction to Psychology	PSYC1810	4.5
----------------------------	----------	-----

Take one of these:

(Check with an advisor to make sure you choose courses that will apply to your 4-year school)

Psychology of Personality	PSYC2870	4.5
Social Psychology	PSYC2880	4.5
Adolescent Psychology	PSYC2900	4.5
Lifespan Development	PSYC2960	4.5
Abnormal Psychology	PSYC2980	4.5

### Economics/Political Science

Personal Finance	ECON1200	4.5
Macroeconomics	ECON2110	4.5
Microeconomics	ECON2120	4.5

American Government	POLS1000	4.5
International Relations	POLS1600	4.5

### **Geography/History**

Introduction to Human Geography	GEOG1400	4.5
World Regional Geography	GEOG1420	4.5
Global Studies	GLST2980	4.5

Western Tradition I	HIST1000	4.5
Western Tradition II	HIST1010	4.5
American History I	HIST2010	4.5
American History II	HIST2020	4.5
World History to 1500 CE	HIST2100	4.5
World History since 1500 CE	HIST2110	4.5
Survey of Asian History	HIST1820	4.5

### **G. Culture and Gender Studies**

### **4.5 Quarter Credits**

Take one of the following:

General Anthropology	ANTH1120	4.5
Native American Art	ARTS2650	4.5
Women in Art	ARTS2750	4.5
Introduction to Special Education	EDUC2300	4.5
Introduction to Women's Literature	ENGL2150	4.5
African American Literature	ENGL2440	4.5
Native American Literature	ENGL2450	4.5
Latino/a & Latin American Literature	ENGL2460	4.5
Asian American Literature	ENGL2470	4.5
World Regional Geography	GEOG1420	4.5
Survey of Asian History	HIST1820	4.5
Survey of African American History	HIST2960	4.5
Multicultural Competency	HMRS1320	4.5
Introduction to World Music	MUSC2800	4.5
Comparative Religions	PHIL2610	4.5
International Relations	POLS1600	4.5
Diversity in Society	SOCI1020	4.5
Women in Contemporary Society	SOCI2000	4.5
Issues of Unity & Diversity	SOCI2150	4.5
Intercultural Communication	SPCH2110	4.5
World History to 1500 CE	HIST2100	4.5
World History since 1500 CE	HIST2110	4.5

### **H. Electives**

The following are **suggested** electives. Consult with an advisor to discuss the courses that are needed for your transfer institution. Many four-year schools will accept a maximum of 90 quarter credits from a community college. Therefore, you may not be able to take all of these elective courses at SCC.

### **Additional General Education courses:**

Depending upon where you transfer, you may need to take additional general education courses such as additional math, foreign language, health/fitness, computer technology, etc.

**Additional course options:**

Women in Contemporary Society	SOCI2000	4.5
Interpersonal Relations	PSYC1250	4.5
Positive Psychology	PSYC2710	4.5
Psychology of Personality	PSYC2870	4.5
Social Psychology	PSYC2880	4.5
Adolescent Psychology	PSYC2900	4.5
Lifespan Development	PSYC2960	4.5
Intro to Psychological Research	PSYC2970	4.5
Abnormal Psychology	PSYC2980	4.5

## SECONDARY SKILLED & TECHNICAL SCIENCES EDUCATION SKILLED AND TECHNICAL SCIENCE TEACHING OPTION

### Academic Transfer Associate of Science to Bachelor: Suggested Transfer Guide to University of Nebraska-Lincoln

This is a “2 + 2” option that allows students to obtain teaching certification in Skilled and Technical Sciences (STS) in a Nebraska secondary school. It is designed for students who complete an Associate of Applied Science in one of the areas listed below to continue their education toward a technical science teaching certificate. More information can be found at [http://alec.unl.edu/alec\\_undergraduate\\_programs](http://alec.unl.edu/alec_undergraduate_programs)

A course may be used to satisfy only one graduation requirement. A total of at least 90 quarter credits is required for graduation from Southeast Community College with an Associate of Science degree in the Academic Transfer Program.

#### A. Written Communication 9.0 Quarter Credits

##### ACE 1 (One class)

Composition I	ENGL1010	4.5
Business Communications (One class)	OFFT1110	4.5
Composition II	ENGL1020	4.5
Business Communication Strategies	OFFT2120	4.5

#### B. Speech 4.5 Quarter Credits

##### ACE 2 (One class)

Fundamentals of Human Communication	SPCH1090	4.5
Public Speaking	SPCH1110	4.5
Business & Professional Communication	SPCH2810	4.5

#### C: Mathematics/Logic 9.0 Quarter Credits

##### ACE 3 (Two classes)

Elementary Statistics	MATH1180	4.5
Trigonometry**	MATH1200	4.5
Precalculus**	MATH1300	7.5
Applied Calculus*	MATH1400	4.5
Calculus & Analytic Geometry I*	MATH1600	7.5
Contemporary Mathematics	MATH2030	4.5

\*Students may not receive credit for both MATH1400 and MATH1600.

\*\*Students may not receive credit for MATH1300 and also for MATH1150 and/or Math 1200.

CASNR needs 5 credits beyond College Algebra

#### D. Natural Science with Lab 12.0 Quarter Credits

##### ACE 4 (Two Classes Total)

Students must take lab sciences from two different areas.

Biology I	BIOS1400	6.0
Chemistry and the Citizen**	CHEM1050	6.0
General Chemistry I**	CHEM1090	6.0
Descriptive Physics***	PHYS1150	6.0
Elementary General Physics ***	PHYS1410	7.5

\*\*Students may not receive credit for both CHEM1050 and CHEM1090.

\*\*\*Student may only receive credit for either PHYS1150 or PHYS1410.

**E. Humanities****4.5 Quarter Credits****Ace 7 or 5 (One class)**

Introduction to Art History & Criticism I	ARTS1050	4.5
Intro to Art History & Criticism II	ARTS1060	4.5
Modern Fiction	ENGL2050	4.5
Introduction to Literature	ENGL2100	4.5
Introduction to Shakespeare	ENGL2140	4.5
Introduction to Women's Literature	ENGL2150	4.5
African American Literature	ENGL2440	4.5
Native American Literature	ENGL2450	4.5
Latino/a & Latin American Literature	ENGL2460	4.5
Asian American Literature	ENGL2470	4.5
Fiction Writing	ENGL2520	4.5
Poetry Writing	ENGL2530	4.5
Introduction to Music	MUSC1010	4.5
History of Rock Music	MUSC2870	4.5
Introduction to Philosophy	PHIL1010	4.5
Introduction to Theatre	THEA1010	4.5

**F. Social Sciences****4.5 Quarter Credits****Ace 6 or 8 (One class)**

Macroeconomics	ECON2110	4.5
Microeconomics	ECON2120	4.5

**G. Gender and Culture Studies****4.5 Quarter Credits****Ace 9 (One class)**

Issues of Unity & Diversity	SOCI2150	4.5
-----------------------------	----------	-----

**H. Electives****42.0 Quarter Credits:**

Please select 12 hours from each of the four areas:  
Please contact Glenn Pasho, 402-437-2639 for the four areas.

**Architecture and Construction:****12 credits**

Basic Carpentry	CNST1100	4.0
Advanced Carpentry	CNST1200	4.0
Energy Construction	CNST1300	4.0
Design Drafting Concepts	DDRT1110	3.0
Basic Computer Aided Drafting	DDRT1120	3.0

**Manufacturing:****12 credits**

Basic Oxy-Acetylene/Shielded	WELD1060	6.0
Advanced Oxy-Acetylene	WELD1070	3.0
GMAW/GTAW Theory and Lab	WELD1080	6.0
GMAW/GTAW Advanced Welding	WELD1090	3.0
Basic Machine Tool	MACH1100	4.5
Basic Woods Manufacturing	CNST1101	4.5
Advanced Carpentry	CNST1200	4.0



<b>Science, Technology, Engineering and Mathematics:</b>		<b>12 credits</b>
Engineering Design	ENGR1010	4.5
Design Drafting Concepts	DDRT1110	3.0
Basic Computer Aided Drafting	DDRT1120	3.0
3-D Solid Modeling	DDRT1220	5.0
Electrical Fundamentals	MFGT1413	4.0
Introduction to Electronics	ELEC110	4.5

<b>Transportation, Distribution and Logistics:</b>		<b>12 credits</b>
Auto Shop Safety & Repair	AUTT1007	4.5
Small Engines	AUTT1003	4.5
Electrical Concepts	AUTT1006	6.0

A maximum of 90 quarter credits will transfer to UNL.

NOTE: Some classes will have a prerequisite that must be met prior to admittance. See course descriptions and advisor. See Advisor for additional optional classes in each of the four areas.

# PRE-HEALTH OPTION

## Suggested Transfer Guide for Southeast Community College Health Science programs

Pre-health is a track for completing requirements prior to applying to a Health Science program. Many of our Health Science programs have admission requirements that must be completed prior to entering the actual program. Pre-health is the starting point for completing required prerequisites. After meeting the requirements, students may apply for admission into their desired Program of Study.

Which programs utilize the Pre-health option?

- Associate Degree Nursing
- Associate Degree Nursing (LPN to ADN Option)
- Dental Assisting
- Medical Assisting
- Medical Laboratory Technology
- Paramedic
- Pharmacy Technician
- Physical Therapist Assistant
- Practical Nursing
- Radiologic Technology
- Respiratory Care
- Surgical Technology

### For more information contact:

Michele Saucier, Pre-health Advisor  
402-437-2688 or 402-437-2470 or 402-437-2445  
[pre-health@southeast.edu](mailto:pre-health@southeast.edu)

or the Admissions Office at  
Beatrice 402-228-8214 or Lincoln 402-437-2600

### Admission Requirements:

1. Application to the Pre-health option.
2. High School and College Transcripts (if applicable).
3. Placement Test Scores.

## ASSOCIATE DEGREE NURSING

BIOS1140*	Human Anatomy with Lab <b>and</b>
BIOS2130*	Human Physiology with Lab
	<b>OR</b>
BIOS1210*	Anatomy and Physiology I with Lab <b>and</b>
BIOS1220*	Anatomy and Physiology II with Lab
BIOS1110*	Biology of Microorganisms with Lab
CHEM1050*	Chemistry and the Citizen with Lab <b>or</b>
CHEM1090*	General Chemistry I with Lab
SOCI1010	Introduction to Sociology
MATH1150*	College Algebra <b>or</b>
MATH1180*	Elementary Statistics

## ASSOCIATE DEGREE NURSING (ADN)

### (LPN to ADN Option)

This ADN track is for those who have earned their LPN Diploma, hold an active unencumbered license and are seeking a nursing degree and RN license.

BIOS1140*	Human Anatomy with Lab <b>and</b>
BIOS2130*	Human Physiology with Lab
	<b>OR</b>
BIOS1210*	Anatomy and Physiology I with Lab <b>and</b>
BIOS1220*	Anatomy and Physiology II with Lab
BIOS1110*	Biology of Microorganisms with Lab
CHEM1050*	Chemistry and the Citizen with Lab <b>or</b>
CHEM1090*	General Chemistry I with Lab
FSDT1350	Basic Nutrition
ENGL1010	English Composition I
SOCI1010	Introduction to Sociology
PSYC2960	Life-span Human Development
MATH1150*	College Algebra <b>or</b>
MATH1180*	Elementary Statistics

## PRACTICAL NURSING

BIOS1000*	Structure and Function of the Human Body
	<b>OR</b>
BIOS1140*	Human Anatomy with Lab <b>and</b>
BIOS2130*	Human Physiology with Lab
	<b>OR</b>
BIOS1210*	Anatomy and Physiology I with Lab <b>and</b>
BIOS1220*	Anatomy and Physiology II with Lab
ENGL1010	English Composition I
FSDT1350	Basic Nutrition
MATH0900*	Math Modules (or higher) <b>or</b> MATH placement of MATH0950 or higher

## DENTAL ASSISTING

FSDT1350	Basic Nutrition
PSYC1250	Interpersonal Relations <b>or</b>
PSYC1810	Introduction to Psychology
SPCH1110	Public Speaking <b>or</b>
SPCH1090	Fundamentals of Human Communication <b>or</b>
SPCH2810	Business and Professional Communication
MATH0900	Math Modules (or higher) <b>or</b> placement into MATH0950 or higher
READING	Placement Score (or higher) of one of the following – Compass 61, ACT 14
ENGL0985	Intermediate College Reading/Writing (or higher) <b>or</b> placement into ENGL1010 or higher

## MEDICAL ASSISTING

BIOS1140	Human Anatomy with Lab
MEDA1210	Comprehensive Medical Terminology
MATH0900	Math Modules (or higher) or placement into MATH0950 or higher
READING	Placement Score (or higher) of one of the following – Compass 61, ACT 14
ENGL0985	Intermediate College Reading/Writing (or higher) <b>or</b> placement into ENGL1010 or higher

## MEDICAL LABORATORY TECHNOLOGY

BIOS1010	General Biology with Lab
CHEM1090	General Chemistry with Lab or higher
ENGL1010	English Composition I
MATH1100	Intermediate Algebra (or higher)
PSYC1810	Introduction to Psychology <b>or</b>
PSYC1250	Interpersonal Relations <b>or</b>
SOCI1010	Introduction to Sociology <b>or</b>
SOCI1020	Diversity in Society

## PARAMEDIC

BIOS1140	Human Anatomy with Lab <b>and</b>
BIOS2130	Human Physiology with Lab
	<b>OR</b>
BIOS1210	Anatomy and Physiology I with Lab <b>and</b>
BIOS1220	Anatomy and Physiology II with Lab
MATH1040	Business Math (or higher)
EMTL1301	EMT Part I with Lab <b>and</b>
EMTL1302	EMT Part II with Lab
	<b>OR</b>
	(Nationally registered or Nebraska state EMT license)
READING	Placement Score (or higher) of the one of the following - Compass 61, ACT 14
ENGL0985	Intermediate College Reading/Writing (or higher) <b>or</b> placement into ENGL1010 (or higher)

## PHARMACY TECHNICIAN

ENGL1010	English Composition I
SPCH1110	Public Speaking <b>or</b>
SPCH1090	Fundamentals of Human Communication <b>or</b>
SPCH2810	Business and Professional Communication
MATH0900	Math Modules (or higher) <b>or</b> placement into MATH0950 or higher

## PHYSICAL THERAPIST ASSISTANT

BIOS1140*	Human Anatomy with Lab <b>and</b>
BIOS2130*	Human Physiology with Lab
	<b>OR</b>
BIOS1210*	Anatomy and Physiology I with Lab <b>and</b>
BIOS1220*	Anatomy and Physiology II with Lab
ENGL1010	English Composition I (or higher)
MATH 1150	College Algebra (or higher)
PSCY1810	Introduction to Psychology (or higher)
SPCH1110	Public Speaking <b>or</b>
SPCH1090	Fundamentals of Human Communication <b>or</b>
SPCH2810	Business and Professional Communication
MEDA1210	Comprehensive Medical Terminology

## RADIOLOGIC TECHNOLOGY

BIOS1140	Human Anatomy with Lab <b>and</b>
BIOS2130	Human Physiology with Lab
	<b>OR</b>
BIOS1210	Anatomy and Physiology I with Lab <b>and</b>
BIOS1220	Anatomy and Physiology II with Lab
PHYS1150	Descriptive Physics with Lab <b>or</b>
PHYS1410	General Physics with Lab
ENGL1010	English Composition I
MATH1100	Intermediate Algebra <b>or</b>
MATH1150	College Algebra <b>or</b>
MATH1200	Trigonometry <b>or</b>
MATH1400	Applied Calculus
SOCI1010	Introduction to Sociology
SPCH1110	Public Speaking <b>or</b>
SPCH1090	Fundamentals of Human Communication <b>or</b>
SPCH2810	Business and Professional Communication
MEDA1101	Basic Medical Terminology

## RESPIRATORY CARE

BIOS1140	Human Anatomy with Lab <b>and</b>
BIOS2130	Human Physiology with Lab
	<b>OR</b>
BIOS1210	Anatomy and Physiology I with Lab <b>and</b>
BIOS1220	Anatomy and Physiology II with Lab
BIOS1110	**Biology of Microorganisms with Lab
CHEM1050	**Chemistry and the Citizen with Lab <b>or</b>
CHEM 1090	**General Chemistry I with Lab
ENGL1010	English Composition I (or higher)
MATH1100	Intermediate Algebra <b>or</b>
MATH1150	College Algebra <b>or</b>
MATH1180	Elementary Statistics <b>or</b>
MATH1400	Applied Calculus <b>or</b>
MATH1600	Calculus & Analytic Geometry
SPCH1110	Public Speaking <b>or</b>
SPCH1090	Fundamentals of Human Communication <b>or</b>
SPCH2810	Business and Professional Communication <b>or</b>
MEDA1202	Communication in Allied Health
MEDA1101	**Medical Terminology
PSYC2960	Life-span Human Development <b>or</b>
SOCI1010	Introduction to Sociology <b>or</b>
SOCI1020	Diversity in Society <b>or</b>
PSYC1810	Introduction to Psychology

\*\*Students who have taken courses at another institution should have official transcripts sent to the SCC Admissions office if they would like to apply those courses toward the prerequisite requirements.

## SURGICAL TECHNOLOGY

BIOS1140	Human Anatomy with Lab <b>and</b>
BIOS2130	Human Physiology with Lab
	<b>OR</b>
BIOS1210	Anatomy and Physiology I with Lab <b>and</b>
BIOS1220	Anatomy and Physiology II with Lab
BIOS1110	Biology of Microorganisms with Lab
ENGL1010	English Composition I
MATH1040	Business Math (or higher)
SPCH1110	Public Speaking <b>or</b>
SPCH1090	Fundamentals of Human Communication <b>or</b>
SPCH2810	Business and Professional Communication
MEDA1101	Basic Medical Terminology
MEDA1407	Medical Calculations
PSYC1810	Introduction to Psychology <b>or</b>
SOCI1010	Introduction to Sociology <b>or</b>
PSYC1250	Interpersonal Relations

\*Course must have been completed within the last five years.

# Agriculture Business & Management Technology

## Beatrice Campus

### Associate of Applied Science Degree, Certificate

#### Credit Hours Required for Graduation:

##### Certificate

- Precision Agriculture 36.0

##### Associate of Applied Science Degree

- Agribusiness Focus 132.0
- Agronomy Focus 132.0
- Diversified Agriculture Focus 132.0
- Golf and Sports Turf Management Focus 115.0
- Horticulture Focus 115.0
- Livestock Production Focus 132.0

#### Types of jobs available:

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

#### Program overview

This program is located on the Beatrice Campus. Students are admitted every quarter. Students may focus in Agribusiness, Agronomy, Diversified Agriculture, Golf and Sports Turf Management, Horticulture, or Livestock Production.

For more information contact:

Annie Erichsen, Program Chair  
402-228-8258, 800-233-5027 ext. 1258,  
[aerichsen@southeast.edu](mailto:aerichsen@southeast.edu)

Travis Pralle, Program Chair  
402-228-8254, 800-233-5027 ext. 1254  
[tpralle@southeast.edu](mailto:tpralle@southeast.edu)

Kenni Woerner, Program Chair  
402-228-8130, 800-223-5027 ext. 1130  
[kwoerner@southeast.edu](mailto:kwoerner@southeast.edu)

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

## Precision Agriculture Certificate

Course #	Course title	Credit hrs
AGRI1131	Crop & Food Science	4.5
AGRI1153	Soils & Plant Nutrition	6.0
AGRI1368	Module 1 – Agriculture Software Application	1.0
AGRI1369	Module 2 – Spreadsheet Application	1.0
AGRI1370	Module 3 – Introduction into Precision Agriculture	1.0
AGRI1373	Module 1 – Hardware Fundamentals	.5
AGRI1374	Module 2 – GPS and Auto Steer	1.0
AGRI1375	Module 3 – Planting	1.0
AGRI1376	Module 4 – Application	1.0
AGRI1377	Module 5 – Yield Monitoring and Mapping	1.0
AGRI2380	Module 1 – Key Precision Agriculture Information and Software	1.0
AGRI2381	Module 2 – Basic Software Skills	1.0
AGRI2382	Module 3 – Prescriptions	1.0
AGRI2383	Module 4 – Soil Sampling and Handhelds	1.5
AGRI2396	Module 1 – Advance Software	1.0
AGRI2397	Module 2 – Variable Rate Irrigation	1.5
AGRI2398	Module 3 – Drone (Unmanned Aerial Systems)	2.0
Any math above MATH1040		4.5

36.0 Hours

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

### AGRI Core Courses:

Course #	Course title	Credit hrs
AGRI1123	Agribusiness Careers	4.5
AGRI1131	Crop & Food Science	4.5
AGRI1368	Module 1 – Agriculture Software Application	1.0
AGRI1369	Module 2 – Spreadsheet Application	1.0
AGRI1370	Module 3 – Introduction into Precision Agriculture	1.0
AGRI1205	Enterprise Analysis	4.5
AGRI1216	Agribusiness Management	4.5
AGRI2204	Agribusiness Seminar I	4.5
AGRI2291	Ag Business Sales	4.5
AGRI2901	Agribusiness Cooperative Experience	<u>12.0</u>

42.0 hours

### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.  
(One class from each area below).

Oral Communications 4.5

Written Communications 4.5

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

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

22.5 hours

### Agribusiness Focus:

AGRI1135	Basic Fertilizer Management	3.0
AGRI1141	Livestock Management	6.0
AGRI1153	Soils & Plant Nutrition	6.0
AGRI1211	Fundamentals of Ag Marketing	4.5
AGRI1217	Agricultural Economics	4.5



AGRI1221	Livestock Nutrition	4.5
AGRI2202	Farm and Ranch Management	6.0
AGRI2219	Pesticide Certification (or HORT2219)	3.0
AGRI2267	Agriculture Commodity Marketing	4.5
AGRI2380	Module 1 – Key Precision Agriculture Information and Software	1.0
AGRI2381	Module 2 – Basic Software Skills	1.0
AGRI2382	Module 3 – Prescriptions	1.0
AGRI2383	Module 4 – Soil Sampling and Handhelds	1.5

**Select 16.5hours from the following:**

AGRI1124	Basic Ag Leadership	4.5
AGRI1143	Introduction to Equine Management	4.5
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI1373	Module 1 – Hardware Fundamentals	.5
AGRI1374	Module 2 – GPS and Auto Steer	1.0
AGRI1375	Module 3 – Planting	1.0
AGRI1376	Module 4 – Application	1.0
AGRI1377	Module 5 – Yield Monitoring and Mapping	1.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2223	Principles of Livestock Feeding	4.5
AGRI2231	Applied Animal Reproduction	7.5
AGRI2232	Forage Harvesting and Management (or 2233 or 2253)	6.0
AGRI2233	Planting and Tillage Equipment (or 2232 or 2253)	6.0
AGRI2245	Animal Health	6.0
AGRI2253	Grain Harvesting & Management (or 2232 or 2233)	6.0
AGRI2258	Livestock Ultrasound Technology	3.0
AGRI2265	Irrigation & Water Management	6.0
AGRI2280	Advanced Crop Production	4.5
AGRI2287	Advanced Crop Management	4.5
AGRI2795	History & Structure of Cooperatives	1.0
HORT1132	Horticulture Plant Identification & Selection	4.5
HORT1154	Greenhouse Management	3.0
HORT1155	Basic Landscaping	4.5
HORT1239	Arboriculture	3.0
HORT1242	Turfgrass Management	4.5
HORT2265	Irrigation & Water Management	<u>6.0</u>

Agribusiness Focus: 63.0

Electives: 4.5

67.5 hours

## **Agronomy Focus:**

AGRI1135	Basic Fertilizer Management	3.0
AGRI1141	Livestock Management	6.0
AGRI1153	Soils & Plant Nutrition	6.0
AGRI1211	Fundamentals of Ag Marketing	4.5
AGRI2202	Farm and Ranch Management (or 2383)	6.0
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2233	Planting & Tillage Equipment	6.0
AGRI2253	Grain Harvesting & Management	6.0
AGRI2265	Irrigation & Water Management	6.0
AGRI2380	Module 1 – Key Precision Agriculture Information and Software	1.0
AGRI2381	Module 2 – Basic Software Skills	1.0

AGRI2382	Module 3 – Prescriptions	1.0
AGRI2383 Or 2202	Module 4 – Soil Sampling and Handhelds	1.5
AGRI2267	Agriculture Commodity Marketing	4.5
		64.5

**Select 9 hours from the following:**

AGRI1217	Agricultural Economics	4.5
AGRI1373	Module 1 – Hardware Fundamentals	.5
AGRI1374	Module 2 – GPS and Auto Steer	1.0
AGRI1375	Module 3 – Planting	1.0
AGRI1376	Module 4 – Application	1.0
AGRI1377	Module 5 – Yield Monitoring and Mapping	1.0
AGRI1378	Electrical and Hydraulic Fundamentals	4.5
AGRI2212	Ag Machinery Maintenance	3.0
AGRI2222	Agriculture Analysis	3.0
AGRI2232	Forage Harvesting and Management	6.0
AGRI2240	Range Management	6.0
AGRI2280	Advanced Crop Production	4.5
AGRI2287	Advanced Crop Management	4.5
AGRI2396	Module 1 – Advance Software	1.0
AGRI2397	Module 2 – Variable Rate Irrigation	1.5
AGRI2398	Module 3 – Drone (Unmanned Aerial Systems)	2.0
HORT1136	Plant Propagation	3.0
HORT1154	Greenhouse Management	3.0
HORT1242	Turfgrass Management	<u>4.5</u>

Agronomy Focus: 63.0-64.5

Electives: 3.0-4.5

67.5 hours

## Diversified Agriculture Focus:

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

**Agribusiness courses take a minimum of 6 credits**

AGRI1217	Agricultural Economics	4.5
AGRI2202	Farm and Ranch Management	6.0
AGRI2267	Agriculture Commodity Marketing	4.5
AGRI2380	Module 1 – Key Precision Agriculture Information and Software	1.0
AGRI2381	Module 2 – Basic Software Skills	1.0
AGRI2382	Module 3 – Prescriptions	1.0
AGRI2383	Module 4 – Soil Sampling and Handhelds	1.5
AGRI2396	Module 1 – Advance Software	1.0
AGRI2397	Module 2 – Variable Rate Irrigation	1.5
AGRI2398	Module 3 – Drone (Unmanned Aerial Systems)	2.0

**Livestock Production courses take a minimum of 12 credits**

AGRI1143	Introduction to Equine Management	4.5
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI2223	Principles of Livestock Feeding	4.5
AGRI2231	Applied Animal Reproduction	7.5
AGRI2240	Range Management	6.0
AGRI2245	Animal Health	6.0
AGRI2254	Advanced Swine Production	4.5

AGRI2255	Advanced Sheep & Goat Production	4.5
AGRI2256	Advanced Beef Production	4.5
AGRI2258	Livestock Ultrasound Technology	3.0

**Agronomy courses take a minimum of 12 credits**

AGRI1135	Basic Fertilizer Management	3.0
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2222	Agriculture Analysis	3.0
AGRI2240	Range Management	6.0
AGRI2265	Irrigation & Water Management	6.0
AGRI2280	Advanced Crop Production	4.5
AGRI2287	Advanced Crop Management	4.5
HORT1136	Plant Propagation	3.0
HORT1154	Greenhouse Management	3.0
HORT1239	Arboriculture	3.0
HORT1242	Turfgrass Management	4.5
HORT2265	Irrigation & Water Management	6.0

**Mechanics courses take a minimum of 9 credits**

AGRI1116	Electric & Gas Welding	2.0
AGRI1195	Advanced Electric and Gas Welding	2.0
AGRI1218	Basic Farm Engines	4.5
AGRI1373	Module 1 – Hardware Fundamentals	.5
AGRI1374	Module 2 – GPS and Auto Steer	1.0
AGRI1375	Module 3 – Planting	1.0
AGRI1376	Module 4 – Application	1.0
AGRI1377	Module 5 – Yield Monitoring and Mapping	1.0
AGRI1378	Electrical and Hydraulic Fundamentals	4.5
AGRI2212	Ag Machinery Maintenance	3.0
AGRI2232	Forage Harvesting and Management	6.0
AGRI2233	Planting & Tillage Equipment	6.0
AGRI2253	Grain Harvesting & Management	6.0
AGRI2265	Irrigation & Water Management	6.0
HORT2214	Horticulture Equipment Maintenance	3.0
HORT2265	Irrigation & Water Management	6.0

Diversified Agriculture Focus: 60.0

Electives: 7.5

67.5 hours

## Livestock Production Focus:

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

**Select 18 hours from the following:**

AGRI1135	Basic Fertilizer Management	3.0
AGRI1143	Introduction to Equine Management	4.5
AGRI1153	Soils and Plant Nutrition	6.0
AGRI1258	Introduction to Meats	4.5
AGRI2202	Farm and Ranch Management	6.0
AGRI2222	Agriculture Analysis	3.0

AGRI2232	Forage Harvesting and Management	6.0
AGRI2240	Range Management	6.0
AGRI2253	Grain Harvesting & Management	6.0
AGRI2258	Livestock Ultrasound Technology	3.0
AGRI2267	Agriculture Commodity Marketing	4.5
AGRI2280	Advanced Crop Production	4.5
AGRI2287	Advanced Crop Management	4.5

**Select 9 hours from the following:**

AGRI2254	Advanced Swine Production	4.5
AGRI2255	Advanced Sheep & Goat Production	4.5
AGRI2256	Advanced Beef Cattle Production	<u>4.5</u>

Livestock Focus: 64.5

Electives: 3.0

67.5 hours

The Following Two Focuses do not include the AGRI Core Classes;  
Golf and Sports Turf Management and Horticulture Focuses.

### Golf and Sports Turf Management Focus:

AGRI1153	Soils & Plant Nutrition	6.0
AGRI2204	Agribusiness Seminar I	4.5
AGRI2291	Ag Business Sales	4.5
AGRI2220	Ag Chemical and Equipment Application	4.5
AGRI2901	Agribusiness Cooperative Experience	12.0
HORT1130	Intro to Horticulture	4.5
HORT1134	Woody Landscape Plant ID	3.0
HORT1215	Basic Horticulture Equipment Maintenance	6.0
HORT1242	Turfgrass Management & Equipment	4.5
HORT2219	Pesticide Certification	3.0
HORT2265	Irrigation & Water Management	6.0
HORT2288	Golf Course & Sports Management	6.0

**Select 30 hours from the following:**

AGRI1135	Basic Fertilizer Management	3.0
AGRI2380	Module 1 – Key Precision Agriculture Information and Software	1.0
AGRI2381	Module 2 – Basic Software Skills	1.0
AGRI2382	Module 3 – Prescriptions	1.0
AGRI2383	Module 4 – Soil Sampling and Handhelds	1.5
HORT1136	Plant Propagation	3.0
HORT1154	Greenhouse Management	3.0
HORT1155	Basic Landscape Design	4.5
HORT1190	Management of Turfgrass Pests	4.5
HORT1239	Arboriculture	3.0
HORT2292	Landscape Maintenance	3.0
HORT2286	Advanced Landscaping	4.5
HORT2295	Advanced Golf Course Management	8.0

Golf and Sports Turf Management Focus 111

Electives 4.0

General Electives 22.5

115.0 hours

## Horticulture Focus:

AGRI1153	Soils & Plant Nutrition	6.0
AGRI2204	Agribusiness Seminar I	4.5
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2291	Ag Business Sales	4.5
AGRI2901	Agribusiness Cooperative Experience	12.0
HORT1130	Introduction to Horticulture	4.5
HORT1133	Herbaceous Landscape Plant ID	3.0
HORT1134	Woody Landscape Plant ID	3.0
HORT1216	Horticulture Business Management	4.5
HORT2219	Pesticide Certification	3.0
HORT2265	Irrigation & Water Management	6.0
HORT2292	Landscape Maintenance	3.0

### Select 30 hours from the following:

AGRI1116	Electric & Gas Welding	2.0
AGRI1135	Basic Fertilizer Management	3.0
AGRI1211	Fundamentals of Ag Marketing	4.5
AGRI1219	Motorized Ag Equipment	3.0
HORT1136	Plant Propagation	3.0
HORT1154	Greenhouse Management	3.0
HORT1155	Basic Landscaping	4.5
HORT1215	Basic Horticulture Equipment Maintenance	3.0
HORT1242	Turfgrass Management	4.5

### Select 9 hours from the following:

AGRI2286	Advanced Landscaping	4.5
AGRI2380	Module 1 – Key Precision Agriculture Information and Software	1.0
AGRI2381	Module 2 – Basic Software Skills	1.0
AGRI2382	Module 3 – Prescriptions	1.0
AGRI2383	Module 4 – Soil Sampling and Handhelds	1.5
HORT1190	Management of Turfgrass Pests	4.5
HORT1239	Arboriculture	3.0
HORT2286	Advanced Landscaping	4.5
HORT2288	Golf Course and Sports Management	<u>6.0</u>

Horticulture Focus: 88.5

Electives: 4.0

General Electives 22.5

115.0 hours

# Associate Degree Nursing

## Beatrice and Lincoln Campuses

### Associate of Applied Science Degree

Credit Hours Required for Graduation: 108.0

#### Types of jobs available:

- Associate degree nursing graduates, when licensed as registered nurses, work in a variety of settings, including acute care, surgery centers, clinics, long-term care facilities, rehabilitation centers, and home health care.

Graduation meets one eligibility requirement for application to sit for the National Council Licensure Examination (NCLEX-RN). Graduates must pass the NCLEX-RN to obtain a license as a Registered Nurse. Program graduates work in small and large facilities throughout Nebraska and the United States. Many graduates have continued their education and are on the way to earning a bachelor's or master's degree.

#### Program overview

This program provides instruction in basic nursing skills, medical/surgical nursing, maternal/child nursing, mental health, and gerontology. An intensive curriculum of math, chemistry, microbiology, anatomy, physiology and other related sciences gives students an essential academic foundation for 608 hours of clinical practice in various settings.

General Education courses may be taken at any SCC location or transferred from an accredited college or university.

This program is located on the Beatrice and Lincoln campuses. The Beatrice program begins in the 2016 Fall Quarter.

For more information contact:

April Minster, Program Chair

402-437-2730, 800-642-4075 ext. 2730,

Fax 402-437-2592

[aminster@southeast.edu](mailto:aminster@southeast.edu)

or the College Admissions Office

Lincoln 402-437-2600, 800-642-4075 ext. 2600 or

Michele Saucier, Pre-health Advisor; 402-437-2688, 800-642-4075 ext. 2688;

[msaucier@southeast.edu](mailto:msaucier@southeast.edu)

#### Admission Requirements:

1. Application to the program
2. Completion of all program prerequisite courses with required grade-point average
3. Submission of program advising sheet
4. Transcripts from high school, GED or other colleges (if applicable)

This program is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Ste. 850, Atlanta, GA 30326, Phone 404-975-5000, [www.acenursing.org](http://www.acenursing.org); and approved by the Nebraska Board of Nursing.

#### Program Prerequisite Requirements:

All courses must be completed with a grade of C or higher with a GPA of 2.75 in science courses and a GPA of 2.5 in General Education courses before enrolling in Associate Degree Nursing (NURS) core courses. The math and science courses must have been completed within the last 5 years. Math and science courses are accepted within the last ten years for LPN to ADN Option students who are actively working as an LPN.

Human Anatomy w/Lab	6.0
Biology of Microorganisms w/Lab	6.0
Human Physiology w/Lab	6.0

Chemistry & the Citizen w/Lab	6.0
or	
General Chemistry	6.0
Intro to Sociology	4.5
College Algebra (or higher)	4.5

33.0 hours

## Associate Degree Nursing Core Courses:

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

Course #	Course title	Credit hrs
NURS1304	*Transition**	1.0
NURS1206	*Intro to Professional Nursing	2.0
NURS1207	*Intro to Nursing Pharmacology	2.0
NURS1305	*Nursing Concepts I	6.0
NURS1306	*Pathophysiology	4.5
or		
NURS1308	*Pathophysiology Across the Lifespan	6.0
NURS1307	*Nursing Concepts II	3.0
NURS2400	*Nursing Assessment	4.5
NURS2403	*Gerontological Nursing Concepts	3.5
NURS2404	*Nursing Concepts III	6.0
NURS2501	*Nursing Concepts-Childbearing Family	6.0
NURS2502	*Nursing Concepts-Child Rearing Family	6.0
NURS2503	*Nursing Pharmacology	1.0
NURS2602	*Mental Health Nursing Concepts	6.0
NURS2603	*Nursing Concepts IV	6.5

57.0 or 58.5 hours

\*Course has a prerequisite

\*\*Required for LPN TO ADN Option students only.

## Required Support Course:

PSYC2960	Life-span Human Development	4.5
		4.5 hours

## General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

Oral Communications		4.5
SPCH1090	Fundamentals of Human Communication	
or		
SPCH1110	Public Speaking	
Written Communications		4.5
ENGL1010	English Composition I	
Science		4.5
FSDT1350	Basic Nutrition	

13.5 hours

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

Please note: Licensed Practical Nurse (LPN) to ADN Option is available for those who have earned their LPN Diploma, hold an active unencumbered license (in Nebraska) and are seeking an RN degree. **Please contact the Admissions Office or the Pre-health advisor for specific program information and program advising sheet.**

**Special Program Requirements:**

1. All students must receive a cumulative grade-point average of 2.5 in the general education courses and a cumulative GPA of 2.75 in the science courses. Science courses include Anatomy, Physiology, Chemistry, Microbiology, and Basic Nutrition. General education courses include oral communication, written communication, math, social science, computer technology and related courses required by the programs.
2. Current Basic Life Support (BLS) for the Health Care Provider (HCP) by American Heart Association or American Red Cross is required before starting (NURS) Associate Degree Nursing courses.
3. Submit completed Health Statement to the Health Sciences Division.
4. A criminal background check will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this CBC.

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

5. Students admitted to a Health Sciences program at Southeast Community College that requires a clinical rotation at a contracted healthcare facility will be required to submit to initial drug and alcohol testing prior to the first clinical rotation.
6. A two-step skin test for tuberculosis and/or a chest X-ray are required. Flu immunization is required.
7. All NURS courses completed with a grade of 75% (C+) or higher to progress through the program.
8. Must have passed the "Nursing Assistant" course and be on "Active Status" on the Nebraska registry or active, unencumbered LPN license on the Nebraska Registry before starting NURS 1206 (Introduction to Professional Nursing).



# Auto Collision Repair Technology

## Milford Campus

### Associate of Applied Science Degree

Credit Hours Required for Graduation: 100.5-102.0

#### Types of jobs available:

- Auto body repair technician
- Paint and prep technician
- Insurance appraiser/estimator
- Frame technician
- Sales representative
- Auto restoration technician
- Welder

Program graduates are working in small companies and Fortune 500 companies throughout Nebraska and the entire nation. Others have continued their education.

#### Program overview

This program is located on the Milford Campus and admits students for the Winter and Summer quarters. This program is an introduction to the collision repair industry, including estimating, metal repair, welding, refinishing, and detailing.

Tools are required as part of the program. For cost estimates, please go to [www.southeast.edu/autocollisionrepair](http://www.southeast.edu/autocollisionrepair). Students also have the opportunity to work on their own vehicles, giving them real-world, on-the-job experiences. Upon completion of the program, students will qualify for one year of work experience required by ASE for technician certification.

For more information contact:

William E. Vocasek, Program Chair  
402-761-8241, 800-933-7223 ext. 8241,  
[bvocasek@southeast.edu](mailto:bvocasek@southeast.edu)

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

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

The Auto Collision Repair Technology program is certified by National Automotive Technicians Education Foundation, and was the first Auto Collision Repair program certified in the state of Nebraska. Students gain the entry-level basics of auto collision repair and master the skills required for today's structural and non-structural body components. This is the only Auto Collision Repair Technology program in the state of Nebraska that is an I-CAR (Inter-Industry Conference on Auto Collision Repair) Training Alliance Member offering I-CAR Welding Qualifications and additional certifications.

#### Auto Collision Repair Core Courses:

Course #	Course title	Credit hrs
AUTB1150	Tools & Equipment	2.0
AUTB1155	Collision Repair Theory	7.5
AUTB1160	Welding Theory	2.0
AUTB1165	Collision Repair Lab	3.5
AUTB1170	Welding Lab	1.0
AUTB1175	Paint Finishes Theory	2.0
AUTB1250	Collision Repair Theory II	4.5
AUTB1255	Collision Repair Lab II	7.0

AUTB1260	Electrical Repair I	1.5
AUTB1350	Paint Finishes Theory II	3.0
AUTB1355	Estimating Theory	1.5
AUTB1360	Electrical Repair II	1.5
AUTB1365	Refinishing Lab I	5.5
AUTB1370	Collision Repair Lab III	1.5
AUTB1450	Structural Repair Theory	3.0
AUTB1455	Safety Restraints Systems	1.5
AUTB1460	Collision Repair Lab IV	3.5
AUTB1465	Refinishing Lab II	4.0
AUTB2550	Suspension & Alignment Theory	2.0
AUTB2555	Automotive Heating & Air Conditioning	1.0
AUTB2560	Brake Systems	1.5
AUTB2565	Collision Repair Lab V	7.5
AUTB2650	Collision Repair Lab VI	<u>10.0</u>
		78.0 hours

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications 4.5

Written Communications 4.5

(Plus three classes from the five areas below; no two classes from the same area). Please see Program Chair for suggested courses.

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

22.5-24.0 hours

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired online or by contacting the program.

This SCC program is affiliated with ASE.

# Automotive Technology

## Lincoln and Milford Campuses

### Associate of Applied Science Degree

Credit Hours Required for Graduation: 130.0-131.5

#### Types of jobs available:

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

Activities in this field include researching service information using manuals or computer-based programs, using an extensive array of hand tools and diagnostic equipment, writing, speaking, and basic math skills.

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

#### Program overview

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

For more information contact:

Ken Jefferson, Program Chair – Lincoln  
402-437-2640, 800-642-4075 ext. 2640,  
[kjeffers@southeast.edu](mailto:kjeffers@southeast.edu)

Rick Morphew, Program Chair – Milford  
402-761-8317, 800-933-7223 ext. 8317,  
[rmorphew@southeast.edu](mailto:rmorphew@southeast.edu)

or the College Admissions Office

Lincoln 402-437-2600, 800-642-4075 ext. 2600  
Milford 402-761-8243, 800-933-7223 ext. 8243

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

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

Students who are interested in a possible career in automotive technology may want to take AUTT0900 Automotive Fundamentals.

#### Special program requirements:

Course offerings and prerequisite sequencing will be determined by the program's campus of origination. A grade of C or higher in all AUTT courses is needed to progress through the program.

**Automotive Courses:**

Course #	Course title	Credit hrs
AUTT1007	Auto Shop Safety & Repair	4.5
AUTT1103	Drive Trains	3.5
AUTT1106	Electrical Concepts	6.0
AUTT1107	HVAC I	4.5
AUTT1108	Automotive Fuel and Control Systems	7.5
AUTT1202	Steering & Suspension Theory	4.0
AUTT1203	Manual Transmission/Transaxle Theory	4.0
AUTT1205	Brake Systems Theory	5.0
AUTT1206	Automotive Electricity	3.5
AUTT1207	HVAC II	2.0
AUTT1212	Steering & Suspension Lab	2.5
AUTT1215	Brake Systems Lab	2.5
AUTT1221	Engine Theory	5.0
AUTT1222	Engine II	10.0
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
AUTT1200	Informational Systems (M)	1.0
WELD1181	Automotive, ASEP, ASSET, & CAP Welding (M)	1.5
	or	
AUTT1712	Introduction to Hybrid Vehicles (L)	1.5
WELD1176	Automotive & Motorcycle Welding (L)	2.5
		101.5-103.0 hours
Optional:		
TRUK1101	CDL-Class A Training	3.5
AUTT1011	Introduction to Automotive Technology	3.0

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list. (One class from each area below).

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

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired online at [www.southeast.edu/automotive](http://www.southeast.edu/automotive).

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

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

# Building Construction Technology

## Milford Campus

### Associate of Applied Science Degree

Credit Hours Required for Graduation: 123.0

Certificate:

Masonry Construction	18.5
Carpentry & Cabinet Making Construction	45.0

### Types of jobs available:

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

Many students focus on a career involving framing or trim, and working for residential and light commercial construction contractors. Others have opportunities in concrete and/or masonry construction with companies ranging in size from small to large.

Most employers are looking for aggressive, motivated and energetic employees who desire to excel and move forward with their career. Many choices exist that will allow students to grow in that company for a period of time to become responsible and, over time, advance in the ranks of the company.

### Program overview

This program is located on the Milford Campus and teaches drafting and estimating skills, masonry/concrete and cabinet construction skills not offered at some construction schools.

Students will participate in program activities and projects that are affiliated with the National Association of Home Builders and the Associated General Contractors professional groups, including the construction of a new house during the Fall and Spring quarters. These affiliations provide an excellent chance to acquire more industry exposure and to help further develop the necessary leadership skills important for employment success.

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

For more information contact:

Ron Petsch, Program Chair

402-761-8213, 800-933-7223 ext. 8213,

[rpetsch@southeast.edu](mailto:rpetsch@southeast.edu)

or the College Admissions Office

Milford 402-761-8243, 800-933-7223 ext. 8243

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

### Building Construction Technology Courses:

Course #	Course title	Credit hrs
CNST1123	Concrete & Masonry Tools & Material I	3.5
CNST1124	Concrete & Masonry Tools & Material II	3.5
CNST1125	Concrete & Masonry Applications I	3.0
CNST1126	Concrete & Masonry Applications II	3.0
CNST1130	10-Hour OSHA Training	1.0
CNST1223	Residential Blueprint Reading	3.0
CNST1226	Tools & Materials I	4.0

CNST1227	Tools & Materials II	4.0
CNST1228	Construction Processes & Practices I	2.5
CNST1229	Construction Processes & Practices II	2.5
CNST1326	Residential Construction Drafting Laboratory	2.5
CNST1327	Residential Construction Drafting Theory	5.0
CNST1328	Residential Construction Estimating Laboratory	2.5
CNST1329	Residential Construction Estimating Theory	5.0
CNST1331	Commercial Construction Communications	3.0
CNST1430	Cabinetry and Carpentry Laboratory	6.5
CNST1433	Carpentry Theory	10.0
CNST2532	Residential Construction Applications	8.0
CNST2537	Residential Construction Principles	2.0
CNST2634	Commercial Construction Drafting Laboratory	2.0
CNST2636	Commercial Construction Estimating Laboratory	2.5
CNST2639	Commercial Construction Drafting Theory	5.0
CNST2641	Commercial Construction Estimating Theory	5.0
CNST2643	Fundamentals of Structural Steel	3.0
BSAD1070	Customer Service	4.5
WELD1186	Building Construction Welding	1.5
ACFS2020	Career Development	2.5

100.5 hours

#### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list. (One class from each area below; no two classes from the same area).

Oral Communications		4.5
Written Communications		4.5
ENGL1010	or higher	
Mathematics		4.5
MATH1040	or higher	
Social Science		4.5
Computer Technology		<u>4.5</u>
BSAD1010	Microsoft Applications I	

22.5 hours

### Certificate in Masonry Construction:

The certificate is available for anyone wanting to learn basic masonry skills for laying block and brick masonry units. A grade of C or higher is required in all prerequisite courses.

Course #	Course title	Credit hrs
CNST1123	Concrete & Masonry Tools & Material I	3.5
CNST1124	Concrete & Masonry Tools & Material II	3.5
CNST1125	Concrete & Masonry Applications I	3.0
CNST1126	Concrete & Masonry Applications II	3.0
CNST1130	10-Hour OSHA Training	1.0

14.0 hours

#### General Education Requirements: Certificate

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list. (One class from one of the three following areas).

Oral Communications, Written Communications, Mathematics	4.5 hours
--	-----------

## Certificate in Carpentry & Cabinet Making Construction:

The certificate provides relevant curriculum for training to do carpentry and wood construction work as well as the construction of wood cabinets.

Course #	Course title	Credit hrs
CNST1130	10-Hour OSHA Training	1.0
CNST1223	Residential Blueprint Reading	3.0
CNST1226	Tools & Materials I	4.0
CNST1227	Tools & Materials II	4.0
CNST1228	Construction Processes & Practices I	2.5
CNST1229	Construction Processes & Practices II	2.5
CNST1430	Cabinetry and Carpentry Laboratory	6.5
CNST1433	Carpentry Theory	10.0
BSAD1070	Customer Service	4.5
ACFS2020	Career Development	2.5
		40.5 hours

### General Education Requirements: Certificate

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from the following area).

Mathematics	4.5 hours
-------------	-----------

# Business Administration

## All Campuses and Online

### Associate of Applied Science Degree, Diploma, Certificate

#### Credit Hours Required for Graduation:

##### Certificate:

- |                                     |      |
|-------------------------------------|------|
| • Business Administration           | 36.0 |
| • Client Relations                  | 36.0 |
| • Entrepreneurship                  | 36.0 |
| • Event-Venue Operations Management | 36.0 |

##### Diploma:

- |                           |      |
|---------------------------|------|
| • Business Administration | 54.0 |
|---------------------------|------|

##### Associate of Applied Science Degree:

- |                           |      |
|---------------------------|------|
| • Business Administration | 94.5 |
|---------------------------|------|

Types of jobs available:

- Account Manager
- Accounts Payable or Receivable Clerk
- Bookkeeper
- Call Center Representative
- Client Relations Specialist
- Coordinator of Special Projects
- Guest Services Agent
- Human Resource Management Specialist
- Insurance Agent or Claims Representative
- Marketing/Administrative Assistant
- Marketing/Sales Intern
- Office Manager or Assistant Manager
- Operations Manager or Assistant Manager
- Recruiting Coordinator
- Retail Accounting Specialist
- Revenue Agent
- Sales Information Specialist
- Small Business Owner
- Special Event Coordinator
- Store Manager or Assistant Manager
- Technical Support Agent

### Program overview

This program is accredited by the Accreditation Council for Business Schools & Programs, 11520 W 119 St, Overland Park, KS 66213, (913) 339-9356, [www.acbsp.org](http://www.acbsp.org). The SCC Business Administration Program was reaffirmed in 2013 for 10 years.

SCC's Business Administration program offers a variety of choices in which to study and earn an associate's degree, diploma, or certificate. The Associate of Applied Science degree in Business Administration emphasizes important business concepts and real world applications. It is a great way to start or move up the ladder in a career in business. Students will have flexibility in choosing what to learn about since students are able to select many of their courses as business electives. For students not wanting to commit to a full Associate of Applied Science degree, students can choose to achieve a diploma. The Business Administration program also offers certificates in Business Administration, Client Relations, Entrepreneurship, and Event-Venue Operations Management. The certificates allow students the opportunity to get customized training for their individual needs by taking only 36 credit hours.



The program is available at the Beatrice, Lincoln, and Milford campuses and online. On the Lincoln Campus, courses are offered both day and evening for flexibility. Contact the Beatrice or Milford program chairs for information on scheduling at those campuses.

Students will benefit from the more than 15 years of experience the Business Administration program has with online education. The Business Administration program was one of the first programs at Southeast Community College to offer an entire degree online. Some courses are offered in a hybrid format, which is a blend of online and traditional classroom instruction.

A unique benefit Business Administration students have is the use of the SCC Entrepreneurship Center in Lincoln. The SCC Entrepreneurship Center is a full-service resource hub for entrepreneurs in all stages of business development. The SCC Entrepreneurship Center also houses the Nebraska Business Development Center (NBDC) and other resource organizations. Students are able to use the SCC Entrepreneurship Center as a resource for an existing business or as a new entrepreneur.

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

For more information contact:

RoxAnn Coudeyras, Program Chair - Beatrice

402-228-3468 ext. 1332, 800-233-5027 ext. 1332, [rcoudeyr@southeast.edu](mailto:rcoudeyr@southeast.edu)

Linda Hartman, Program Co-chair - Lincoln

402-437-2433, 800-642-4075 ext. 2433, [lhartman@southeast.edu](mailto:lhartman@southeast.edu)

Terri Tiedeman, Program Co-chair - Lincoln

402-437-2415, 800-642-4075 ext. 2415, [ttiedeman@southeast.edu](mailto:ttiedeman@southeast.edu)

Bill Beltz, Program Chair - Milford

402-761-8237, 800-933-7223 ext. 8237, [bbeltz@southeast.edu](mailto:bbeltz@southeast.edu)

For the Event-Venue Operations Management Certificate:

Linda Hartman, Program Co-chair - Lincoln

402-437-2433, 800-642-4075 ext. 2433, [lhartman@southeast.edu](mailto:lhartman@southeast.edu)

or the College Admissions Office

Beatrice 402-228-8214, 800-233-5027 ext. 1214

Lincoln 402-437-2600, 800-642-4075 ext. 2600

Milford 402-761-8243, 800-933-7223 ext. 8243

An Associate of Applied Science (A.A.S.) degree in Business Administration requires successful completion of the business core courses, general education requirements, and a minimum of 31.5 hours of business electives.

### **Special Program Requirements:**

Students who wish to pursue their education in Business Administration must complete the regular SCC admission requirements and all prerequisite courses must have a grade of "C" or higher to continue through the program.

## **A.A.S. Business Administration Core Courses:**

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I	4.5
BSAD1020	*Microsoft Applications II	4.5
BSAD1090	Business Law I	4.5
ENGL1110	~Business Communications <b>or</b>	

OFFT2120	*Business Communication Strategies	4.5
BSAD1050	Introduction to Business	4.5
OFFT2000	*Employment Techniques <b>or</b>	
BSAD2155	Career Transition and Management Strategies	4.5
BSAD2310	Business Ethics	4.5
BSAD2540	Principles of Management	4.5
ECON2110	Principles of Macroeconomics	4.5
		40.5 hours

\* Course has prerequisite.

~ Required competency must be met before taking course.

#### **A.A.S. General Education Requirements:**

Oral Communications		4.5
SPCH1090	Fundamentals of Human Communication <b>or</b>	
SPCH1110	Public Speaking <b>or</b>	
SPCH2810	Business & Professional Communication	
Written Communications		4.5
ENGL1010	~English Composition I	
Mathematics		4.5
MATH1040	Business Math (or higher)	
Social Science		4.5
ECON1200	Personal Finance (or other approved social science)	
Computer Technology		4.5
BSAD1010	Microsoft Applications I	

**22.5 hours**

#### **A.A.S. Business Administration Electives:**

These electives are designed for students to customize their courses and skills in a business degree. Choose from the following approved elective courses from the Business Administration Program courses below.

(Minimum of seven courses at 4.5 credits.)

**31.5** credit hours minimum to complete an A.A.S. degree.

Course #	Course title	Credit hrs
<b>Accounting</b> – Courses in this group provide the practical skills required for entry-level accounting positions.		
ACCT1210	*Principles of Accounting II	4.5
ACCT2050	*Payroll Accounting	4.5
ACCT2090	*Cost Accounting	4.5
ACCT2100	Individual Income Tax Procedures	4.5
ACCT2130	*Intermediate Accounting I	4.5
ACCT2230	*Computerized Accounting	4.5
ACCT2800	*Applied Accounting Capstone	4.5
<b>Business Technology</b> – Courses in this group provide the practical skills required for computing on the job.		
BSAD1000	Computer Basics	1.0
BSAD1022	MOS Word Prep	1.0
BSAD1024	MOS Excel Prep	1.0
BSAD1026	MOS Access Prep	1.5
BSAD1028	MOS PowerPoint Prep	1.0
<b>Business Marketing</b> – Courses in this group help students develop skills in business marketing.		
BSAD1070	Customer Service	4.5
BSAD1230	Visual Merchandising and Promotion	4.5
BSAD2270	Professional Selling	4.5
BSAD2400	Principles of Retailing	4.5
BSAD2430	Marketing Communications	4.5
BSAD2460	Electronic Commerce Marketing	4.5
BSAD2470	International Marketing	4.5

BSAD2480	Event Marketing	4.5
BSAD2520	Principles of Marketing	4.5
<b>Business Career</b> – Courses in this group help students learn basic skills needed to start a career and keep a job.		
BSAD2155	Career Transition and Management Strategies	4.5
BSAD2365	Leadership Practicum	5.0
BSAD2901	*Cooperative Experience <b>or</b>	
BSAD2900	*Internship	5.0
<b>Business Management and Other</b> – Courses in this group complement other business courses and allow students to learn more about management, business law, or sustainability.		
BSAD2370	Human Resources Management	4.5
BSAD2390	*Small Business Management	4.5
BSAD1100	*Business Law II	4.5
BSAD2800	Introduction to Sustainability (Lincoln/Milford)	4.5
<b>Economics</b> – Courses in this group allow students to learn more in-depth economic principles.		
ECON1200	Personal Finance (if not taken as social science)	4.5
ECON2120	Principles of Microeconomics	4.5
<b>Entrepreneurship</b> – Courses in this group will help students gain a realistic understanding of what is expected as an entrepreneur and gain working knowledge as well as hands-on experience with skills necessary for success in any venture.		
ENTR1050	Introduction to Entrepreneurship	4.5
ENTR2040	Entrepreneurship Feasibility Study	4.5
ENTR2050	Marketing for the Entrepreneur	4.5
ENTR2060	Entrepreneurship Legal Issues	4.5
ENTR2070	Entrepreneurship Financial Topics	4.5
ENTR2090	Entrepreneurship Business Plan	4.5
ENTR2150	Global Entrepreneurship	4.5
<b>Event-Venue Operations</b> – Courses in this group help students gain an in-depth knowledge of the event and venue management industry and a practical awareness of contemporary event and venue operations.		
EVOM1060	Customers and the Event Experience	4.5
EVOM1150	Venue Operations Management	4.5
EVOM2402	Fundamentals of Event Planning	4.5
EVOM2900	*Event-Venue Internship <b>or</b>	4.5
EVOM2901	*Event-Venue Cooperative Experience	4.5
<b>Finance/Insurance</b> – Courses in this group introduce students to the insurance and banking industry, including the products offered, claims, and many areas of the insurance and financial services industry.		
FINA1130	Fundamentals of Investing	4.5
FINA2100	Principles of Banking	4.5
INSU1100	Fundamentals of Insurance I	4.5
INSU1120	*Principles of Underwriting and Claims	4.5
INSU1150	*Fundamentals of Insurance II	4.5
HLTH1060	Comprehensive Medical Terminology (Helpful for insurance emp.)	4.5

**Other** – Elective courses in Office Professional (OFFT) or Information Technology (INFO) that could complement the other business electives. \*\*Other OFFT and INFO courses may be taken but are not to exceed 9 hours. They also may not include previously taken courses or OFFT1010, OFFt1020, OFFT1310, INFO1005, or INFO1010.

**(Total electives for Business Administration is 31.5 hours minimum, or seven courses at 4.5 each.)**

## Business Administration Diploma:

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

Diploma Core Courses:

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I	4.5
BSAD1010	Microsoft Applications I	4.5
BSAD1020	*Microsoft Applications II	4.5
BSAD1050	Introduction to Business	4.5
BSAD2310	Business Ethics	4.5
BSAD2540	Principles of Management	4.5
ENGL1110	~Business Communications <b>or</b>	
OFFT2120	*Business Communication Strategies	4.5
OFFT2000	*Employment Techniques <b>or</b>	
BSAD2155	Career Transition and Management Strategies	4.5
ADVISOR APPROVED ELECTIVES: (ACCT, BSAD, ECON, ENTR, FINA, INSU)		<u>9.0</u>

45.0 hours

### Diploma General Education Requirements:

Written Communications		4.5
ENGL1010	~English Composition I	
Mathematics		4.5

9.0 hours

Total: 54.0 hours

## Business Administration Certificate:

This certificate is designed to demonstrate the basic core skill sets of a business professional. It complements the technical degree programs offered to help students be more successful in their business and leadership endeavors. This certificate also provides a direct and effective grouping of courses for currently employed professionals who want to enhance their business knowledge. It is a general course of study for a certificate in Business Administration.

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I <b>or</b>	
OFFT1310	Office Accounting	4.5
BSAD1050	Introduction to Business	4.5
BSAD1070	Customer Service	4.5
BSAD2155	Career Transition and Management Strategies <b>or</b>	
BSAD2540	Principles of Management	4.5
MATH1040	Business Math (or higher)	4.5
ENGL1110	Business Communications <b>or</b>	
OFFT2120	Business Communication Strategies	4.5
ADVISOR APPROVED ELECTIVES: (ACCT, BSAD, ECON, ENTR, FINA, INSU)		<u>9.0</u>

Total: 36.0 hours

## Client Relations Certificate:

This certificate will equip students with an in-depth knowledge of the client relations field. It will provide a thorough understanding of key concepts and theories related to working with customers and clients in a call center.

Course #	Course title	Credit hrs
OFFT1160	*Keyboarding III	4.5
BSAD1010	Microsoft Applications I	4.5
BSAD1070	Customer Service	4.5
ENGL1110	~Business Communications	4.5

BSAD2270	Professional Selling	4.5
PSYC1250	Interpersonal Relations <b>or</b>	
PHIL2990	Practical Reasoning	4.5
SPCH1090	Fundamentals of Human Communication <b>or</b>	
SPCH2810	Business & Professional Communication	4.5
MATH1040	Business Math (or higher)	<u>4.5</u>

Total: 36.0 hours

## Entrepreneurship Certificate:

This certificate is designed to provide a comprehensive study in entrepreneurship and the basic skills needed to start a business venture.

Course #	Course title	Credit hrs
BSAD2540	Principles of Management	4.5
ENTR1050	Introduction to Entrepreneurship	4.5
ENTR2040	Entrepreneurship Feasibility Study	4.5
ENTR2050	Marketing for the Entrepreneur	4.5
ENTR2060	Entrepreneurship Legal Issues	4.5
ENTR2070	Entrepreneurship Financial Topics	4.5
ENTR2090	Entrepreneurship Business Plan	4.5
ADVISOR APPROVED GENERAL EDUCATION COURSE		<u>4.5</u>

Total: 36.0 hours

## Event-Venue Operations Management Certificate:

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

Course #	Course title	Credit hrs
BSAD1070	Customer Service	4.5
BSAD2480	Event Marketing	4.5
ENTR1050	Introduction to Entrepreneurship	4.5
EVOM1060	Customers and the Event Experience	4.5
EVOM1150	Venue Operations Management	4.5
EVOM2402	Fundamentals of Event Planning	4.5
EVOM2900	*Event-Venue Internship <b>or</b>	
EVOM2901	*Event-Venue Cooperative Experience	4.5
SPCH2810	Business and Professional Communication	<u>4.5</u>

Total: 36.0 hours

# Computer Information Technology

Lincoln Campus (some courses online)

## Associate of Applied Science Degree, Certificate

Credit Hours Required for Graduation

Associate of Applied Science Degree: 120.0

- Applications Development focus

- Networking, Security & Support focus

Certificate: 36.5

Types of jobs available:

The **Applications Development focus** trains students to design and code software applications on different computer platforms (mobile, PC, web, minicomputer, mainframe). Within this focus, students choose between two options: Integrated Platforms or PC & Web Platforms. Integrated systems programmers develop applications for different types of computers ranging from mobile devices to mini and mainframe computers. PC/Web graduates develop applications for PCs and mobile devices or work behind the scenes developing web sites.

The **Networking, Security & Support focus** offers students hands-on training in the setup, maintenance, support, and management of computer hardware and software, operating systems, and networks. Within this focus, there are three options: Network Management, Network Security or Computer Support. Networking graduates set up, maintain, and manage computer networks. Graduates in security are trained to meet the growing need for cyber security professionals. A Computer Support specialist may work as the main computer resource technician in a company or as a member of a team providing help desk support.

There is a market for people with software development, networking, and computer support skills in organizations of all sizes. IT careers are available in every area of the economy. Every industry area (health, education, business, transportation, government, and manufacturing) relies on computers and the people who make them work.

### Program overview

Classes are offered both day and evening on the Lincoln Campus and many courses are available online. Students can choose to attend either full-time or part-time. The two-year Associate of Applied Science degree prepares students for a wide variety of rewarding careers in information technology. A Certificate also is available to provide basic skills for employment outside the IT field.

For more information contact:

Linda Bettinger, Program Co-chair  
402-437-2490, 800-642-4075 ext. 2490,  
[lbettinger@southeast.edu](mailto:lbettinger@southeast.edu)

Jo Schuster, Program Co-chair  
402-437-2492, 800-642-4075 ext. 2492,  
[jschuster@southeast.edu](mailto:jschuster@southeast.edu)

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

### A.A.S. Degree Requirements:

To earn an A.A.S. degree, students must complete a group of core CIT requirements, specific courses for one of the degree focus options (integrated platforms software development, PC & Web software development, network management, network security, or computer support), and the general education requirements. A grade of C or higher is required in all prerequisite courses.

## CORE CIT REQUIREMENTS

Course #	Course title	Credit hrs
INFO1121	Microsoft Word & PowerPoint	1.5
INFO1131	Microsoft Excel	1.5
INFO1151	Information Technology Fundamentals	4.5
INFO1161	Windows Operating Systems	4.5
INFO1211	Microsoft Access	3.0
INFO1214	Program Design & Problem Solving	4.5
INFO1311	Database Concepts	3.0
INFO1381	Data Communications & Networking	4.5
INFO2531	Linux Operating System	2.0
INFO2611	CIT Practicum <b>or</b>	
OFFT2000	Employment Techniques	<u>3.0</u>
		32.0 hours

## Applications Development Focus:

### Integrated Platforms Option Requirements

Course #	Course title	Credit hrs
INFO1221	MVS Environment	2.0
INFO1314	Java	4.5
INFO1334	C#.NET	4.5
INFO1414	Advanced Java	4.5
INFO1337	IBM i Environment	2.0
INFO1425	JavaScript & jQuery	3.0
INFO1428	COBOL	4.5
INFO1431	Web Page Fundamentals	3.0
INFO1434	Advanced C#.NET	4.5
INFO1514	Mobile Device Programming	4.5
INFO1515	Database Administration	3.0
INFO2514	Java Server Programming	4.5
INFO2528	Advanced COBOL	4.5
INFO2558	System Analysis & Design	3.0
INFO2638	Integrated Platforms Capstone	4.5
INFO2678	DB2 & SQL	3.0

### Select a minimum of 6.0 credits of technical electives from the following:

INFO1511	Advanced Database Concepts	3.0
INFO1522	Web Layout	3.0
INFO2533	Microsoft SharePoint for End Users	2.0
INFO2534	ASP.NET Using C#	4.5
INFO2574	Advanced Programming Using VB	4.5
INFO2680	XML & Web Services	<u>2.0</u>
		65.5 hours

### PC & Web Platforms Option Requirements

Course #	Course title	Credit hrs
INFO1314	Java	4.5
INFO1334	C#. NET	4.5
INFO1414	Advanced Java	4.5
INFO1425	JavaScript & jQuery	3.0
INFO1431	Web Page Fundamentals	3.0
INFO1434	Advanced C#.NET	4.5
INFO1441	Advanced Windows Operating System	3.0
INFO1511	Advanced Database Concepts	3.0

INFO1514	Mobile Device Programming	4.5
INFO1515	Database Administration	3.0
INFO1522	Web Layout	3.0
INFO1525	Web Server Scripting	4.5
INFO2534	ASP.NET Using C#	4.5
INFO2544	Object-Oriented Analysis & Design	3.0
INFO2644	PC & Web Platforms Capstone	4.5

**Select a minimum of 8.5 credits of technical electives from the following:**

INFO1221	MVS Environment	2.0
INFO1337	IBM i Environment	2.0
INFO1428	COBOL	4.5
INFO2514	Java Server Programming	4.5
INFO2533	Microsoft SharePoint for End Users	2.0
INFO2574	Advanced Programming Using VB	4.5
INFO2678	DB2 & SQL	3.0
INFO2680	XML & Web Services	<u>2.0</u>

65.5 hours

## Networking, Security & Support Focus:

### Network Management Option Requirements

INFO1391	TCP/IP	3.0
INFO1441	Advanced Windows Operating System	3.0
INFO1456	Hardware Installation & Troubleshooting	4.5
INFO1491	Network Security Fundamentals	3.0
INFO1575	Windows PowerShell Fundamentals	2.0
INFO1585	Virtualization Management	2.0
INFO2543	Workplace Communication Skills	2.0
INFO2585	Windows Server Administration	4.5
INFO2631	Linux Network Administration	4.5
INFO2695	Advanced Windows Server	3.0
INFO2697	Networking Capstone	3.0
ELEC2760	Introduction to Networks	5.0
ELEC2761	Routing and Switching Essentials	5.0
ELEC2860	Scaling Networks	5.0
ELEC2861	Connecting & Securing Networks	5.0

**Select a minimum of 11.0 credits of technical electives from the following:**

INFO1463	Advanced Hardware Troubleshooting	3.0
INFO1541	Social & Ethical Issues in Information Technology	2.0
INFO2523	Support Techniques	4.5
INFO2533	Microsoft SharePoint for End Users	2.0
INFO2591	Advanced Network Security	4.5
INFO2670	Desktop Support	<u>4.5</u>

65.5 hours

### Network Security Option Requirements

Course #	Course title	Credit hrs
INFO1391	TCP/IP	3.0
INFO1441	Advanced Windows Operating System	3.0
INFO1456	Hardware Installation & Troubleshooting	4.5
INFO1491	Network Security Fundamentals	3.0
INFO1575	Windows PowerShell Fundamentals	2.0
INFO2581	Network Security Systems	4.5
INFO2582	Advanced Network Security	4.5



INFO2585	Windows Server Administration	4.5
INFO2586	Security Operations & Ethics	3.0
INFO2596	Computer & Digital Forensics	3.0
INFO2631	Linux Network Administration	4.5
INFO2691	Enterprise Security Capstone	3.0
ELEC2760	Introduction to Networks	5.0
ELEC2761	Routing & Switching Essentials	5.0
ELEC2900	CCNA Security	5.0

**Select a minimum of 8.0 credits of technical electives from the following:**

INFO1463	Advanced Hardware Troubleshooting	3.0
INFO1541	Social & Ethical Issues in Information Technology	2.0
INFO1585	Virtualization Management	2.0
INFO2695	Advanced Windows Server	3.0
ELEC2860	Scaling Networks	5.0
ELEC2861	Connecting & Securing Networks	<u>5.0</u>

65.5 hours

**Computer Support Option Requirements**

Course #	Course title	Credit hrs
INFO1391	TCP/IP	3.0
INFO1431	Web Page Fundamentals	3.0
INFO1441	Advanced Windows Operating System	3.0
INFO1433	Microsoft Outlook	2.0
INFO1443	Help Desk Concepts	2.0
INFO1456	Hardware Installation & Troubleshooting	4.5
INFO1463	Advanced Hardware Troubleshooting	3.0
INFO1491	Network Security Fundamentals	3.0
INFO1493	Advanced Microsoft Access	3.0
INFO1511	Advanced Database Concepts	3.0
INFO2523	Support Techniques	4.5
INFO2533	Microsoft SharePoint for End Users	2.0
INFO2543	Workplace Communication Skills	2.0
INFO2585	Windows Server Administration	4.5
INFO2670	Desktop Support	4.5
ENGL2560	Technical Writing <b>or</b>	
ENGL1110	Business Communications	4.5

**Select a minimum of 14.0 credits of technical electives from the following:**

INFO1515	Database Administration	3.0
INFO1522	Web Layout	3.0
INFO1541	Social & Ethical Issues in Information Technology	2.0
INFO1575	Windows PowerShell Fundamentals	2.0
INFO1585	Virtualization Management	2.0
INFO2631	Linux Network Administration	4.5
INFO2695	Advanced Windows Server	3.0
ELEC2760	Introduction to Networks	5.0
ELEC2761	Routing & Switching Essentials	<u>5.0</u>

65.5 hours

**General Education Requirements**

Oral Communications		4.5
(Choose ONE):		
SPCH1090	Fundamentals of Human Communication	
SPCH1110	Public Speaking	

SPCH2810	Business & Professional Communication	
Written Communications		4.5
ENGL1010	English Composition I	
Mathematics		4.5
(Choose ONE)		
MATH1040	Business Math	
MATH1050	Thinking Mathematically	
MATH1080	Algebra & Trigonometry	
MATH1100	Intermediate Algebra	
A higher level MATH class can be taken based on math placement scores		
Social Science		4.5
(Choose ONE)		
ANTH1020	Introduction to Cultural Anthropology	
ANTH1120	General Anthropology	
PSYC1250	Interpersonal Relations	
PSYC1810	Introduction to Psychology	
SOCI1010	Introduction to Sociology	
SOCI1020	Diversity in Society	
SOCI2150	Issues in Unity and Diversity	
Humanities		<u>4.5</u>
(Choose ONE from the Humanities list of General Education Requirements.)		
		22.5 hours

## Certificate Requirements:

The certificate is available for anyone wanting to add basic computer training to already existing skills, primarily for employment outside the IT field. A grade of C or higher is required in all prerequisite courses.

Course #	Course title	Credit hrs
INFO1121	Microsoft Word & PowerPoint	1.5
INFO1131	Microsoft Excel	1.5
INFO1151	Information Technology Fundamentals	4.5
INFO1161	Windows Operating Systems	4.5
INFO1211	Microsoft Access	3.0
INFO1214	Program Design & Problem Solving	4.5
INFO1311	Database Concepts	3.0
INFO1381	Data Communications & Networking	4.5
INFO1431	Web Page Fundamentals <b>or</b>	
INFO1441	Advanced Windows Operating System	3.0
INFO2531	Linux Operating System	2.0
MATH1040	Business Math (or higher level MATH class)	<u>4.5</u>
		36.5 hours

# Criminal Justice

## Beatrice Campus and Education Square

### Associate of Applied Science Degree

#### Credit Hours Required for Graduation:

-Criminal Justice Focus	100.0
-Community-Based Corrections & Juvenile Services Focus	101.5
-Corrections Focus	103.5
-Homeland Security Focus	95.5
-Nebraska Law Enforcement Focus	110.0

#### Types of jobs available:

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

Graduates of the program will find employment in law enforcement at the state, county, or city level. Positions are available in corrections, courts, private sector, regulatory agencies, computer and physical security.

Graduates of the Nebraska Law Enforcement focus will find employment in law enforcement at the state, county or city level.

This degree can be used for seeking immediate employment in the criminal justice field. SCC offers Criminal Justice courses as electives in the Associate of Arts (A.A.) or Associate of Science (A.S.) degree in the Academic Transfer program if you're looking to earn a bachelor's degree.

Most federal programs, forensic crime labs, crime scene investigators and probation officer positions require a bachelor's degree.

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

### Program overview

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

This program is intended to support the continued professional growth of in-service practitioners through the enhancement of field-specifics and knowledge. The program provides educational and internship experiences that enable students to succeed at an entry-level criminal justice job or advance in their criminal justice career. The program provides an overview of the criminal justice system while also focusing on elements of criminal investigations, forensics and police report writing.

Our criminal justice faculty at SCC have extensive education and experience in law enforcement agencies, corrections agencies, juvenile justice, probation, military, prosecution and defense litigation, crime scene investigation and private security. SCC instructors have proven experience, knowledge of proper

procedures and an understanding of criminal law, which means students will receive up-to-date, relevant skills.

For more information contact:  
Rita Dondlinger, Program Chair  
402-323-3459, 800-642-4075 ext. 3459,  
[rdondlinger@southeast.edu](mailto:rdondlinger@southeast.edu)

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

### Special Program Requirement:

Course offerings and prerequisites will be determined by the program. A grade of “C” or higher is required in all CRIM classes and ENGL1010 to progress through the program.

A criminal background check will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this CBC.

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

### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program’s graduation requirements. See the General Education pages for a complete list.  
(One class from each area below).

Oral Communications		4.5
SPCH1090	Fundamentals of Human Communication	
Written Communications		4.5
ENGL1010	English Composition	
Mathematics		4.5
MATH1050	Thinking Mathematically or higher	
Social Science		4.5
SOCI1020	Diversity in Society	
(One class from one of the areas below)		
Science, Computer Technology or Humanities		<u>4.5</u>
		22.5 hours

### Criminal Justice Core Courses:

Course #	Course title	Credit hrs
CRIM1000	Criminal Justice Seminar I	1.0
CRIM1010	Introduction to Criminal Justice	4.5
CRIM2240	Ethics in Criminal Justice	4.5
CRIM2290	Report Writing in Criminal Justice	4.5
CRIM2560	Technical Writing	<u>4.5</u>
		19 hours

### Criminal Justice Focus:

Course #	Course title	Credit hrs
CRIM1020	Introduction to Corrections	4.5
CRIM1030	Courts and the Judicial Process	4.5
CRIM2000	Criminal Law	4.5

CRIM2030	Police & Society	4.5
CRIM2080	Criminal Procedures	4.5
CRIM2100	Juvenile Justice	4.5
CRIM2200	Criminology	4.5
CRIM2265	Criminal Investigation I	4.5
CRIM2270	Criminal Investigation II	4.5
	Advisor Approved Electives	<u>18.0</u>
		58.5 hours

## Community-Based Corrections & Juvenile Services Focus

Course #	Course title	Credit hrs
CRIM1030	Courts & Judicial Process	4.5
CRIM2030	Police & Society	4.5
CRIM2015	Community-Based Corrections: Probation & Parole	4.5
CRIM2020	Legal Issues in Corrections	4.5
CRIM2100	Juvenile Justice	4.5
CRIM2200	Criminology	4.5
CRIM2890	Criminal Justice Seminar II	1.5
CRIM2900	Criminal Justice Internship	4.5
HMRS1100	Communication Skills in Human Services	4.5
HMRS1302	Crisis Intervention	4.5
HMRS1404	Introduction to Social Work	4.5
PSYC1810	Introduction to Psychology	4.5
PSYC2900	Adolescent Psychology	4.5
PSYC2960	Life-span Human Development	<u>4.5</u>
		60.0 hours

## Corrections Focus

Course #	Course title	Credit hrs
CRIM1020	Introduction to Corrections	4.5
CRIM1030	Courts & Judicial Process	4.5
CRIM2015	Community-Based Corrections: Probation and Parole	4.5
CRIM2020	Legal Issues in Corrections	4.5
CRIM2100	Juvenile Justice	4.5
CRIM2200	Criminology	4.5
CRIM2330	Corrections Administration	4.5
CRIM2890	Criminal Justice Seminar II	1.5
CRIM2900	Criminal Justice Internship	4.5
CRIM2910	Jail Management Certification Training	8.0
HMRS1100	Communication Skills in Human Services	4.5
HMRS1302	Crisis Intervention	4.5
PHED1000	Lifetime Fitness	4.5
PHED1060	Fitness throughout Life	<u>3.0</u>
		62 hours

## Homeland Security Focus

Course #	Course title	Credit hrs
CRIM2030	Police & Society	4.5
CRIM2400	Introduction to Homeland Security	4.5
CRIM2410	Homeland Security Transportation	4.5
CRIM2430	Emergency Response & Security Measures	4.5
CRIM2450	Domestic & International Terrorism	4.5
CRIM2460	Intelligence Analysis and Security Management	4.5
CRIM2465	Introduction to Cyber-Terrorism	4.5
CRIM2470	Constitutional Issues in Homeland Security	4.5

POLS1000	American Government	4.5
POLS1080	Introduction to Political Science	4.5
POLS1600	International Relations	4.5
PSYC1810	Introduction to Psychology	4.5
SOCI1010	Introduction to Sociology	<u>4.5</u>

58.5 hours

## Nebraska Law Enforcement Focus

Course #	Course title	Credit hrs
CRIM1030	Courts and the Judicial Process	4.5
CRIM1280	Forensic Science & Laboratory Techniques	5.5
CRIM2000	Criminal Law	4.5
CRIM2030	Police & Society	4.5
CRIM2080	Criminal Procedures	4.5
CRIM2100	Juvenile Justice	4.5
CRIM2190	Law Enforcement Field Services	4.5
CRIM2200	Criminology	4.5
CRIM2265	Criminal Investigation I	4.5
CRIM2270	Criminal Investigation II	4.5
CRIM2890	Criminal Justice Seminar II	1.5
CRIM2900	Criminal Justice Internship	4.5
HMRS1100	Communication Skills in Human Services	4.5
HMRS1302	Crisis Intervention	4.5
PHED1000	Lifetime Fitness	4.5
PHED1060	Fitness Throughout Life	<u>3.0</u>

68.5 hours

### Approved Electives

CRIM1280	Forensic Science & Laboratory Techniques	5.5
CRIM2015	Community-Based Corrections: Probation and Parole	4.5
CRIM2190	Law Enforcement Field Services	4.5
CRIM2400	Introduction to Homeland Security	4.5
CRIM2890	Criminal Justice Seminar II	1.5
CRIM2900	Criminal Justice Internship	4.5
BIOS1010	General Biology	6.0
BSAD1010	Microsoft Applications I	4.5
BSAD1020	Microsoft Applications II	4.5
BSAD1090	Business Law I	4.5
BSAD1100	Business Law II	4.5
FSDT1350	Basic Nutrition	4.5
HMRS1100	Communication Skills in Human Services	4.5
HMRS1302	Crisis Interventions	4.5
HMRS1320	Multi-Cultural Competency	4.5
HMRS2361	Domestic Abuse	4.5
HMRS2362	Child Abuse	4.5
OFFT2210	Legal Processes I	4.5
OFFT2220	Legal Processes II	4.5
PHED1000	Lifetime Fitness	4.5
PHED1060	Fitness Throughout Life	4.5
PSYC1810	Introduction to Psychology	4.5
PSYC2960	Life-Span Human Development	4.5
PSYC2980	Abnormal Psychology	4.5
SIGN1010	Beginning American Sign Language I	6.0
SIGN1020	Beginning American Sign Language II	6.0

SOCI1010	Introduction to Sociology	4.5
SPAN1010	Beginning Spanish I	7.5
SPAN1020	Beginning Spanish II	7.5

# Design & Drafting Technology

## Lincoln and Milford Campuses

### Associate of Applied Science Degree, Diploma, Certificate

#### Credit Hours Required for Graduation:

#### Associate of Applied Science Degree

-Architectural Design focus (Milford)	118.5
-Computer Aided Design Drafting focus (Lincoln)	118.5

#### Diploma

-Mechanical/Electrical	48.0
-Architectural	44.5
-Structural	44.5
-Residential Design	46.0

#### Certificate

-Residential Design	25.5
-Designing Software	40.5

## ARCHITECTURAL DESIGN FOCUS

Types of jobs available:

- Structural Engineering Technician
- Mechanical Systems Engineering Technician
- Design Technician
- Architectural CAD Technician
- Revit ® Technician
- Drafting Design Technician
- Electrical Systems Engineering Designer
- BIM Manager
- Construction Estimator
- Wood Truss Designer

Architectural Design is communication through the use of graphic representation and creation of BIM (Building Information Modeling) designs. The program prepares the student for employment in a variety of exciting and rewarding areas of the architectural and engineering fields. Students take coursework using a variety of AutoCAD and Revit software packages. As you progress through the program, you will be challenged to develop the problem solving skills needed in the construction environment. The Architectural Design labs are laid out to give students the feel of working in an architectural or engineering office. Graduates of the program are trained to enter the challenging, fast-paced world of Building Design.

Please note: All Architectural Design focus classes are prerequisites for acceptance into the 8th quarter of study.

Graduates of this focus are trained to be special members of a team that assist both the architect and engineer.

Architectural Design graduates are working throughout the United States. SCC has placed graduates on both the East and West coasts, but the majority of the graduates are placed in Nebraska and surrounding states. Students work in companies of various sizes. Some graduates continue their education at a four-year college or university to earn a bachelor's degree.

## Overview

This focus is located on the Milford Campus. Students will be admitted during the Summer (2016), Winter (2017) and Summer (2017) quarters. Call the Admissions Office for the next available entry times.

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



## COMPUTER AIDED DESIGN DRAFTING FOCUS

Types of jobs available:

- Engineering Technician
- Product Designer
- VDC Coordinator
- Revit ® Technician
- CAD Designer
- Design Engineer
- Engineering Systems Specialist

Computer Aided Design Drafting is communication through the use of graphic representation and creation of 3-D designs. Students take courses that prepare them for employment in a variety of exciting and rewarding areas of computer aided design. Students take courses using computer aided design. Students take courses using computer-aided-drafting software in the first three quarters as a prerequisite for advanced design courses. Computer design labs are designed to give students hands-on training in an atmosphere commonly found in industry. With the use of 3-dimensional rapid prototyping plotters students produce solid ABS plastic parts. This simulates the activities Design Drafters would be involved in working with many companies.

Graduates of the Computer Aided Design Drafting focus are responsible for the dynamic new designs of most structures and consumer products available today. In engineering and architectural offices across the nation, designers have many responsibilities that will employ their abilities to think “outside the box” as they create solutions to today’s design challenges.

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

Design drafters are professional people involved in the process of creating solutions to technical engineering design problems. They work in a specialized environment as communicators and must exhibit good written and verbal skills, along with the use of high levels of math and physics to create new industrial, commercial and business products.

### Overview

This focus is located on the Lincoln Campus and admits new students in the Fall and Spring quarters.

Notation on DDRT1220: If you have verifiable prior experience in basic AutoCAD, contact Todd Roth before the term you plan to attend for evaluation of credit.

For more information contact:

Architectural Design focus

Paul Buell, Program Chair - Milford

402-761-8351, 800-933-7223 ext. 8351

[pbuell@southeast.edu](mailto:pbuell@southeast.edu)

Computer Aided Design Drafting focus

Todd Roth, Program Chair - Lincoln

402-437-2652, 800-642-4075 ext. 2652

[troth@southeast.edu](mailto:troth@southeast.edu)

or the College Admissions Office

Lincoln 402-437-2600, 800-642-4075 ext.2600

Milford 402-761-8243, 800-933-7223 ext. 8243

### Core courses for the A.A.S. degree:

Course #	Course title	Credit hrs
DDRT1120	Basic Computer Aided Drafting	3.0
DDRT1340	Strength of Materials	4.0
MATH1050 or higher		4.5

BSAD1010		4.5
	or INFO1121 Microsoft Word & Power Point	1.5
	and INFO1131 Microsoft Excel	1.5
ECON1200 or higher		4.5
ENGL1010		4.5
SPCH1110		<u>4.5</u>
	Credits	28.0

## Architectural Design Technology Courses: (A.A.S.)

Course #	Course title	Credit hrs
DDRT1160	Materials and Methods of Light Construction	6.5
DDRT1207	Heating & Air Conditioning Systems I	3.5
DDRT1250	Plumbing Systems Theory and Drafting	6.5
DDRT1311	Basic Estimating	3.5
DDRT1320	Heating and Air Conditioning Systems II	6.5
DDRT1338	Residential Design and Drafting	4.5
DDRT1420	Advanced Mechanical Systems Theory & Drafting	6.5
DDRT2530	Steel Systems Design and Drafting	6.5
DDRT2541	Life Safety Code	4.5
DDRT2546	Site Planning & Surveying	3.0
DDRT2650	Fundamentals of Commercial Architecture	8.0
DDRT2660	Concrete and Wood Systems Design & Drafting	6.5
DDRT2710	Construction Law	4.5
DDRT2750	Electrical Systems Theory & Drafting Design	6.5
DDRT2820	Comprehensive Project Design & Drafting	10.0
DDRT2839	Commercial Estimating	<u>3.5</u>
		90.5 hours

## Computer Aided Design Drafting Courses: (A.A.S.)

Course #	Course title	Credit hrs
DDRT1110	Design Drafting Concepts	3.0
DDRT1215	Architectural Concepts	3.0
DDRT1220	3-D Solid Modeling	5.0
DDRT1224	3-D Civil CAD	5.0
DDRT1310	3-D Visualization	3.0
DDRT1330	Solid Works	5.0
DDRT1400	Virtual Building Design w/Revit	4.0
DDRT1500	Advanced Virtual Building Design with/Revit	4.0
DDRT2100	Commercial Construction Materials	3.0
DDRT2110	Architectural Design	3.0
DDRT2120	Commercial Construction Process	3.0
DDRT2130	Industrial Plastics	3.0
DDRT2140	Building Utility Design	5.5
DDRT2150	Structural Steel Design with SDS/2	5.0
DDRT2180	Professional Practice -Architectural	3.0
DDRT2200	Geometric Dimensioning & Tolerancing	3.0
DDRT2210	Engineering Processes	3.0
DDRT2215	Plastics Part Design	3.0
DDRT2220	Flat Pattern Layout	3.0
DDRT2230	Design Concepts	3.0
DDRT2240	Consumer Product Design	3.0
DDRT2260	Jigs & Fixture Design	3.0

DDRT2901	Cooperative Experience Drafting I	5.0
BSAD1090	Business Law I	4.5
ACFS2020	Career Development	<u>2.5</u>
		90.5 hours

## Diplomas

### Architectural Diploma Courses:

Course #	Course title	Credit hrs
DDRT1160	Materials and Methods of Light Construction	6.5
DDRT1120	Basic Computer Aided Drafting	3.0
DDRT1207	Heating & Air Conditioning Systems I	3.5
DDRT1311	Basic Estimating	3.5
DDRT2541	Life Safety Code	4.5
DDRT2546	Site Planning & Surveying	3.0
DDRT2650	Fundamentals of Commercial Architecture	8.0
DDRT2839	Commercial Estimating	<u>3.5</u>
		Diploma Credits 35.5
		General Education Courses 9.0
		Total Credits 44.5

### Mechanical/Electrical Diploma Courses:

Course #	Course title	Credit hrs
DDRT1160	Materials and Methods of Light Construction	6.5
DDRT1120	Basic Computer Aided Drafting	3.0
DDRT1207	Heating & Air Conditioning Systems I	3.5
DDRT1250	Plumbing Systems Theory and Drafting	6.5
DDRT1320	Heating and Air Conditioning Systems II	6.5
DDRT1420	Advanced Mechanical Systems Theory & Drafting	6.5
DDRT2750	Electrical Systems Theory and Drafting	<u>6.5</u>
		Diploma Credits 39.0
		General Education Courses 9.0
		Total Credits 48.0

### Residential Design Diploma Courses:

Course #	Course title	Credit hrs
DDRT1160	Materials and Methods of Light Construction	6.5
DDRT1120	Basic Computer Aided Drafting	3.0
DDRT1207	Heating & Air Conditioning Systems I	3.5
DDRT1311	Basic Estimating	3.5
DDRT1338	Residential Design and Drafting	4.5
DDRT1400	Virtual Building Design w/Revit	4.0
DDRT2541	Life Safety Code	4.5
DDRT2546	Site Planning & Surveying	3.0
DDRT2710	Construction Law	<u>4.5</u>
		Diploma Credits 37.0
		General Education Courses 9.0
		Total Credits 46.0

**Structural Diploma Courses: (Classes have to be taken on both the Lincoln and Milford Campuses)**

Course #	Course title	Credit hrs
DDRT1160	Materials and Methods of Light Construction	6.5
DDRT1120	Basic Computer Aided Drafting	3.0
DDRT1340	Strength of Materials	4.0
DDRT1400	Virtual Building Design w/Revit	4.0
DDRT2150	Structural Steel Design with SDS/2	5.0
DDRT2530	Steel Systems Design and Drafting	6.5
DDRT2660	Concrete and Wood Systems Design & Drafting	<u>6.5</u>
		Diploma Credits 35.5
		General Education Courses 9.0
		Total Credits 44.5

## Certificates

**Designing Software Certificate Courses:**

Course #	Course title	Credit hrs
DDRT1220	3-D Solid Modeling	5.0
DDRT1224	3-D Civil CAD	5.0
DDRT1310	3-D Visualization	3.0
DDRT1330	Solid Works	5.0
DDRT1400	Virtual Building Design w/Revit	4.0
DDRT1500	Advanced Virtual Building Design w/Revit	4.0
DDRT2140	Building Utility Design	5.0
DDRT2150	Structural Design with SDS/2	<u>5.0</u>
		Certificate Credits 36.0
		General Education Courses 4.5
		Total Credits 40.5

**Residential Design Certificate Courses:**

Course #	Course title	Credit hrs
DDRT1160	Materials and Methods of Light Construction	6.5
DDRT1120	Basic Computer Aided Drafting	3.0
DDRT1207	Heating & Air Conditioning Systems I	3.5
DDRT1311	Basic Estimating	3.5
DDRT1338	Residential Design and Drafting	<u>4.5</u>
		Certificate Credits 21.0
		General Education Courses 4.5
		Total Credits 25.5

# Deere Construction & Forestry Equipment Tech

## Milford Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 149.0**

Types of jobs available:

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

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

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

### Program overview

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

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

For more information contact:

William E. Vocasek, Program Chair  
402-761-8241, 800-933-7223 ext. 8241,  
[bvocasek@southeast.edu](mailto:bvocasek@southeast.edu)

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

The program prepares students to be entry-level service technicians with Deere Construction & Forestry dealerships. Graduates typically continue employment with their sponsoring dealership. Each student spends five quarters on campus and two quarters working in a sponsoring Deere Construction & Forestry dealership. John Deere University Levels 1 & 2 Construction & Forestry Equipment classes must be successfully completed to qualify for graduation. These classes are assigned during the student's seventh quarter of training.

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

### Deere Construction & Forestry Equipment Tech courses:

Course #	Course title	Credit hrs
JDCE1130	Deere Orientation	4.5
JDCE1131	Deere Fundamentals & Safety	5.5
JDCE1133	Deere HVAC	5.5
JDCE1134	Deere Electrical/Electronics I	9.0
JDCE1340	Deere Theory of Engine Operation	7.0
JDCE1341	Deere Fuel Systems	3.5

JDCE1342	Deere Engine Repair	8.5
JDCE1343	Deere Electrical/Electronics II	7.0
JDCE1441	Deere Advanced Fuel Systems & Engine Diagnostics	6.0
JDCE1901	Dealer Cooperative Experience	12.0
JDCE2550	Deere Mechanical Power Trains	7.0
JDCE2551	Deere Hydraulics	6.0
JDCE2552	Deere Hydrostatic Drives	6.0
JDCE2760	Deere Back Hoes/ Landscape Loaders	3.0
JDCE2761	Deere Excavators	5.0
JDCE2762	Deere Crawler Dozers/Loaders	5.0
JDCE2763	Deere Motor Graders	3.5
JDCE2764	Deere Four Wheel Drive Loaders	4.0
JDCE2765	Deere Skid Steer Loaders	1.5
JDCE2901	Dealer Cooperative Experience	12.0
WELD1185	Diesel Truck, JDAT & JDCE Welding	1.5
WELD1188	Deere Welding II	1.0
WELD2188	Deere Welding III	<u>1.0</u>
		125.0 hours

**Optional:**

TRUK1101	CDL-Class A Training	3.5
----------	----------------------	-----

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Science	6.0

PHYS1150 Descriptive Physics

(Plus two classes from Mathematics, Social Science, Humanities, and/or Computer Information Technology; no two classes from the same area). 9.0

24.0 hours

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired online or by contacting the program.

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

# Dental Assisting

## Lincoln Campus and Online

### Diploma

**Credit Hours Required for Graduation:** 73.5

Types of jobs available:

Graduates will have the opportunity to work in solo practices, group practices, and specialty practices (surgery, pediatrics, orthodontics, endodontics, and periodontics). Public health dental clinics, a dental school clinic, insurance companies, and dental product representatives are job prospects for graduates. Dental assistants perform a variety of tasks that utilize both interpersonal and technical skills. These skills are delegated by the licensed dentist for the dental assistant to complete. Such duties include: assisting chairside with the dentist during a general or specialty procedures, oral debris removal with suction device, vital signs, standard patient care, patient education, dental impressions, exposure and processing of dental radiographs, coronal polishing, a variety of laboratory procedures, and sterilization/disinfection of dental equipment and instruments. They may also perform administrative duties such as submitting and processing patient insurance, scheduling, and confirming appointments.

### Program overview

The program is located on the Lincoln Campus and online. New students are admitted to the traditional program in both Fall and Spring quarters. The online program is limited to the Fall quarter. Students will learn optimal infection control practices and chairside skills to be a competent entry-level dental assistant. Cognitive (knowledge), psychomotor (hands on skills) and affective (behavior) learning domains are utilized during the education process.

The program includes clinical courses that are supervised and held at pre-approved dental offices or facilities. The program provides clinical experiences at the University of Nebraska Medical Center-College of Dentistry, Veterans Administration Dental Clinic, Lincoln, Lancaster-County Dental Clinic, People's Health Clinic, and in private dental offices. Students are responsible for their own transportation.

Online students are required to make initial contacts with potential clinical sites during second quarter. Online students are required to attend mandatory labs on Lincoln Campus each quarter to fulfill the requirements for the courses (approximately four days per quarter).

Graduates of the program are eligible to take the Certified Dental Assistant (CDA) examination facilitated by the Dental Assisting National Board, Inc. ([www.danb.org](http://www.danb.org)).

For more information contact:

Crystal Stuhr, Program Chair  
402-437-2740, 800-642-4075 ext. 2740,  
[cstuhr@southeast.edu](mailto:cstuhr@southeast.edu)

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

or Michele Saucier, Pre-health Advisor  
402-437-2688, 800-642-4075, ext. 2688  
[msaucier@souteast.edu](mailto:msaucier@souteast.edu)

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

### Admission Requirements:

1. Application to the program
2. Submit program advising sheet showing enrollment in the final quarter/semester of prerequisite courses or completion of all program pre-requisite courses with the required grade-point average.

3. Transcripts from high school, GED\* or other colleges (if applicable)

**Prerequisite Courses:**

SPCH1110	Public Speaking <b>or</b>	4.5
SPCH1090	Fundamentals of Human Communication <b>or</b>	
SPCH2810	Business & Professional Communication	
	AND	
PSYC1250	Interpersonal Relations <b>or</b>	4.5
PSYC1810	Introduction to Psychology	
	AND	
FSDT1350	Basic Nutrition	4.5
		13.5 hours

**Dental Assisting Courses:**

Course #	Course title	Credit hrs
*DENT1103	Oral Sciences I	3.0
*DENT1110	Preclinical Concepts	4.5
*DENT1111	Ethics and Jurisprudence	2.0
*DENT1210	Oral Sciences II	3.5
*DENT1211	Dental Assisting Foundations I	4.5
*DENT1212	Oral Hygiene	3.0
*DENT1214	Clinical Concepts	3.5
*DENT1311	Dental Assisting Foundations II	4.0
*DENT1312	Dental Materials I	3.0
*DENT1313	Oral Radiography I	4.5
*DENT1314	Clinical Education I	6.5
*DENT1410	Practice Management Skills	3.0
*DENT1411	Dental Assisting Foundations III	4.0
*DENT1412	Dental Materials II	3.0
*DENT1413	Oral Radiography II	1.5
*DENT1414	Clinical Education II	6.5

**Special Program Requirements PRIOR to the START of Dental Assisting program:**

1. Submit completed Health Statement to the Health Sciences Division.
2. Current American Heart Association Healthcare Provider CPR card (allied health).
3. Current health insurance policy verification.
4. Current prophylaxis (teeth cleaned) verification.
5. Two-step skin test for tuberculosis and/or a chest X-ray are required.
6. Annual flu immunization.
7. Criminal background check is required in the 1st quarter of the program.
8. Minimum cumulative GPA of 2.5 is required to graduate from the program.
9. All DENT courses completed with a grade of 75% (C+) or higher to progress through the program.

Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. Students admitted to a Health Sciences program at Southeast Community College that requires a clinical rotation at a contracted healthcare facility will be required to submit to initial drug and alcohol testing prior to the first clinical rotation.

Program offers Web-based courses but requires supervised clinicals/practicums/labs at identified locations.

Note: This program is offered on the Lincoln Campus in both Spring and Fall quarters, and online in the Fall quarter.



# Diesel-Ag Equipment Service Tech

## Milford Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 124.5**

Types of jobs available:

- Dealership technician

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

### Program overview

This program is located on the Milford Campus. New students are admitted twice a year in the Winter and Summer quarters. In addition to meeting general requirements of SCC, students are tested to evaluate potential for success in the Diesel-Ag Equipment Service Tech program.

For more information contact:

Lester Breidenstine, Program Chair

402-761-8328, 800-933-7223 ext. 8328,

[lbreiden@southeast.edu](mailto:lbreiden@southeast.edu)

or the College Admissions Office

Milford 402-761-8243, 800-933-7223 ext. 8243

The Diesel-Ag Equipment Service Tech program provides students with skills to become entry-level technicians in the farm equipment industry. Training is provided on a variety of farm equipment makes and models.

### Diesel-Ag Equipment Service Tech Courses:

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

Course #	Course title	Credit hrs
AGST1120	Basic Electrical / Electronics	2.5
AGST1121	Electrical / Electronic Circuit Diagnostics	4.0
AGST1122	Electrical Charging Systems	2.5
AGST1123	Shop Safety / Shop Tools & Precision Measuring	4.0
AGST1124	Power Trains I	4.0
AGST1125	Theory of Agricultural Equipment Engine Fuel Systems	3.0
AGST1226	Theory of Engine Operation	3.0
AGST1228	Valve Trains	3.5
AGST1230	Diesel Engine Overhaul and Inspection	9.5
AGST1342	Heating, Ventilation & Air Conditioning I	3.0
AGST1344	Ag Equipment Fuel Systems	7.0
AGST1346	Ag Equipment Hydraulics Systems	9.0
AGST1901	Ag Equipment Cooperative Experience	10.0
AGST2554	Ag Equipment Electricity	9.0
AGST2556	Ag Equipment Power Trains	5.5
AGST2558	Heating, Ventilation & Air Conditioning II	1.5
AGST2662	Planting, Seeding, Precision Guidance & Control Systems	7.5
AGST2663	Harvesting, Precision Guidance & Control Systems	7.0
AGST2664	Spraying Equipment, Precision Guidance & Control Systems	3.0
WELD1187	Welding for Ag Equipment	<u>2.0</u>

100.5 hours

**Optional:**

TRUK1101 CDL-Class A Training 3.5

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications 4.5

Written Communications 4.5

Science 6.0

PHYS1150 Descriptive Physics

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

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

24.0 hours

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired online or by contacting the program.

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

# Diesel Technology-Truck

## Milford Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 123.5**

Types of jobs available:

- Diesel truck technician

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

### Program overview

This program is located on the Milford Campus. New students are admitted in the Winter and Summer quarters. In addition to meeting general requirements of SCC, students are tested to evaluate potential for success in the Diesel Technology-Truck program.

For more information contact:

Lester Breidenstine, Program Chair

402-761-8328, 800-933-7223 ext. 8328,

[lbreiden@southeast.edu](mailto:lbreiden@southeast.edu)

or the College Admissions Office

Milford 402-761-8243, 800-933-7223 ext. 8243

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

The program is certified by 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" or higher in all DESL classes is required to progress through the program.

Course #	Course title	Credit hrs
DESL1201	Electrical Systems I-Truck	2.5
DESL1211	Batteries & Cranking Motors-Truck	3.0
DESL1221	Electronic Ignition & Charging Systems-Truck	3.0
DESL1231	Power Trains I-Truck	3.5
DESL1251	Theory of Engine Operation-Truck	3.0
DESL1261	Hand & Precision Measuring Tools-Truck	3.5
DESL1271	Theory of Fuel System Operation-Truck	3.0
DESL1281	Valve Trains-Truck	3.0
DESL1301	Engine Overhaul & Inspection-Truck	3.5
DESL1321	Diesel & Gas Fuel Injection-Truck	4.0
DESL1341	Air Brakes-Truck	4.5
DESL1352	Electrical/Electronic Systems I-Truck	4.0
DESL1355	Steering and Suspension-Truck	5.0
DESL1361	Hydraulic Brakes-Truck	3.0
DESL1385	Basic Hydraulics-Truck	2.5
DESL1441	Heating and Air Conditioning I-Truck	3.5
DESL1451	Conventional Transmissions & Clutches-Truck	6.5
DESL1471	Truck Final Drives-Truck	3.0
DESL1481	Preventative Maintenance & Inspection-Truck	5.5

DESL2302	Heating & Air Conditioning II-Truck	2.5
DESL2432	Automatic Truck Transmissions-Truck	3.5
DESL2452	Electrical Systems III-Truck	6.0
DESL2482	Electronic Diesel Engine Diagnostics & Tune-Up-Truck	5.5
DESL2901	Cooperative Experience-Truck	10.0
WELD1185	Diesel Truck, JDAT & JDCE Welding	1.5
WELD1189	Shielded Metal Arc Diesel Welding	1.0
		99.5 hours

**Optional:**

TRUK1101	CDL-Class A Training	3.5
----------	----------------------	-----

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Science	6.0

PHYS1150 Descriptive Physics

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

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

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired online or by contacting the program.

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

This program is affiliated with ASE.

# Diversified Manufacturing Technology

Lincoln and Milford Campuses and Online

## Diploma, Certificate

Credit Hours Required for Graduation:

Certificate	22.5
Diploma	62.0-65.0

Types of jobs available:

- Computer aided drafter
- Electronic system installer
- Entry-level operators
- Machine operator
- Maintenance technician
- Manufacturing team leader
- Molding tech
- Pipeline worker
- Plant engineering assistant
- Production welder
- Stamping tech
- Welder technician

## Program overview

This program requires students to take Web-based theory classes and attend labs in person on an SCC campus. Some courses may only be offered on one campus.

Be part of a growing job market! Join us in Diversified Manufacturing Technology. This program gives students that competitive edge in entering this expanding field. Both classroom and online instruction options make this program a great fit for managing work or other commitments. You won't be alone. Career coaches are with you every step of the way in overcoming challenges and reaching your goal!

For more information contact:

Scott Kahler, Program Chair  
402-761-8354, 800-933-7223 ext. 8354  
[skahler@southeast.edu](mailto:skahler@southeast.edu)

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

## Diploma:

The diploma provides additional technical skills needed to enter an industry-related career field and may be applied toward a two- or four-year technical degree.

Students choose classes from seven concentrated areas:

- Computer Aided Design Drafting (DRAF)
- Electrical & Electromechanical Technology (E/M)
- Electronics System Technology (ELEC)
- Energy Generation Operations (ENER)
- Manufacturing Engineering Technology (MFGT)
- Precision Machining and Automation Technology (MACH)
- Welding Technology (WELD)

Take the following classes:

Course #	Course title	Credit hrs
	(Certificate Core Classes)	18.0
DDRT1120	Basic Computer Aided Drafting	3.0
ELEC1132	DC Principles I	5.0
ELEC1133	DC Principles II	5.0
	<b>or</b>	
ELEC1129	DC Electronics	8.0
ENER1115	Mechanical and Fluid Fundamentals	4.5
MACH1121	Manufacturing Processes	5.0
	<b>or</b>	
MFGT1421	Manufacturing Processes	5.0
MACH1131	Manufacturing Processes II	4.5
	<b>or</b>	
MFGT1456	Manufacturing Processes II	4.5
WELD1110	SMAW Theory	2.0
WELD1112	SMAW Lab 1	<u>4.0</u>
		35-38 hours

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program’s graduation requirements. See the General Education pages for a complete list. (One class from each area below).

**Diploma**

Oral Communications	4.5
Written Communications	<u>4.5</u>
	9.0 hours

**Certificate**

MATH1050	Thinking Mathematically	4.5
		4.5 hours

**Certificate:**

The certificate offers courses that align with the nationally-recognized Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) credential. This unique blended-learning approach includes 3D graphic simulations of manufacturing equipment and industrial environments, traditional classroom experiences, and online skills training.

A common set of core industry courses prepares students for entry-level positions in a wide range of manufacturing related environments. Students acquire specific occupational skills and may apply these classes toward the diploma or choose to seek employment in industry.

**Core Courses:**

Course #	Course title	Credit hrs
DEMT1110	Introduction to Industrial Safety	4.5
DEMT1120	Introduction to Manufacturing Technology	4.5
DEMT1130	Introduction to Quality and Continuous Improvements	4.5
**DEMT1140	Introduction to Maintenance Technology	<u>4.5</u>
		18.0 hours

\*\* (A 4.5 or higher credit hour course from the diploma list can be substituted for this course if only completing the certificate.)

# Early Childhood Education

## Lincoln Campus and Online

### Associate of Applied Science Degree, Diploma, Certificate

#### Credit Hours Required for Graduation:

##### Certificate:

In-Home Child Care 37.5

##### Diploma:

Child Care Professional 83.5

##### Associate of Applied Science Degree:

Early Childhood Education 119.5

Entrepreneurship Focus 120.0

#### Types of jobs available:

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

Program graduates are working in various early care and education positions throughout Nebraska and in other states. Graduates can continue their education at four-year colleges and universities. See also our Arts & Sciences Division (Academic Transfer program) with an early childhood education transfer example.

## Program overview

The program is accredited by the National Association for the Education of Young Children. 1313 L St. NW, Suite 500, Washington, D.C. 20005, 202-232-8777, 800-424-2460, [www.naeyc.org](http://www.naeyc.org)

This program is located on the Lincoln Campus and online. Students can enter every quarter, be a full- or part-time student and select from day, evening and online classes. Students may earn a Certificate in In-Home Child Care, (Professional Nanny/Child Care Home Provider) or a Diploma in Child Care Professional (early care and education in a group setting) or an Associate of Applied Science degree that includes teaching and administration or an Entrepreneurship focus.

#### ECED Online

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

#### Special Program Requirement:

A criminal background check will be required of each student in this program. A social security number or state identification may be required to complete the criminal background check. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A nonrefundable fee of \$45 will be assessed for this CBC.

In addition to the criminal background check, each student will receive a child and adult abuse registry check by the State Department of Health and Human Services. Clearance through this check is required in order to take certain courses, access certain laboratory experiences, or complete the program.

First Aid/CPR certification is required prior to taking ECED2065 Head Teacher

A grade of C or higher is required for all ECED courses.

For more information contact:

Julie Miller, Program Chair

402-437-2455, 800-642-4075 ext. 2455

[jmiller@southeast.edu](mailto:jmiller@southeast.edu)

or the College Admissions Office

Lincoln 402-437-2600, 800-642-4075 ext. 2600

## Certificate–In-Home Child Care:

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

Course #	Course title	Credit hrs
ECED1110	Infant and Toddler Development	4.5
ECED1120	Preschool Child Development	3.0
ECED1230	School Age Child Development and Programming	3.0
ECED1060	Observation, Assessment & Guidance	4.5
ECED1220	Pre-Practicum	1.5
ECED1260	Early Childhood Health, Safety & Nutrition	4.5
ECED1270	Integrated Curriculum; ages 3-8	6.0
ECED1475	Professional In-Home Care	4.5
ECED1560	Comprehensive Family Child Care Practicum	1.5
	<b>or</b>	
ECED1570	Comprehensive Professional Nanny Practicum	<u>1.5</u>

33.0 hours

### General Education Requirements: Certificate

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from one of the four following areas)

Oral Communications

Written Communications

Mathematics

Social Science

4.5 hours

## ECED Required Core Courses:

(for Diploma and Associate of Applied Science degree)

Course #	Course title	Credit hrs
ECED1010	Introduction to Professional Portfolio Development	1.0
ECED1050	Expressive Arts	4.5
ECED1060	Observation, Assessment and Guidance	4.5
ECED1110	Infant and Toddler Development	4.5
ECED1120	Preschool Child Development	3.0
ECED1150	Introduction to Early Childhood Education	4.5
ECED1160	Early Language & Literature	4.5
ECED1220	Pre-Practicum Seminar	1.5
ECED1224	Preschool Math, Science and Social Studies Curriculum	3.0
ECED1230	School Age Child Development and Programming	3.0
ECED1260	Early Childhood Health, Safety and Nutrition	4.5
ECED1520	Preschool Practicum	1.5
ECED1521	Infant Practicum	1.5



ECED1522	Toddler Practicum	1.5
ECED1545	School Age Practicum	1.5
ECED2050	Children with Exceptionalities	4.5
ECED2070	Family & Community Relations	4.5
ECED2800	Early Childhood Graduation Seminar	<u>2.5</u>

56.0 hours

## Diploma–Child Care Professional:

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

(ECED Required Core Courses 56.0 hours)

ECED2060	Early Childhood Education Curriculum Planning	4.5
ECED1340	How Children Learn	3.0
*ECED2065	Child Care Head Teacher Practicum <b>or</b>	
*ECED2901	Child Care Head Teacher Cooperative Experience	8.0
	*Electives	<u>3.0</u>

18.5 hours

### General Education Requirements: Diploma

Contact your program advisor to select general education courses from each category which will meet your program’s graduation requirements. See the General Education pages for a complete list.

(One class from each area below)

Oral Communications	4.5
Written Communications	<u>4.5</u>

9.0 hours

## A.A.S. Early Childhood Education:

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

(ECED Required Core Courses 56.0 hours)

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

119.5 hours

### A.A.S. ECED Entrepreneurship Focus:

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

(ECED Required Core Courses 56.0 hours)

ECED2060	Early Childhood Education Curriculum Planning	4.5
ECED2450	ECED Administration	4.5
ECED2510	ECED Administration Practicum	2.0
ECED2570	ECED Administration for the Entrepreneur Practicum	3.0
*ECED2066	Child Care Head Teacher Practicum (E-focus) or	
*ECED2903	Child Care Head Teacher Co-op Experience	5.0

ENTR1050	Introduction to Entrepreneurship	4.5
ENTR2040	Entrepreneurship Feasibility Study	4.5
ENTR2050	Marketing for the Entrepreneur	4.5
ENTR2070	Entrepreneurship Financial Topics	4.5
ENTR2090	Entrepreneurship Business Plan	4.5
	General Education Requirements*	22.5
		120.0 hours

**General Education Requirements: A.A.S.**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list. (One class from each area below).

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

\* Electives

- Any ECED course not required for specialization Diploma or A.A.S. degree OR any elective approved at the discretion of the academic advisor. See ECED listings for possible elective options.

ECED1112 Applied Infant/Toddler Concepts is a prerequisite for ECED2901 Child Care Head Teacher Cooperative Experience and ECED2902 Cooperative Experience if completed in an infant or toddler setting.

ECED1475 Professional In-Home Care is a prerequisite for ECED2900 Internship and ECED2902 Cooperative Experience if completed in an in home childcare or nanny setting.

# Electrical & Electromechanical Technology

## Milford Campus and Online

### Associate of Applied Science Degree, Diploma

Credit Hours Required for Graduation:

Diploma:

Construction Electrician 81.5

Associate of Applied Science Degree:

Electrical Systems Focus 143.0

Electromechanical Systems Focus 142.5

Electrician Construction - IBEW Option 117.5

#### ELECTRICAL SYSTEMS FOCUS

Types of jobs available:

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

#### Program overview

Students are admitted in the Summer and Winter quarters. Approximately half of the training time will take place in a laboratory setting where students will apply their classroom theory.

#### ELECTROMECHANICAL SYSTEMS FOCUS

Types of jobs available:

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

#### Program overview

Students focus on electrical principles, manufacturing processes, welding, electrical and mechanical repair of machinery, hydraulics, electric motors and generators, and many other components and processes directly related to electromechanical technology.

For more information contact:

Ken Reinsch, Program Chair/Milford

402-761-8258, 800-933-7223 ext. 8258,

[kreinsch@southeast.edu](mailto:kreinsch@southeast.edu)

or the College Admissions Office

Milford 402-761-8243, 800-933-7223 ext. 8243

#### Construction Electrician Diploma Required Courses:

Course #	Course title	Credit hrs
ELEC1132	DC Principles I	5.0
ELEC1133	DC Principles II	5.0
ELEC1217	AC Principles	10.0
ELEC1336	CAD & Electrical Estimating	3.0
ELEC1344	Motor Controls	3.0

ELEC1366	Residential & Commercial Wiring I	9.0
ELEC1367	Residential & Commercial Wiring II	9.0
ELEC1464	Transformer Three Phase Systems	7.0
ELEC1474	Predictive Maintenance Principles	4.0
ELEC1495	Industrial Wiring	13.0

### Computer Course Requirements

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

Suggested courses:

BSAD1010	Microsoft Applications I	4.5
----------	--------------------------	-----

**or**

INFO1121	Microsoft Word & PowerPoint	1.5
INFO1131	Microsoft Excel	1.5

Or if considering transfer to another institution:

INFO1010	Computer Literacy	4.5
----------	-------------------	-----

### General Education Requirements: Diploma

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

Mathematics		4.5
-------------	--	-----

MATH1050	Thinking Mathematically	
----------	-------------------------	--

(Plus one class from the following areas).

Oral Communications, Written Communications, Science, Social Science, and/or Humanities		<u>4.5</u> 9.0 hours
---	--	-------------------------

### Electrical Systems Focus:

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

Course #	Course title	Credit hrs
ELEC2534	Programmable Logic Controllers I	5.5
ELEC2546	Electrical Machine Controls	3.0
ELEC2555	Industrial Communications & Alarm Systems	3.0
ELEC2564	Industrial Electronic Controls	9.0
ELEC2614	Robotics and Integrated Automation	10.0
ELEC2624	Programmable Logic Controllers II	13.0
BSAD2155	Career Transition and Management Strategies	<u>4.5</u>
		48.0 hours

### Electromechanical Systems Focus:

Course #	Course title	Credit hrs
ELEC1132	DC Principles I	5.0
ELEC1133	DC Principles II	5.0
ELEC1217	AC Principles	10.0
ELEC1337	Sketching & CAD	3.0
ELEC1344	Motor Controls	3.0
ELEC1356	Fluid Power	7.0
ELEC1436	Power Transmission & Lubricants	5.0
ELEC1446	Industrial Machines & Mechanical Systems	6.0
ELEC1464	Transformer Three Phase Systems	7.0
ELEC1474	Predictive Maintenance Principles	4.0
ELEC2534	Programmable Logic Controllers I	5.5
ELEC2546	Electrical Machine Controls	3.0
ELEC2555	Industrial Communications & Alarm Systems	3.0
ELEC2564	Industrial Electronic Controls	9.0
ELEC2614	Robotics and Integrated Automation	10.0

ELEC2624	Programmable Logic Controllers II	13.0
BSAD2155	Career Transition and Management Strategies	4.5
MACH1121	Manufacturing Processes	5.0
MACH1131	Manufacturing Processes II for Electromechanical	4.5
WELD1184	Welding for Electrical & Electromechanical	3.0

**Computer Course Requirements**

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

Suggested courses:

BSAD1010	Microsoft Applications I	4.5
	<b>or</b>	
INFO1121	Microsoft Word & PowerPoint <b>and</b>	1.5
INFO1131	Microsoft Excel	1.5
Or if considering transfer to another institution:		
INFO1010	Computer Literacy	4.5

**General Education Requirements: A.A.S.**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

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

## Electrician Construction - IBEW Option

The curriculum is provided with the cooperation of representatives of SCC and Nebraska representatives of the International Brotherhood of Electrical Workers, IBEW-Local 265. Applicants must meet the stated SCC and IBEW-Local 265 entrance requirements to be accepted into the program.

The curriculum is normally delivered over a five-year period. Instruction will be delivered at the IBEW training facility.

For more information contact:

Ken Reinsch, Electrical & Electromechanical Technology; Program Chair  
402-761-8258, 800-933-7223 ext. 8258,  
[kreinsch@southeast.edu](mailto:kreinsch@southeast.edu)

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

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

### IBEW Training Center

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

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

Combination Theory/Laboratory classes one per year, as follows:

Course #	Course title	Credit hrs
ELET1714	DC Circuits and Conduit Bending	14.0
ELET1719	AC/DC Circuits and Blueprint Reading	14.0
ELET1724	AC Theory, Fire Alarm & Grounding and Bonding	14.0
ELET1729	Logic Circuits and Electrical Motors	14.0
ELET1734	Process Controllers and Special Electrical Circuits	<u>14.0</u>
		70.0 hours

### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5

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

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

### On-the-job Training:

One course of 200 clock hours per year. Skills checklist, as shown on syllabi, verified to SCC by IBEW. Supervision by IBEW members. Location of the OJT site varies with the demands of the Electrical industry.

Course #	Course title	Credit hrs
ELET1715	Electrical Wiring Applications I	5.0
ELET1720	Electrical Wiring Applications II	5.0
ELET1725	Electrical Wiring Applications III	5.0
ELET1730	Electrical Wiring Applications IV	5.0
ELET1735	Electrical Wiring Applications V	<u>5.0</u>
		25.0 hours

# Electronic Systems Technology

## Lincoln Campus

### Associate of Applied Science Degree

#### Credit Hours Required for Graduation:

<b>Electronic Systems Technician Focus</b>	<b>122.5</b>
<b>Electronic Systems Military Focus</b>	<b>107.0</b>
<b>Computers, Automation and Networking Systems Focus</b>	<b>160.5</b>

#### **ELECTRONIC SYSTEMS TECHNOLOGY PROGRAM:**

Computer networking, robotics, automation systems, avionics, biomedical, communications are just a few of the myriad careers that await your completion.

Approximately half of the training will take place in a laboratory setting; where you will apply the classroom theory through hands-on activities. Your training will include learning how to troubleshoot, install/setup, program and design electronic circuits. This degree in Electronic Systems Technology can open a variety of exciting, stable and lifelong career opportunities with great salaries and benefits. Start an exciting career that offers worldwide opportunities with new and emerging technologies!

### Program overview

The Electronic Systems Technology program is located on the Lincoln Campus with classes available for morning, afternoon, and night students. Night students are able to complete the Electronic Systems Technician focus with all core classes available at night in 24 months. Day students are able to complete the Computers, Automation and Network Systems focus in 24 months.

For more information contact:

Mike Aalberg, Program Chair  
402-437-2658, 800-642-4075 ext. 2658 Lincoln  
[maalberg@southeast.edu](mailto:maalberg@southeast.edu)

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

### **COMPUTERS, AUTOMATION and NETWORKING SYSTEMS FOCUS (CAN's focus)**

Computers, Automation and Networking Systems focus is an extension of the Technician focus with additional studies in robotics, vision systems, networking technologies, advanced Microcontroller interfacing, and industrial Programmable Logic Controller (PLC) programming and troubleshooting.

Types of jobs available:

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

## Computers, Automation and Networking Systems focus:

Course #	Course title	Credit hrs
ELEC1100	Introduction to Electronic Engineering	5.0
ELEC1129	Engineering Electronics I	8.0
ELEC1219	Engineering Electronics II	8.0
ELEC1227	Digital Circuits	5.0
ELEC1317	Active Devices	8.0
ELEC1422	Analog Circuits	8.0
ELEC1482	Advanced Digital Circuits	5.0
ELEC2519	Communication Systems	8.0
ELEC2530	Microprocessor Applications	6.0
ELEC2570	Audio Systems	5.0
ELEC2640	Advanced Communication Systems	5.0
ELEC2750	Video Systems	7.0
ELEC2753	PC Operating Systems and Hardware	7.0
ELEC2760	Introduction to Networks	5.0
ELEC2761	Routing & Switching Essentials	5.0
ELEC2863	Programmable Logic Controllers in Automation Systems	5.0
ELEC2735	Advanced Microprocessor Applications	4.5
ELEC2755	Structured Programming for Electronic Technicians	4.5
ELEC2823	Network Operating Systems and Administration	8.0
ELEC2853	Fluid Power and Robotics	3.0
ELEC2860	Scaling Networks	5.0
ELEC2861	Connecting & Securing Networks	5.0
ELEC2883	Robotics and Vision Systems	3.0
ELEC2864	Advanced Programmable Logic Controllers in Automation Systems	<u>5.0</u>
		138.0 hours

## Electronic Systems Technician Focus

The Electronic Systems Technician focus is all that is required for an exciting career in the FAA, Federal Aviation Administration. This electronics foundation provides the solid background in basic Engineering for electronics and continues with digital, microcontrollers, communication systems, audio systems, video systems, and CISCO networking.

Types of jobs available:

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

## Electronic Systems Technician focus:

ELEC1100	Introduction to Electronic Engineering	5.0
ELEC1129	Engineering Electronics I	8.0
ELEC1219	Engineering Electronics II	8.0
ELEC1227	Digital Circuits	5.0
ELEC1317	Active Devices	8.0



ELEC1422	Analog Circuits	8.0
ELEC1482	Advanced Digital Circuits	5.0
ELEC2519	Communication Systems	8.0
ELEC2530	Microprocessor Applications	6.0
ELEC2570	Audio Systems	5.0
ELEC2640	Advanced Communication Systems	5.0
ELEC2750	Video Systems	7.0
ELEC2753	PC Operating Systems and Hardware	7.0
ELEC2760	Introduction to Networks	5.0
ELEC2761	Routing & Switching Essentials	5.0
ELEC2863	Programmable Logic Controllers in Automation Systems	<u>5.0</u>

100.0 hours

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.  
(One class from each area below).

Oral Communications		4.5
Written Communications		4.5
Mathematics	MATH1050 or higher or MATH1080 (for Federal Aviation Administration)	4.5

Complete two additional General Education requirements. 9.0 hours

We recommend:

ACFS2020	Career Development
BSAD1010	Microsoft Applications I
PHYS1150	Descriptive Physics
ECON1200	Personal Finance

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

Social Science or Humanities	<u>9.0</u>
	22.5 hours

**ELECTRONIC SYSTEMS MILITARY FOCUS**

The Electronic Systems Technician Military focus offers military students with an electronics background and training, to apply their training and reduce the classes necessary to complete the degree. Based upon the Military training transcript, you and the program chair will select courses that will enhance technical expertise.

**Electronic Systems Military Focus:**

Course #	Course title	Credit hrs
ELEC2099	Military Service Electronics Training	30.0-60.0*
	Technical Electives	22.5-52.5*
	General Education Requirements	22.5
	Computer Requirement	<u>2.0</u>

107.0 hours

\*Depends on Military Training Transcript.

# Energy Generation Operations

## Milford Campus

### Associate of Applied Science Degree

#### Credit Hours Required for Graduation:

<b>Nuclear Focus</b>	<b>104.0</b>
<b>Industrial Process Operations Focus</b>	<b>104.0</b>
<b>Energy Generation Operations Military Focus</b>	<b>104.0</b>

#### Types of jobs available:

- Bio-diesel production facility operator
- Biofuels production facility operator
- Coal-fired power plant operator
- Combined Cycle power plant operator
- Heating-Cooling plant operator
- Hydroelectric Power plant operator
- Nuclear power plant operator
- Pipeline operator
- Process plant operator
- Refinery operator
- Solar power plant operator
- Water/wastewater treatment plant operator
- Wind turbine farm operator
- Wind turbine technician

### Program overview

This program is located on the Milford Campus.

This program is designed to provide five quarters of common core curriculum for several types of processing operations. Operators must understand and oversee all aspects of process operations facilities, including power generating facilities, fuel processing facilities and many other industries. Students will study a wide range of necessary topics to gain this broad understanding of plant operations and maintenance.

In the sixth quarter, specific types of operations will be covered in detail to prepare students for careers in the type of processing plant of their choice. Other types of processing plants include water/wastewater treatment plants, refineries, breweries, food and pharmaceutical manufacturing, steel and concrete manufacturing, among many others.

#### Special Program Requirements

1. A minimum grade of "C" is required for all ENER courses.
2. Students will be required to provide their own transportation, room and board for the internship course (ENER1900).
3. Certain "Fitness for Duty" requirements may be required by many ENER employers as a condition of employment as an operator.
4. Most ENER employers require applicants to pass a criminal background check (CBC) as part of their conditions for employment.

For more information contact:

John Pierce, Program Chair  
402-761-8394, 800-933-7223 ext. 8394,  
[jpierce@southeast.edu](mailto:jpierce@southeast.edu)

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

## Core Courses:

Course #	Course title	Credit hrs
ENER1100	Energy Industry Fundamentals	4.5
ENER1110*	Operator Safety	4.5
ENER1115*	Mechanical & Fluid Fundamentals	4.5
ENER1210*	Electrical Power Theory	6.0
ENER1220*	Process Dynamics	4.5
ENER1235	Technical Diagrams	3.0
ENER1250*	Emission Control Systems	3.0
ENER1255*	Instrumentation & Control Systems	6.0
ENER1900	Internship	3.0
ENER2100*	Motor Controls and Switchgear	4.5
ENER2102*	Nuclear Energy	3.0
ENER2105*	Boiler Systems	4.0
ENER2120*	Steam Turbines	3.0
ENER2130	Green Energy Technologies	4.5
ENER2530	Process Plant Chemistry	3.0
ACFS2020	Career Development	2.5

### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Mathematics	4.5
MATH1050* or higher	
Science	4.5
PHYS1017* or PHYS1150* or PHYS1410* or higher	
Computer Technology	<u>4.5</u>

22.5 hours

Total Core Credits: 86.0 hours

## Nuclear Focus:

Course #	Course title	Credit hrs
ENER2135*	Atomic Structure	4.5
ENER2205*	Nuclear Power Plant Layout	4.5
ENER2220*	Reactor Plant Materials	3.0
ENER2230*	Radiation Detection & Protection	3.0
ENER2240*	Reactor Safety	3.0

Core Credits: 86.0

Nuclear: 104.0 hours

### Nuclear Uniform Curriculum Program Certificate

\* To receive a NUCP Certificate issued by the Cooper Nuclear Station in addition to the A.A.S. degree, these courses require a final grade of 80% or above.

## Industrial Process Operations Focus:

Course #	Course title	Credit hrs
ENER2300	Coal Plant Operations & Troubleshooting	6.0
ENER2400	Gas Turbines & HRSG Systems	3.0
ENER2500	Biofuels Fundamentals	3.0
ENER2520	Microbial Ecology	3.0
ENER2540	Ethanol Process Operations	3.0

Core Credits: 86.0

Industrial Process Operations: 104.0 hours

## Energy Generation Operations Military Focus:

Course #	Course title	Credit hrs
ENER2099	Military Service Energy Generations Training	30.0-60.0**
	Technical Electives	21.5-51.5**
	General Education Requirements	22.5

Military Focus: 104.0 hours

\*\*Depends on Military Training Transcript.

The student, with approval of the program chair, will complete a set of SCC ENER courses. The student and program chair will select courses that will enhance technical and operational expertise.

# Fire and Emergency Services Management

## Lincoln Campus and Online

### Certificate

**Credit Hours Required for Graduation:**

**Certificate**

**18.0**

Types of jobs available:

Fire and emergency services officers are supervisors, managers and administrators within fire departments and emergency response organizations. The first-line company officer is responsible for a wide range of duties, including supervision of fire and rescue personnel, community and governmental relations, company-level administration, fire and life safety inspections, fire cause determination, emergency response coordination, and assurance of the health and safety of company members. Company officers typically hold the rank of lieutenant or captain within their organizations and may be responsible for an engine, ladder, rescue or squad company.

Company officer positions are typically filled by promotion within a fire and emergency services organization, although some departments recruit for officer positions from outside of their own organizations. Typical requirements include a combination of education and training meeting the requirements of NFPA 1021 Fire Officer I, in addition to emergency services experience and technical training. Experience requirements typically include several years as a senior firefighter within the organization.

### Program overview

The Fire and Emergency Services Management Certificate is based upon National Fire Protection Association 1021, Standard for Fire Officer Professional Qualifications, Level I. The certificate is designed to meet the educational requirements of a prospective company officer, supporting the student's fire and emergency services training, experience and self-development. The certificate also is intended to support life-long learning and career advancement based upon the National Fire Academy's Fire and Emergency Services Higher Education professional development model.

Students making application to the Fire and Emergency Services Management program must provide evidence of competency at the National Fire Protection Association 1001 Standard for Fire Fighter Professional Qualifications Firefighter II level. Demonstration of competence may be in the form of professional certifications, college transcripts and/or training records.

***The Fire and Emergency Services Management program is designed for part-time students who are currently affiliated with a career or volunteer fire and emergency services organization.*** Classes are offered in classroom, online and combination classroom/online delivery formats to accommodate the various work schedules of fire and emergency service personnel. Classes are scheduled one per quarter during the Fall, Winter and Spring quarters over a period of two academic years.

#### **Admission Requirements:**

1. Application to the College
2. College transcripts, professional certifications and/or training records demonstrating competency at the Firefighter II level per National Fire Protection Association 1001 Standard for Fire Fighter Professional Qualifications.

#### **Special Program Requirements:**

All courses must be completed with a C+ or higher to progress through the program.

For more information contact:

Terry Spoor, Program Chair  
402-437-2677, 800-642-4075 ext. 2677,  
[tspoor@southeast.edu](mailto:tspoor@southeast.edu)

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

**Prerequisite Courses:**

Course #	Course title	Credit hrs
FIRE2120	Building Construction for Fire Protection	4.5
FIRE2140	Fire Protection Systems	4.5

**Fire and Emergency Services Management Courses:**

Course #	Course title	Credit hrs
FESM2700	Fire and Emergency Services Instructor I	4.5
FESM2730	Structural Firefighting Strategy and Tactics	4.5
FESM2750	Fire and Emergency Services Administration	4.5

**General Education Requirements:**

ENGL1010	English Composition I	<u>4.5</u>
		18.0 hours

# Fire Protection Technology

## Lincoln Campus

### Associate of Applied Science Degree, Certificate

#### Credit Hours Required for Graduation:

<b>Certificate</b>	<b>41.0</b>
<b>Associate of Applied Science Degree</b>	<b>100.0</b>

Types of jobs available:

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

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

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

### Program overview

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

#### Special Program Requirement:

1. Misdemeanor or felony convictions may prevent a graduate from acquiring emergency medical certification and may make a graduate ineligible for employment.
2. All Fire Protection (FIRE) courses must be completed with a C+ or higher to progress through the program.
3. All other required courses must be completed with a C or higher to progress through the program.
4. Students are required to perform physically demanding activities under varying conditions of stress, heat and humidity for uninterrupted periods of up to 30 minutes. While wearing full protective clothing and using self-contained breathing apparatus weighing 50 pounds, students must be able to carry or drag equipment or simulated victims weighing 200 pounds.

For more information contact:

Terry Spoor, Program Chair  
402-437-2677, 800-642-4075 ext. 2677,  
[tspoor@southeast.edu](mailto:tspoor@southeast.edu)

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

## A.A.S. Degree

EMTL1301	EMT Part I	7.0
EMTL1302	EMT Part II	7.0
FIRE1100	Principles of Emergency Services	4.5
FIRE1211	Structural Firefighter IA	6.0
FIRE1212	Structural Firefighter IB	6.0
FIRE1220	Structural Firefighter II	5.0
FIRE1230	Structural Firefighting Operations	4.5
FIRE1311	Hazardous Materials Operations I	3.0
FIRE1312	Hazardous Materials Operations II	3.0
FIRE2110	Fire Behavior and Combustion	4.5
FIRE2120	Building Construction for Fire Protection	4.5
FIRE2140	Fire Protection Systems	4.5
FIRE2150	Fire & Emergency Services Safety & Survival	4.5
FIRE2510	Fire Inspector I	4.5
FIRE2520	Fire and Life Safety Educator	<u>4.5</u>
		73.0 hours

### **Electives: Select a minimum of 4.5 credits of electives from the following.**

Electives may include but are not limited to:

FIRE1240	Fireground Survival and Rapid Intervention	4.5
FIRE1410	Wildland Firefighter Type II	4.5
FIRE2230	Fire Investigation I	4.5
FIRE2900	Fire Protection Internship	5.0
FIRE2999	Individual Special Projects	3.0
PHED1060	Fitness Throughout Life	3.0

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

### **General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

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

## Certificate

Course #	Course title	Credit hrs
EMTL1301	EMT Part I	7.0
EMTL1302	EMT Part II	7.0
FIRE1100	Principles of Emergency Services	4.5
FIRE1211	Structural Firefighter IA	6.0
FIRE1212	Structural Firefighter IB	6.0
FIRE1311	Hazardous Materials Operations I	3.0
FIRE1312	Hazardous Materials Operations II	3.0
		36.5 hours

### **General Education Requirements:**

Written Communications	<u>4.5</u>
41.0 hours	



# Food Service/Hospitality

Lincoln Campus (some core courses online)

## Associate of Applied Science Degree, Diploma, Certificate

Credit Hours Required for Graduation:

**Associate of Applied Science Degree 111.5**

-Baking/Pastry Focus

-Culinary Arts Focus

-Food Service Management Focus

**+Diploma 60.0**

**• Certificate 30.0**

Types of jobs available:

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

### Program Entry and Awards

This program is located on the Lincoln Campus and accepts new students each quarter. Part-time students are admitted on a space-available basis.

### Special Program Requirements

All Food Service/Hospitality students must obtain a Lincoln-Lancaster County Food Handlers permit.

Students are required to purchase a professional uniform and appropriate shoes, and provide their own transportation to off-campus practicum and co-op learning sites. A minimum grade of "C" is required for all required Food Service/Hospitality program courses. A minimum grade of "C" is required for all courses which serve as prerequisites before students may advance to the next course in the sequence.

For more information contact:

Brandon Harpster, Program Chair

402-437-2863, 800-642-4075 ext. 2863

[bharpster@southeast.edu](mailto:bharpster@southeast.edu)

or the College Admissions Office

Lincoln 402-437-2600, 800-642-4075 ext. 2600

### 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	46.5
plus the General Education Requirements	24.0
plus the A.A.S. degree focus area	41.0

## Food Service/Hospitality Core Classes:

Course #	Course title	Credit hrs
FSDT1100	Orientation to Food Service/Hospitality	1.5
+•FSDT1101	Food Service Math Conversions	2.0
+•FSDT1104	Food Preparation Fundamentals I	2.0
+•FSDT1105	Food Preparation Fundamentals I Lab	2.0
+•FSDT1108	Food Service Concepts	1.5
+•FSDT1110	Food Preparation Fundamentals II	2.0
+•FSDT1111	Food Preparation Fundamentals II Lab	2.0
+FSDT1114	Meal Service	1.5
+FSDT1115	Meal Service Lab	0.5
+FSDT1118	Food Purchasing	3.0
+FSDT1119	Food Purchasing Practices	1.5
+FSDT1126	Food Operations and Management	3.0
+FSDT1127	Food Operations and Management Lab	2.0
+FSDT1130	Food Service Management	4.5
+FSDT1138	Food Cost Control	4.0
+•FSDT1602	Sanitation & Safety	2.0
FSDT1350	Basic Nutrition	4.5
FSDT1360	Lifetime Fitness	2.0
FSDT2140	Banquet Operations and Management	5.0
		46.5 hours

•Certificate courses

+Diploma courses

## Baking/Pastry Focus:

The Baking/Pastry Focus is accredited by the Accrediting Commission of the American Culinary Federation's Education Foundation. Graduates of this focus who are also American Culinary Federation members at the time of graduation will become Certified Pastry Culinarians.

Course #	Course title	Credit hrs
FSDT1122	Beverage Selection & Management	2.0
+•FSDT1204	Artistry for the Baker	1.5
+•FSDT1218	Baking/Pastry Fundamentals I	2.0
+•FSDT1219	Baking/Pastry Fundamentals II	2.0
FSDT1508	Advanced Baking Fundamentals	2.0
FSDT1509	Advanced Pastry Fundamentals	2.0
FSDT1515	Advanced Cake and Design	2.0
FSDT1524	Artisan Breads	2.0
FSDT2142	Menu Writing & Development	2.0
FSDT2146	Equipment & Layout	3.0
FSDT2154	Food Service/Hospitality Seminar	1.0
FSDT2220	Buffet Decorating & Catering	2.0
FSDT2225	Baking/Pastry Restaurant Fundamentals	3.0
FSDT2226	Culinary Nutrition	2.0
FSDT2242	Industry Proficiency Hands On – Baking/Pastry Focus	.5
FSDT2245	Baking/Pastry Industry Proficiency - Written	.5
FSDT2510	Pastry Design	2.0
FSDT2550	Bakeshop	2.0
FSDT2903	Cooperative Experience for Baking/Pastry <b>or</b>	
FSDT2904	Internship for Baking/Pastry	5.5
	Additional Electives	2.0
		41.0 hours

## Culinary Arts Focus:

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

Course #	Course title	Credit hrs
FSDT1122	Beverage Selection & Management	2.0
FSDT1150	Selection of Protein Products	3.0
FSDT1204	Artistry for the Baker	1.5
+•FSDT1208	Advanced Culinary Fundamentals I	2.0
+•FSDT1209	Advanced Culinary Fundamentals I Lab	1.0
+FSDT1214	Advanced Culinary Fundamentals II	2.0
+FSDT1215	Advanced Culinary Fundamentals II Lab	1.0
FSDT1218	Baking/Pastry Fundamentals I	2.0
FSDT1219	Baking/Pastry Fundamentals II	2.0
FSDT2142	Menu Writing & Development	2.0
FSDT2146	Equipment & Layout	3.0
FSDT2154	Food Service/Hospitality Seminar	1.0
FSDT2220	Buffet Decorating & Catering	2.0
FSDT2222	International Cuisine	3.0
FSDT2224	Culinary Restaurant Fundamentals	3.0
FSDT2226	Culinary Nutrition	2.0
FSDT2228	Garde Manger	2.0
FSDT2240	Culinary Industry Proficiency –Written	.5
FSDT2241	Industry Proficiency Hands On-Culinary Arts Focus	.5
FSDT2900	Food Service Internship <b>or</b>	
FSDT2901	Cooperative Experience	5.5
		41.0 hours

## Food Service Management Focus:

Course #	Course title	Credit hrs
+•FSDT1122	Beverage Selection & Management	2.0
+FSDT1150	Selection of Protein Products	3.0
FSDT2142	Menu Writing & Development	2.0
FSDT2154	Food Service/Hospitality Seminar	1.0
FSDT1208	Advanced Culinary Fundamentals I	2.0
FSDT1209	Advanced Culinary Fundamentals I Lab	1.0
FSDT2146	Equipment & Layout	3.0
FSDT2243	Industry Proficiency Hands On – Dietetic Technician, Food Service Management and Lodging Focuses	.5
FSDT2246	Food Service Management Industry Proficiency – Written	.5
FSDT2901	Cooperative Experience <b>or</b>	
FSDT2900	Food Service Internship	5.5
OFFT1310	Office Accounting	<u>4.5</u>
		25.0 hours

### Suggested Business Electives

BSAD1070	Customer Service	4.5
BSAD1090	Business Law I	4.5
BSAD2270	Professional Selling	4.5
BSAD2370	Human Resource Management	4.5
BSAD2520	Principles of Marketing	4.5
BSAD2430	Marketing Communications	4.5
ECON2110	Principles of Macroeconomics	4.5
+ENTR1050	Introduction to Entrepreneurship	4.5

ENTR2040	Entrepreneurship Feasibility Study	4.5
ENTR2070	Entrepreneurship and Financial Topics	4.5
ENTR2090	Entrepreneurship Business Plan	4.5
		9.0 hours
	Additional Electives	<u>7.0</u>
		41.0 hours

### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list. (One class from each area below. No two classes from the same area).

Oral Communications		4.5
Written Communications		4.5
Mathematics		4.5-7.5
Social Science		4.5
Science		4.5
FSDT1350	Basic Nutrition (program requirement)	
In addition, students will complete the following courses to fulfill program requirements.		
BSAD1050	Introduction to Business <b>or</b>	4.5
ENTR1050	Introduction to Entrepreneurship	4.5
INFO1121	Microsoft Word & PowerPoint	<u>1.5</u>
	(or other appropriate computer course)	
		24.0 hours

## Event-Venue Operations Management Certificate

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

Course #	Course title	Credit hrs
BSAD1070	Customer Service	4.5
BSAD2480	Event Marketing	4.5
ENTR1050	Introduction to Entrepreneurship	4.5
EVOM1060	Customers and the Event Experience	4.5
EVOM1150	Venue Operations Management	4.5
EVOM2900	*Event-Venue Internship <b>or</b>	
EVOM2901	*Event-Venue Cooperative Experience	4.5
EVOM2402	Fundamentals of Event Planning	4.5
SPCH2810	Business and Professional Communication	<u>4.5</u>
		36.0 hours

\* Course has prerequisite.

## Food Industry Manager Online Certification

Food Service Training Certificate classes are offered online.

This set of classes for Food Industry Managers' Certification has been granted approval from Association of Nutrition & Foodservice Professionals, 406 Surrey Woods Drive, St. Charles, Ill. 60174, 800-223-1908. Upon successful completion of all courses and FIM Co-ops, the graduate is eligible for active membership in Association of Nutrition & Foodservice Professionals and eligible to take the credentialing exam to become a CDM, CFPP. The classes meet the requirements of the School Nutrition Association for certified managers.

For more information on FIM classes contact:

Lois Muhlbach, Instructor  
402-437-2467, 800-642-4075 ext. 2467,  
[lmuhlbach@southeast.edu](mailto:lmuhlbach@southeast.edu)

## Food Industry Manager Certificate Courses:

Course #	Course title	Credit hrs
FSDT1100	Orientation to Food Service/Hospitality	1.5
+•FSDT1102	Sanitation & Safety	4.5
+•FSDT1104	Food Preparation Fundamentals I	2.0
+•FSDT1110	Food Preparation Fundamentals II	2.0
FSDT1304	Medical Nutrition Therapy I	1.5
FSDT1350	Basic Nutrition	4.5
FSDT1887	School Food Service	1.0
FSDT1890	Food Service Management Skills	<u>4.0</u>
		21.0 hours

Students desiring to become a Certified Dietary Manager through the Association of Nutrition & Foodservice Professionals also need to take the following classes.

FSDT1951	FIM Co-op I	.5
FSDT1952	FIM Co-op II	1.0
FSDT1953	FIM Co-op III	1.0
FSDT1954	FIM Co-op IV	<u>1.5</u>
		4.0 hours

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

25.0 hours

# Ford Automotive Student Service Educational Training

## Milford Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 140.5**

This training program is offered jointly by Ford Motor Co. and SCC in cooperation with Ford or Lincoln dealers. Students must secure a Ford or Lincoln dealer to sponsor them during training.

Types of jobs available:

- Entry-level technician in a Ford or Lincoln dealership.

### Program overview

Ford ASSET is recognized as the premier program in the global automotive industry for the training and placement of new manufacture-specific service technicians.

This alliance was created so that a new generation of service technicians would be available. Ford Motor Co. provides current vehicles, components, state-of-the-art diagnostic equipment and instructional materials. Students gain knowledge of the entire operation of the vehicle and receive advanced diagnostic training to keep them current with industry progress.

Students spend four quarters as full-time students on the Milford Campus and three quarters working in a Ford or Lincoln dealership. Instructors follow a curriculum designed by an advisory committee comprised of representatives from SCC, Ford Motor Co. and Ford or Lincoln dealerships.

### Special Program Requirements:

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

For more information contact:

Rick Morphew, Program Chair  
402-761-8317, 800-933-7223 ext. 8317,  
[rmorphew@southeast.edu](mailto:rmorphew@southeast.edu)

Tim K. McLain, Instructor  
402-761-8310, 800-933-7223 ext. 8310  
[lmclain@southeast.edu](mailto:lmclain@southeast.edu)

Rowdy W. Kluender, Instructor  
402-761-8311, 800-933-7223 ext. 8311  
[rkluender@southeast.edu](mailto:rkluender@southeast.edu)

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

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

## ASSET - Automotive Student Service Educational Training A.A.S. Degree:

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

Course #	Course title	Credit hrs
ASST1110	Ford Shop Orientation	1.0
ASST1170	Ford Shop Safety & Repair	1.0
ASST1173	Ford Fundamentals	2.0
ASST1175	Ford Electrical & Electronic Principles	11.0
ASST1178	Ford Brake Systems	4.0
ASST1360	Engine Performance Theory & Operation	10.0
ASST1362	Ford Climate Control	5.5
ASST1363	Ford Engine Repair	6.0
ASST1901	Dealer Cooperative Experience	10.0
ASST1902	Dealer Cooperative Experience	10.0
ASST1911	Web Based Training I	2.0
ASST1912	Web Based Training II	2.0
ASST2529	Ford Manual Transmission, Transaxles, & Clutches	5.0
ASST2531	Ford Diesel Fuel & Emission Systems	4.0
ASST2537	Ford Rear Axle, Driveline & Transfer Cases	3.0
ASST2538	Engine Performance Diagnosis & Testing	7.0
ASST2728	Ford Steering & Suspension Systems	6.0
ASST2747	Ford Body Electrical & Electronics	5.5
ASST2748	Ford Automatic Transmissions & Transaxles	7.0
ASST2749	Ford New Product Update	1.0
ASST2901	Dealer Cooperative Experience	10.0
ASST2911	Web Based Training III	2.0
WELD1181	Automotive, ASEP, ASSET, & CAP Welding (M)	<u>1.5</u>
		116.5 hours

### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

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

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired online or by contacting the program.

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

This SCC program is affiliated with ASE.

Master Accreditation by NATEF.

# General Motors Automotive Service Educational Program

## Milford Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 137.5**

This educational program is offered jointly by General Motors and SCC in cooperation with GM dealers and ACDelco service centers. Students must secure a General Motors dealer or ACDelco service centers to sponsor them during training.

Types of jobs available:

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

### Program overview

Students spend four quarters as a full-time student on the Milford Campus and the remaining three quarters working in a GM dealership or ACDelco service center.

Through a carefully constructed program of classroom and experience-based education, students gain knowledge of engine fundamentals, electrical and electronic principles, fuel systems, brakes, steering and suspension systems, body computer systems, transmissions, and heating and air conditioning systems. Students have access to new products and equipment necessary for proper and accurate diagnosis of current GM systems. They also receive regular updates on all new GM products to stay current with industry progress.

Special Program Requirements:

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

For more information contact:

Rick Morphew, Program Chair  
402-761-8317, 800-933-7223 ext. 8317,  
[rmorphew@southeast.edu](mailto:rmorphew@southeast.edu)

Mark Christensen, Instructor  
402-761-8306, 800-933-7223 ext. 8306,  
[mchriste@southeast.edu](mailto:mchriste@southeast.edu)

Jon Kisby, Instructor  
402-761-8302, 800-933-7223 ext. 8302,  
[jkisby@southeast.edu](mailto:jkisby@southeast.edu)

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

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



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

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

Course #	Course title	Credit hrs
ASEP1170	GM Shop Orientation & Safety	1.5
ASEP1173	GM Fundamentals	2.5
ASEP1175	GM Electrical and Electronic Principles	11.0
ASEP1177	GM Brake Systems	4.0
ASEP1360	GM Powertrain Electronic Systems	6.5
ASEP1363	GM Engine Repair	8.0
ASEP1379	GM Heating & Air Conditioning	5.0
ASEP1901	Dealer Cooperative Experience	10.0
ASEP1902	Dealer Cooperative Experience	10.0
ASEP1911	WEB Based Training I	2.0
ASEP1912	WEB Based Training II	2.0
ASEP2528	GM Steering and Suspension Systems	4.5
ASEP2529	GM Manual Transmission, Transaxles, Clutch & Transfer Case	6.0
ASEP2537	GM Rear Axle Service	2.0
ASEP2538	GM Advanced Powertrain Electronic Systems	3.5
ASEP2561	GM Diesel Fuel & Emission Control System	2.0
ASEP2743	GM Powertrain Electronic Systems & Drivability Diagnostics	5.5
ASEP2747	GM Body Electrical & Electronics	6.0
ASEP2748	GM Automatic Transmission & Transaxles	7.0
ASEP2749	GM New Product Update	1.0
ASEP2901	Dealer Cooperative Experience	10.0
ASEP2911	WEB Based Training III	2.0
WELD1181	Automotive, ASEP, ASSET, & CAP Welding (M)	<u>1.5</u>
		113.5 hours

### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

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

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired online or by contacting the program.

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

This SCC program is affiliated with ASE.

# Geographic Information Systems Technician

## Online (Lincoln Campus)

### Certificate

**Credit Hours Required for Graduation: 31.5**

Geographic Information Systems (GIS) are one type of geospatial technology that offers a radically different way to produce and use “maps” to manage communities and industries. GIS is a computerized database management system for capture, store, retrieve, analyze and display of geographic information.

Geographic Information Systems technicians assist scientists, engineer and related professionals designing or preparing graphic representations of GIS data, using GIS hardware and software applications, as well as analyzing GIS data to identify spatial relationships or display results of analysis using maps, graphs, or tabular data.

Types of jobs available:

- GIS Technician
- GIS Support Analyst
- GIS Specialists
- Cartographic Technician

### Program overview

The certificate program will provide students with the knowledge and skills necessary to develop and manage Geospatial Technology Information projects and to interpret and implement GIS as a decision support system.

Classes are offered in an online delivery format.

For more information contact:

Katrina Patton, Instructor

402-437-2262, 800-642-4075 ext. 2262

[kpatton@southeast.edu](mailto:kpatton@southeast.edu)

or the College Admissions Office

Lincoln 402-437-2600, 800-642-4075 ext. 2600

### GIS Technician Required Courses

A grade of “C” or higher in all program classes is required to progress through the program.

Course #	Course title	Credit hrs
GIST1110	Introduction to Geospatial Technology	4.5
GIST1120	Spatial Analysis and Modeling	4.5
GIST1130	Data Acquisition and Management	4.5
GIST1140	GIS Capstone	4.5
GIST1900	Internship <b>or</b>	
GIST1901	Cooperative Experience	4.5
		22.5 hours

### General Education Requirements:

One class from each area below

Social Science/Geography	4.5
Mathematics	<u>4.5</u>
MATH 1050 or higher	9.0 hours

# Graphic Design | Media Arts

## Education Square

### Associate of Applied Science Degree

Credit Hours Required for Graduation:

Associate of Applied Science Degree      143.5

Graphic design is the practice of combining words, images, and creative ideas to communicate a message. Graphic designers are visual communication problem solvers.

Types of jobs available:

- Graphic Designer
- Production Artist
- Art/Creative Director
- Web Designer
- Layout/Publication designer
- UI/UX design
- Promotional design
- Package design

#### Special Program Requirements:

Graphic Design|Media Arts, a block-scheduled program, is located at the downtown Lincoln ESQ location. A group of 24 students is accepted into the program every January and July. Students are accepted on the basis of test scores. **New students are required to participate in an orientation session prior to being fully admitted to the program in order to guarantee a seat in the program.**

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

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

**Students are required to purchase a laptop that meets program specifications prior to the first day of class.**

Please note: All GDMA courses must be passed with a "C" or higher to progress through the program.

For more information contact:

Program Chair

402-323-3478, 800-642-4075 ext. 3478

or the College Admissions Office

Lincoln 402-437-2600, 800-642-4075 ext. 2600

### Graphic Design | Media Arts A.A.S. Degree Courses:

Course #	Course title	Credit hrs
Core Requirements		
GDMA1120	Drawing/Illustration I	6.0
GDMA1122	Introduction to Graphic Design	4.5
GDMA1126	Typography I	4.5
GDMA1136	Computer Graphics I	6.0
GDMA1230	Typography II	4.5
GDMA1234	Computer Graphics II	6.0

GDMA1240	Publication Design	4.5
GDMA1354	Color Theory	4.5
GDMA1356	Photography & Digital Imaging	6.0
GDMA1455	Design Portfolio Development	6.0
GDMA1465	Corporate Identity Design	6.0
GDMA1485	Web Design I	6.0
GDMA2567	Web Design II	6.0
GDMA2662	Web Design III	6.0
GDMA2665	Web Design IV	6.0
GDMA2575	Graphic Design Portfolio I	7.5
GDMA2595	Professional Design Practices	3.0
GDMA2664	Graphic Design Portfolio II	8.0
GDMA2900	Graphic Design Internship	2.0
BSAD2520	Principles of Marketing	<u>4.5</u>

107.5 hours

### GDMA Electives

Choose any of the following for total of 13.5 hours

#### Web/Interactive

GDMA1343	Video Production/Editing	4.5
GDMA1457	Interactive Design	4.5
GDMA2568	Digital Marketing	4.5

#### Publication Print

GDMA1238	Drawing/Illustration II	4.5
GDMA1456	Environmental Design	4.5
GDMA1460	3-D Package Design	<u>4.5</u>

13.5 hours

### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5

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

Mathematics, Science, Social Science, Humanities, and/or Computer Technology	<u>13.5</u>
--	-------------

22.5 hours

# Heating, Ventilation, Air Conditioning & Refrigeration Technology

## Milford Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 132.0**

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

Types of jobs available:

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

### Program overview

This program is located on the Milford Campus. Students may focus on the installation and maintenance of residential, commercial or industrial heating, ventilation, air conditioning and plumbing systems or refrigeration equipment.

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

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

For more information contact:

Jeff Boaz, Program Chair  
402-761-8262, 800-933-7223 ext. 8262,  
[jboaz@southeast.edu](mailto:jboaz@southeast.edu)

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

### HVAC/R Required Courses:

Course #	Course title	Credit hrs
HVAC1109	Electrical Fundamentals	4.0
HVAC1131	Refrigeration Theory I	5.0
HVAC1132	Piping Practices	3.0
HVAC1133	Plumbing Theory/Print Reading	5.0
HVAC1226	Refrigeration Lab I	6.0
HVAC1230	Electrical Principles & Practices	2.0
HVAC1234	Plumbing Code	5.0
HVAC1237	Refrigeration Theory II	5.0
HVAC1251	Hydronic Theory	4.0
HVAC1330	Residential HVAC Systems & Controls I	4.0
HVAC1331	Manual J/Manual D	6.0
HVAC1336	Sheet Metal Lab	3.0
HVAC1343	Refrigeration Theory III	4.0

HVAC1363	Heat Pump Principles	5.0
HVAC1434	Refrigeration Lab II	3.0
HVAC1440	Mechanical Code	2.0
HVAC1447	Commercial HVAC Fundamental & Practices I	5.0
HVAC1450	EPA Refrigerant Certification	2.0
HVAC1452	Residential Install Lab	2.0
HVAC1461	Residential HVAC Systems & Controls II	5.0
HVAC2600	HVAC/R Lab	3.0
HVAC2610	Troubleshooting Techniques Lab	1.5
HVAC2649	Commercial HVAC Fundamental & Practices II	5.0
HVAC2650	Troubleshooting Techniques	4.0
HVAC2900	Internship <b>or</b>	
HVAC2901	Cooperative Experience	12.0
BSAD1000	Computer Basics	1.0
WELD1183	HVAC Welding Practices	<u>1.5</u>
		108.0 hours

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Science	6.0

PHYS1150 Descriptive Physics

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

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

# Human Services

## Lincoln Campus (some courses online)

### Associate of Applied Science Degree

**Credit Hours Required for Graduation:**

<b>Associate of Applied Science Degree</b>	<b>112.5-113.5 hours</b>
<b>Alcohol &amp; Drug Certificate</b>	<b>36.0 hours</b>

Types of jobs available:

- Alcohol/drug counselor
- Mental health technician
- Direct support worker
- Youth service and family advocate
- Activity director
- Therapeutic mentor

### Program overview

This program is located on the Lincoln Campus, though practicum placements for students are available in a variety of communities.

For more information contact:

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

[ckonken@southeast.edu](mailto:ckonken@southeast.edu)

or the College Admissions Office

Lincoln 402-437-2600, 800-642-4075 ext. 2600

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

- A minimum of 300 practicum hours with a LADC counselor that include at least 10 hours in each of the 12 core competencies/functions.
- Hours supervised at 1:10 ratio by supervisor.
- HMRS1102, HMRS1357, PSYC2960, HMRS1402, HMRS1403, HMRS2517, and HMRS2518.

### Special Program Requirements:

Students must complete a health statement before acceptance into Pre-Practicum HMRS1109.

A criminal background check will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain practicum experiences, or completing the program. A non-refundable fee of \$45 will be assessed for the CBC when the student enrolls in HMRS 1109 Pre-Practicum Education, which is when the CBC is conducted.

The criminal background check includes a child and adult abuse registry check with the State Department of Health and Human Services and the National Sex Offender Public Registry.

Students may be requested by practicum sites to submit to and pass drug testing and/or fingerprinting. The student may be responsible for the cost associated with the drug testing and/or fingerprinting.

A grade of "C" or higher is required for HMRS classes.

This program is accredited by the Council for Standards in Human Service Education, 3337 Duke Street, Alexandria, VA 22314, [www.cshse.org](http://www.cshse.org).

## Human Services Core Courses:

Course #	Course title	Credit hrs
HMRS1100	Communication Skills in Human Services	4.5
HMRS1101	Human Services Concepts	4.5
HMRS1105	Critical Thinking in Human Services	4.5
HMRS1320	Multicultural Competency	4.5
+HMRS1357	Multicultural Counseling	4.5
+HMRS1402	Group Theory & Process	4.5
+HMRS1403	Assessment, Case Planning/Management & Professional Ethics for A & D <b>or</b>	
HMRS1405	Case Management & Ethics for Human Services	4.5
+PSYC2960	Life-span Human Development	4.5
PSYC2980	Abnormal Psychology	<u>4.5</u>
		40.5 hours

+Required for state Alcohol and Drug Abuse licensure.

## Human Services Courses:

(Select 4 courses from the following: 18.0 credits)

Course #	Course title	Credit hrs
+HMRS1102	Counseling Theories & Techniques	4.5
HMRS1202	Behavior Therapy	4.5
HMRS1302	Crisis Intervention	4.5
HMRS1355	Stress Management & Self Care in Human Services	4.5
HMRS1404	Introduction to Social Work	4.5
HMRS2360	Gender and Society	4.5
HMRS2361	Domestic Abuse	4.5
HMRS2362	Child Abuse	4.5
HMRS2363	Death, Dying, Grieving, & Loss	4.5
HMRS2366	Mental Health & Family Dynamics	4.5
HMRS2503	Intellectual and Developmental Disabilities	4.5
HMRS2510	Practicum and Seminar 5	4.5
++HMRS2511	Practicum A & D and Seminar 3	5.0
+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
HMRS2610	Practicum and Seminar 6	4.5
++HMRS2611	Practicum A & D and Seminar 4	<u>5.0</u>
		18.0 hours

++ Required for students specializing in Alcohol and Drug Abuse counseling

## Electives:

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

9.0 hours



### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list. (One class from each area below).

Oral Communications	4.5
Written Communications	4.5
ENGL1010 English Composition I (no substitution)	
Social Science	4.5
PSYC1810 Introduction to Psychology (no substitution)	
(Plus two classes from the four areas below; no two classes from the same area).	
Mathematics, Science, Humanities, Computer Technology	<u>9.0</u>
	22.5 hours

### Human Services Practicum Courses:

Course #	Course title	Credit hrs
HMRS1109	Pre-Practicum Education	4.5
HMRS1110*	Practicum and Seminar 1	4.5
HMRS1210	Practicum and Seminar 2	4.5
HMRS1310	Practicum and Seminar 3	4.5
HMRS1410	Practicum and Seminar 4	<u>4.5</u>
		22.5 hours

### Alcohol & Drug Practicum Courses:

HMRS1109	Pre-Practicum Education	4.5
HMRS1110*	Practicum and Seminar 1	4.5
HMRS1210	Practicum and Seminar 2	4.5
HMRS1311	Practicum A & D and Seminar 1	5.0
HMRS1411	Practicum A & D and Seminar 2	<u>5.0</u>
		23.5 hours

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

### Alcohol & Drug Certificate Courses:

Course #	Course title	Credit hrs
HMRS1102	Counseling Theories & Techniques	4.5
PSYC1810	Introduction to Psychology	4.5
PSYC2960	Life-span Human Development	4.5
HMRS1357	Multicultural Counseling	4.5
HMRS1402	Group Theory & Process	4.5
HMRS1403	Assessment, Case Planning/Management & Professional Ethics for A & D	4.5
HMRS2517	Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse and Addiction	4.5
HMRS2518	Clinical Treatment Issues in Chemical Dependency	<u>4.5</u>
		36.0 hours

# John Deere Tech

## Milford Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 151.0**

The John Deere Tech program is offered jointly by John Deere and SCC in cooperation with John Deere dealers. This model program was the first of its kind in the United States. Students in this program are required to have a sponsoring John Deere dealer. Students are expected to continue employment at the dealership after graduation.

Types of jobs available:

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

### Program overview

This program is located on the Milford Campus. During training, students will work for two quarters at their sponsoring dealership. New students are admitted four times a year. In addition to meeting general requirements of SCC, students are tested to evaluate potential for success in the John Deere Tech program. Selected applicants must secure a John Deere dealership sponsor for off-campus training.

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

For more information contact:

William E. Vocasek, Program Chair  
402-761-8241, 800-933-7223 ext. 8241,  
[bvocasek@southeast.edu](mailto:bvocasek@southeast.edu)

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

### John Deere Tech Courses:

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

Course #	Course title	Credit hrs
JDAT1140	John Deere Fundamentals & Safety	5.5
JDAT1142	John Deere Orientation	4.5
JDAT1146	John Deere Electrical/Electronics I	9.0
JDAT1242	John Deere Engine Repair	13.0
JDAT1244	John Deere Fuel Systems	4.5
JDAT1246	John Deere Tractor Performance	2.0
JDAT1440	John Deere Heating/Air Conditioning	4.0
JDAT1441	John Deere Tillage and Seeding Equipment	3.0
JDAT1442	John Deere Electrical/Electronics II	7.5
JDAT1443	John Deere Harvesting Equipment	7.0
JDAT1901	Dealer Cooperative Experience	12.0
JDAT2541	John Deere Power Trains I	12.0
JDAT2543	John Deere Hydraulics I	12.0
JDAT2741	John Deere Power Trains II	5.0

JDAT2743	John Deere Hydraulics II	5.0
JDAT2748	John Deere Electrical/Electronics III	4.0
JDAT2750	John Deere Advance Technologies	3.5
JDAT2901	Dealer Cooperative Experience	12.0
WELD1185	Diesel Truck, JDAT & JDCE Welding	1.5
		127.0 hours

**Optional:**

TRUK1101	CDL-Class A Training	3.5
----------	----------------------	-----

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications	4.5
---------------------	-----

Written Communications	4.5
------------------------	-----

Science	6.0
---------	-----

PHYS1150	Descriptive Physics
----------	---------------------

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

Mathematics, Social Science, Humanities, and/or Computer Technology	<u>9.0</u>
---	------------

24.0 hours

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired online or by contacting the program.

This SCC program is affiliated with ASE.

Accredited by NATEF.

# Land Surveying/GIS/Civil Engineering Technology

## Milford Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 136.0**

Types of jobs available:

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

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

### Program overview

This program is located on the Milford Campus and is the only land surveying school in the state of Nebraska. Students may seek employment in land surveying, civil CAD drafting, or construction materials inspection.

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

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

For more information contact:

Dale Mueller, Program Chair  
402-761-8255, 800-933-7223 ext. 8255,  
[dmueller@southeast.edu](mailto:dmueller@southeast.edu)

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

A minimum grade of "C" or higher is required in all LSCE courses to progress through or graduate from the program.

### Required LSCE Courses:

Course #	Course title	Credit hrs
LSCE1120	Plane Surveying	6.0
LSCE1126	Basic Civil CAD	7.0
LSCE1130	Analysis for Land Surveyors	4.5
GIST1110	Introduction to Geospatial Technology	4.5
LSCE1220	Engineering Surveying	6.0
LSCE1226	Civil CAD II	6.5
LSCE1232	Highway Plan Reading	2.5
GIST1120	Spatial Analysis and Modeling	4.5
LSCE1320	Route and Construction Surveying	5.0
LSCE1326	Civil CAD III	8.0
GIST1130	Data Acquisition & Management	4.5
LSCE2520	Geodetic Surveying	11.0
LSCE2526	Principles of Land Development	7.0

GIST1140	GIS Capstone	4.5
LSCE1900	Internship <b>or</b>	
LSCE1901	Cooperative Experience	12.0
LSCE2620	Boundary Control and Legal Principles	7.0
LSCE2626	Advanced Civil CAD	3.0
LSCE2646	Civil CAD 3D	5.0
LSCE2667	Public Land Survey Systems	5.0

113.5 hours

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list. (One class from each area below).

Oral Communications		4.5
Written Communications		4.5
Mathematics		4.5
MATH1050	Thinking Mathematically	
Social Science		4.5
Computer Technology		4.5

22.5 hours

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

# Long Term Care Administration

## Online (Lincoln Campus)

### Associate of Applied Science Degree, Certificate

#### Credit Hours Required for Graduation:

**Associate of Applied Science Degree 99.5 – 102.0**

**Certificate 31.5**

#### Types of jobs available:

- Nursing home administrator
- Assisted living administrator
- Leadership role in long term care

### Program overview

The need for long-term care services is expected to increase dramatically as the U.S. population ages. This program is designed to prepare students for administrative roles in either nursing facility or assisted living settings. Core courses are combined with business, accounting and general education courses to prepare students for employment, licensure/approval or transfer to a four-year college or university.

This Associate of Applied Science degree meets the education requirements for licensure as a Nursing Home Administrator and exceeds the education requirements for approval as an Assisted Living Administrator in the State of Nebraska. Additional requirements must be met in order to obtain a Nursing Home Administrator license. This includes completion of a state approved “administrator-in-training” or mentoring program and passing a national licensing examination. These are usually completed after graduation and are not part of this program.

Education and training requirements vary from state to state and it is advisable to check the specific requirements for your state before beginning this or any program of study. In states that require additional formal education, individual courses from this degree program are often accepted as transfer credits.

This program is offered fully on-line and is one of the few programs of its kind in the United States that offers an Associate of Applied Science degree. General education courses may be taken on-line or in a traditional classroom setting. Developed with input from many successful long term care professionals, this degree provides a strong foundation for persons who seek career advancement in long term care administration.

For more information contact:

Fran Hartwell, Program Chair

402-437-2566, 800-642-4075 ext. 2566

[fran.hartwell@southeast.edu](mailto:fran.hartwell@southeast.edu)

Theresa Parker, LTCA Instructor

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

[tparker@southeast.edu](mailto:tparker@southeast.edu)

or the College Admissions Office

Lincoln 402-437-2600, 800-642-4075 ext. 2600

**Special Program Requirement:**

1. A grade of "C" or higher is required for all LTCA classes to graduate from this program.
2. A criminal background check will be required of each student before enrolling in LTCA2060. Based on the outcome of the background check, a student may be prevented from enrolling in LTCA2060. A non-refundable fee of \$45 will be assessed for this CBC.
3. In addition to the CBC, information from the Adult and Child Abuse and Neglect Register/Registry and the National Sex Offender Public Registry will be obtained before enrolling in LTCA2060. Clearance through these checks is required in order to begin this practicum course.
4. Health screenings, including a TB test and influenza vaccination, may be required by individual practicum sites. Any cost associated with this will be the student's expense.

**Core LTCA Requirements**

Course #	Course title	Credit hrs
LTCA1000	Introduction to Long Term Care	4.5
LTCA1020	Death, Dying, Grieving, Loss and Hospice	4.5
LTCA1030	Dietary Management	3.0
LTCA1040	Assisted Living Administration I	4.5
LTCA1050	Long Term Care Administration	4.5
LTCA1080	Gerontology	4.5
LTCA2000	Physical Environment and Safety in Long Term Care	4.5
LTCA2010	Foundations of Leadership	4.5
LTCA2020	Marketing and Public Relations for Long Term Care	4.5
LTCA2030	Ethics in Health Administration	4.5
LTCA2040	Financial Management for Long Term Care	<u>4.5</u>
		48.0 hours

**Other Required Courses**

ACCT1200	Principles of Accounting	4.5
BSAD1050	Introduction to Business	4.5
BSAD1090	Business Law I	4.5
BSAD2370	Human Resource Management	4.5
PSYC2980	Abnormal Psychology	<u>4.5</u>
		22.5 hours

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

## Oral Communications

SPCH1110	*Public Speaking (suggested)	4.5
----------	------------------------------	-----

## Written Communications

ENGL1010	*English Composition I (suggested)	4.5
----------	------------------------------------	-----

## Mathematics

MATH1040	*Business Math (suggested)	4.5
----------	----------------------------	-----

## Social Science

PSYC1810	*Introduction to Psychology (required)	4.5
----------	--	-----

## Computer Technology

BSAD1010	Microsoft Applications I	<u>4.5</u>
----------	--------------------------	------------

22.5 hours

## Assisted Living Focus

LTCA1090	*Assisted Living Administration II	4.5
LTCA2060 *	**Assisted Living Practicum	3
		7.5 hours

## Nursing Home Administration Focus

LTCA2050	Rules, Regulations and Standards for Long Term Care	4.5
LTCA2070	Nursing Home Administrators Licensing Exam Review Course	<u>4.5</u>
		9.0 hours

**Total A.A.S. Degree – Assisted Living Focus -100.5 hours**

**Total A.A.S. Degree – Nursing Home Administration Focus 102.0 hours**

\*Course requires pre-requisite

\*\*Background checks and health screenings are required. See Special Program Requirements.

## LTCA Certificate:

This Certificate is for individuals who have already earned an associate degree or higher in another program of study and seek to learn more about long term care administration. Courses in this Certificate program meet requirements for the core education required for NHA licensure in the State of Nebraska.

Course #	Course title	Credit hrs
LTCA1040	Assisted Living Administration I	4.5
LTCA1050	Long Term Care Administration	4.5
LTCA1080	Gerontology	4.5
LTCA2040	Financial Management for Long Term Care	4.5
LTCA2050	Rules, Regulations and Standards for Long Term Care	4.5
LTCA2070	Nursing Home Administrators Licensing Exam Review Course	<u>4.5</u>
		27 hours

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

SPCH1110	*Public Speaking or	4.5
ENGL1010	*English Composition I or	4.5
PSYC1810	*Introduction to Psychology <b>or</b>	4.5
BSAD1010	Microsoft Applications	<u>4.5</u>
		4.5 hours

Total Certificate hours: 31.5 hours

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



# Manufacturing Engineering Technology

## Milford Campus

### Associate of Applied Science Degree

Credit Hours Required for Graduation:

**Associate of Applied Science Degree                      142.0**

Types of jobs available:

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

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

### Program overview

This program is located on the Milford Campus. Students who earn an Associate of Applied Science degree in Manufacturing Engineering Technology at SCC will be able to transfer up to 90 hours to Missouri Western State University and earn a Bachelor of Science degree in Manufacturing Engineering Technology from the St. Joseph, Mo., university. Students could also transfer up to 26 credit hours to South Dakota State University and earn a Bachelor of Science degree in Operations Management from SDSU.

For more information contact:

Elaine Vavra, Program Chair  
402 761-8210, 800-933-7223 ext. 8210,  
[evavra@southeast.edu](mailto:evavra@southeast.edu)

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

Manufacturing engineering technologists like to make things. They also like to make them better, faster and more affordable. They are “hands-on” people who enjoy being a part of the design process. Students use a three-dimensional rapid prototype printer to print a variety of design and prototype projects. Students are eligible in their fifth quarter to take the Certified Manufacturing Technologist exam offered by the Society of Manufacturing Engineers ([www.sme.org](http://www.sme.org)).

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

### Manufacturing Engineering Technology A.A.S. Degree Requirements:

Course #	Course title	Credit hrs
MFGT1125	Materials of Industry	5.0
MFGT1144	Engineering Drawing & Design I	6.0
MACH1241	Machinery's Handbook	5.0
MFGT1250	Engineering Drawing & Design II	3.5
MFGT1333	Fluid Power for Manufacturing	4.0
MFGT1350	AutoCAD for Manufacturing	3.0
MFGT1354	Die Design	6.0

MFGT1362	Lean Facilities Planning	3.0
MFGT1380	Manufacturing Engineering Processes Using Math Concepts	2.5
MFGT1413	Electrical Fundamentals	4.0
MFGT1421	Manufacturing Processes I	5.0
MFGT1429	CNC for Automation	3.5
MFGT1456	Manufacturing Processes II	4.5
MFGT1458	Electrical Concepts for Manufacturing	1.5
MFGT2549	Quality Assurance & SPC	5.0
MFGT2559	Geometric Dimensioning & Tolerancing	5.0
MFGT2566	Tooling Design	5.5
MFGT2620	Programmable Logic Controllers in Work Cell Design	3.0
MFGT2625	Robotics & Industrial Automation I	2.5
MFGT2630	Robotics & Industrial Automation II	3.5
MFGT2635	Plastics: Design & Engineering	5.0
MFGT2643	Engineering Statics & Strengths of Materials	5.0
MFGT2668	Product & Machine Design	3.5
MFGT2670	Autodesk Inventor	5.5
MFGT2672	Mechanisms	5.0
MFGT2680	Solid Works	<u>3.0</u>

108-hours

### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications		4.5
SPCH1110	Public Speaking (recommended)	
Written Communications		4.5
ENGL1010	English Composition I (recommended)	
Mathematics		4.5
MATH1050	Thinking Mathematically (or higher) (Prerequisite for MFGT1333, 1413, 2549, & 1380).	
Science		4.5
PHYS1017	Technical Physics <b>or</b>	
PHYS1150	Descriptive Physics (Prereq. for MFGT2566, 2668).	
Computer Technology		<u>4.5</u>
BSAD1010	Microsoft Applications I (Prerequisite for MFGT2670) <b>or</b>	
INFO1010	Computer Literacy	

22.5 hours

To complete the A.A.S. degree, students also are required to take:

ENGL1110	Business Communications	4.5
ECON1200	Personal Finance	4.5
ACFS2020	Career Development	<u>2.5</u>

11.5 hours

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

# Medical Assisting

## Lincoln Campus

### Diploma

**Credit Hours Required for Graduation:** 64.5

Types of jobs available:

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

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

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

### Program overview

This program is located on the Lincoln Campus.

The program prepares students to become competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

New students are admitted to the classroom program in the Spring and Fall quarters.

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

For more information contact:

Kathy Zabel, Program Chair  
402-437-2756, 800-642-4075 ext. 2756,  
[kzabel@southeast.edu](mailto:kzabel@southeast.edu)

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

or Michele Saucier, Pre-health Advisor  
402-437-2688, 800-642-4075, ext. 2688  
[msaucier@southeast.edu](mailto:msaucier@southeast.edu)

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board. Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350.

#### Admission Requirements:

1. Application to the program
2. Submit program advising sheet showing enrollment in the final quarter/semester of prerequisite courses or completion of all program pre-requisite courses with the required grade-point average.
3. Transcripts from high school, GED\* or other colleges (if applicable)

#### Program Prerequisites:

HLTH1060	Comprehensive Medical Terminology	4.5
BIOS1140	Human Anatomy & Lab	<u>6.0</u>
		10.5 hours

To complete a Diploma in the Medical Assisting program, courses are generally taken in the following order.

## Medical Assisting Courses

Course #	Course title	Credit hrs
MEDA1202	Communication in Allied Health	3.0
MEDA1203	Medical Law & Ethics	3.0
MEDA1205	Exam Room 1	6.0
MEDA1406	Basic Pharmacology	2.0
MEDA1407	Medical Calculations	1.0
MEDA1102	Administrative Medical Assisting	3.0
MEDA1404	Medical Diseases	4.5
MEDA1405	Insurance for the Medical Office	3.0
MEDA1301	Exam Room 2	8.5
MEDA1401	Practicum	8.0
MEDA1402	Senior Seminar	<u>3.0</u>
		45.0 hours

### Optional for a total of 6.0 hours:

MEDA1409	Limited Radiography Prep 1	3.0
MEDA1410	Limited Radiography Prep 2	3.0

### General Education Requirements:

Take one general education course from each category below. See the General Education pages for a complete list.

Oral Communications	4.5
Computer Technology	<u>4.5</u>
9.0 hours	

\*Radiography Prep courses are open to the public with permission. Contact Kathy Zabel for more information.  
Program Prerequisites:

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

### Special Program Requirements:

1. Minimum cumulative GPA of 2.5 required to graduate from program.
2. A current First Aid Certification, Healthcare Provider CPR card and Nebraska State Medication Aide Registry are required prior to enrolling in the Practicum course.
3. Submit completed Health Statement to the Health Sciences Division (due during MEDA1205.)
4. A criminal background check will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this CBC.  
Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring certification. (Contact the American Association of Medical Assistants Certifying Board for more information.)
5. The following are required prior to the practicum rotation: a two-step skin test for tuberculosis (and/or a chest X-ray) and an influenza immunization.
6. All MEDA courses must be completed with a grade of 75% (C+) or higher to progress through the program.
7. Students admitted to a Health Sciences program at Southeast Community College that requires a clinical rotation at a contracted healthcare facility will be required to submit to initial drug and alcohol testing prior to the first clinical rotation.
8. Students are required to attend a mandatory orientation on campus.

## Health Information Management Systems

Southeast Community College, in cooperation with Central Community College, provides the opportunity for students to receive an associate degree in Health Information Technology or Diplomas in Medical Coding or Reimbursement Specialist.

If interested, **see the Academic Transfer program** or contact: Linda Cady at 402-437-2753, [lcady@southeast.edu](mailto:lcady@southeast.edu)

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

# Medical Laboratory Technology

## Lincoln Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 114.5**

Types of jobs available:

- Medical laboratory technicians perform general tests in various clinical laboratory settings, including blood banking, chemistry, hematology, immunology, and microbiology. MLTs perform tests that aid in the diagnosis and treatment of disease.

Program graduates gain employment in a variety of settings, such as hospitals, clinics, physician offices, private and public health institutions, pharmaceutical laboratories, and animal clinics.

Graduates work in small and large facilities throughout Nebraska and neighboring states. Many continue their education and earn a bachelor's degree in Clinical Laboratory Science/Medical Laboratory Science.

### Program overview

This program is located on the Lincoln Campus and includes principles and technical instruction in the areas of hematology, clinical chemistry, clinical microbiology, immunohematology blood banking, immunology/serology, urinalysis, and clinical microscopy. Students obtain additional laboratory experiences and learning opportunities within hospital and clinic laboratories.

Students are admitted into the program in the Summer quarter. The program can be completed in eight full-time quarters. Graduates are eligible to take the national certification examination offered by the American Society for Clinical Pathology Board of Certification, and may transfer 60 semester credit hours to the Clinical Laboratory Science Program, University of Nebraska Medical Center.

For more information contact:

Lynnett Paneitz, Program Chair

402-437-2760, 800-642-4075 ext. 2760

[lpaneitz@southeast.edu](mailto:lpaneitz@southeast.edu)

or the College Admissions Office

Lincoln 402-437-2600, 800-642-4075 ext. 2600

or Michele Saucier, Pre-health Advisor

402-437-2688, 800-642-4075, ext. 2688

[msaucier@southeast.edu](mailto:msaucier@southeast.edu)

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

#### Admission Requirements:

1. Application to the program
2. Completion of all program prerequisite courses with required GPA
3. Submission of program advising sheet
4. Transcripts from HS, GED or other colleges (if applicable)

#### 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.)

- General Biology with lab
- Chemistry 1090 (or higher) with lab (6.0)
- Social Science (4.5)
- English Composition I (4.5)
- Intermediate Algebra (or higher) (4.5)

### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list. (One class from each area below).

Oral Communications		4.5
Science		
BIOS2130	Human Physiology & Lab	<u>6.0</u>
		10.5

### Medical Laboratory Technology Requirements:

Course #	Course title	Credit hrs
MEDT1100	Procedures in Phlebotomy	3.0
MEDT1101	Medical Laboratory Procedures	2.5
MEDT1201	Medical Laboratory Measurements	2.0
MEDT1213	Medical Microbiology I	4.0
MEDT1313	Medical Microbiology II	4.0
MEDT1332	Hematology I	4.0
MEDT1413	Medical Microbiology III	4.0
MEDT1432	Hematology II	4.0
MEDT2125	Instrumental Analytical Chemistry	3.0
MEDT2135	Instrumental Analytical Chemistry Laboratory	1.0
MEDT2512	Urinalysis	2.0
MEDT2532	Immunohematology I	2.0
MEDT2552	Medical Laboratory Chemistry I	4.0
MEDT2561	Immunology	2.0
MEDT2581	Hemostasis	1.0
MEDT2582	Immunology/Hemostasis Laboratory	2.0
MEDT2632	Immunohematology II	4.0
MEDT2652	Medical Laboratory Chemistry II	4.0
MEDT2681	Preclinical Orientation I	2.0
MEDT2690	Clinical Education I	2.0
MEDT2701	Clinical Education II	10.0
MEDT2702	Seminar I	2.0
MEDT2703	Preclinical Orientation II	4.0
MEDT2801	Clinical Education III	10.0
MEDT2802	Seminar II	<u>2.0</u>
		84.5 hours

### Special Program Requirements:

1. All students must receive a cumulative grade point average of 2.5 in the general education courses and a cumulative grade point average of 2.75 in the science courses. Science courses include Biology, Chemistry and Physiology. General education courses include oral communication, written communication, math, and social science.
2. A completed health statement will be required of each student prior to taking MEDT1101. All MEDT courses must be completed with a grade of 75% (C+) or higher to progress through the program. (MEDT technical education courses must be taken in sequence and only by students admitted to the MLT Program or with permission by the Program Chair.)
3. Minimum cumulative GPA of 2.5 required to graduate from program.
4. A current American Heart Association Healthcare Provider CPR card. (prior to Clinical Education I.)
5. **A criminal background check will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this CBC (required second quarter.) Please note: Misdemeanor or felony convictions may prevent a graduate**

**from acquiring a state license.** A two-step skin test for tuberculosis and/or a chest X-ray are required. Flu immunization will be required. (prior to Clinical Education I.)

6. Students admitted to a Health Sciences program at Southeast Community College requiring a clinical rotation at a contracted health care facility will be required to submit to initial drug and alcohol testing prior to the first clinical rotation.
7. Students may be requested by clinical affiliates to submit to fingerprinting.
8. Complete program orientation after being accepted into the program.

**Advanced Placement:**

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

NOTE: If planning to pursue a Medical Laboratory Scientist (MLS) bachelor degree and MLS (ASCP) certification, it is recommended to take CHEM1100.



# MOPAR-Chrysler/Dodge/RAM/Jeep College Automotive Program

## Milford Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 139.0**

This program is offered jointly by MOPAR-Chrysler/Dodge/RAM/Jeep and SCC, in cooperation with MOPAR-Chrysler/Dodge/RAM/Jeep dealers. Students in the program are required to have a sponsoring MOPAR-Chrysler/Dodge/RAM/Jeep dealer.

Types of jobs available:

- Entry-level technician in a MOPAR-Chrysler/Dodge/RAM/Jeep Dealership

### Program overview

This program runs seven quarters. During the first, third, fifth and seventh quarters, students are on campus studying electronics, engine repair, transmission repair, suspension system, brakes, drivability, and heating and air conditioning. During the second, fourth and sixth quarters, students are at the dealership on co-op, gaining experience working with a mentor master technician, in the subjects they studied the previous quarter when they were on campus.

This earn-while-you-learn approach to mastering different automotive systems is beneficial to both the students and dealers.

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

For more information contact:

Rick Morphew, Program Chair  
402-761-8317, 800-933-7223 ext. 8317,  
[rmorphew@southeast.edu](mailto:rmorphew@southeast.edu)

Todd Morrill, Instructor  
402-761-8426, 800-933-7223 ext. 8426,  
[tmorrill@southeast.edu](mailto:tmorrill@southeast.edu)

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

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

Course #	Course title	Credit hrs
CAPP1110	Chrysler Shop Orientation	1.0
CAPP1170	Chrysler Shop Safety and Repair	1.0
CAPP1173	Chrysler Fundamentals	2.0
CAPP1175	Chrysler Electrical & Electronic Principles	11.0
CAPP1177	Chrysler Brake System	4.0
CAPP1360	Chrysler Electronic Fuel Systems	7.0
CAPP1362	Chrysler Body Electrical and Electronics	6.0
CAPP1364	Chrysler Advanced Drivability Diagnosis	7.0
CAPP1901	Dealer Cooperative Experience	10.0

CAPP1902	Dealer Cooperative Experience	10.0
CAPP1911	WEB Based Training I	2.0
CAPP1912	WEB Based Training II	2.0
CAPP2528	Chrysler Steering & Suspension Systems	4.5
CAPP2530	Chrysler HVAC Systems	5.5
CAPP2531	Chrysler Engine Repair	8.5
CAPP2740	Chrysler Manual Transmission, Transaxles, Clutch and Transfer Case	7.0
CAPP2741	Chrysler Rear Axle Service	2.0
CAPP2742	Chrysler Diesel Fuel and Emission System	2.0
CAPP2748	Chrysler Automatic Transmissions & Transaxles	8.0
CAPP2749	Chrysler New Product Update	1.0
CAPP2901	Dealer Cooperative Experience	10.0
CAPP2911	WEB Based Training III	2.0
WELD1181	Automotive, ASEP, ASSET, & CAP Welding (M)	1.5
		115.0 hours

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Science	6.0

PHYS1150 Descriptive Physics

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

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

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired online or by contacting the program.

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

This SCC program is affiliated with ASE.

Master Accreditation by NATEF.

# Motorcycle, ATV and Personal Watercraft Technology

## Lincoln Campus

### Diploma

**Credit Hours Required for Graduation: 86.5**

Types of jobs available:

- Repair technician who diagnoses and repairs all areas of the vehicle, including engines and transmissions, suspension and brake systems, and electrical/electronic systems.
- Parts counter person
- Activities in this area include researching service information using manuals or computer-based programs, using an extensive array of hand tools and diagnostic equipment, writing, speaking, and basic math skills.
- Sales associate

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

### Program overview

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

For more information contact:

Ken Jefferson, Program Chair  
402-437-2640, 800-642-4075 ext. 2640,  
[kjeffers@southeast.edu](mailto:kjeffers@southeast.edu)

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

### Required Diploma Courses:

A grade of "C" or higher is required in all MSTT courses to graduate from the program. Course offerings and prerequisites will be determined by the program.

Course #	Course title	Credit hrs
MSTT1000	Shop Procedures & Hand Tools	5.5
MSTT1112	Basic Engine Theory	5.5
MSTT1120	Wheels & Tires	3.0
MSTT1125	Electrical Concepts	6.0
MSTT1126	Electrical Circuits	7.0
MSTT1128	Frames, Suspension & Brakes	5.5
MSTT1132	Fuel & Ignition Systems	5.0
MSTT1133	Periodic Maintenance and Emission Controls	7.5
MSTT1138	Personal Watercraft	3.0
MSTT1140	Transmissions and Final Drives	3.5
MSTT1143	Motorcycle Engine Machining and Rebuild	7.0
MSTT1146	Rideability and Electrical Update <b>or</b>	
MSTT1901	Rideability and Electrical Update with Coop	6.0
WELD1176	Automotive and Motorcycle Welding	<u>2.5</u>
		67.0 hours

#### Optional:

MSTT1113	Metric Measure	3.0
MSTT1001	Introduction to Motorcycle Technology	3.0

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which meet your program's graduation requirements. See the General Education pages for a complete list.

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

Oral Communications	4.5
Written Communications	4.5
Science	6.0
PHYS1150            Descriptive Physics	

Advisor Approved Elective	<u>4.5</u>
	19.5 hours

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired online or by contacting the program.

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

# Nondestructive Testing Technology

## Milford Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 146.0**

Types of jobs available:

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

### Program overview

The program is located on the Milford Campus and is one of the few programs of its kind in the United States that offers an Associate of Applied Science degree. This was developed in cooperation with industries it serves, the program trains technicians in high demand in a variety of industries, including aircraft and aerospace, power generation and utilities, chemical and petrochemical, defense and military (civilian and enlisted), general manufacturing, and transportation.

For more information contact:

Randy Walbridge, Program Chair  
402-761-8346, 800-933-7223 ext. 8346,  
[rwalbrid@southeast.edu](mailto:rwalbrid@southeast.edu)

or the College Admissions Office

Milford 402-761-8243, 800-933-7223 ext. 8243

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

### Required NDTT Courses:

Course #	Course title	Credit hrs
NDTT1121	Visual Inspection Methods	4.5
NDTT1133	Manufacturing Processes	10.0
NDTT1164	Blueprint Reading & CAD	5.0
NDTT1236	Electrical & Electronic Fundamentals	5.0
NDTT1255	NDT Methods	10.0
NDTT1263	Metallurgy	6.5
NDTT1356	Liquid Penetrant	3.0
NDTT1360	Ultrasonics I	7.5
NDTT1450	Eddy Current I	2.5
NDTT1458	Magnetic Particle	4.0
NDTT1464	Radiography I	9.0
NDTT1470	Radiation Safety & Administration	5.0
NDTT2040	NDTT Mathematics	4.5
NDTT2569	Radiography II & Film Interpretation	8.0
NDTT2570	Eddy Current II	10.0
NDTT2652	Ultrasonics II	8.0
NDTT2675	Computer Applications in NDT	4.5

NDTT2679	Code Interpretation & Procedure Development	4.5
WELD1182	Welding Process for NDT	<u>3.0</u>
		114.5 hours

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Mathematics	4.5

MATH1050 (with a grade of C or higher)

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

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

In addition students must complete the following courses:

BSAD2540	Principles of Management	4.5
PHYS1017	Technical Physics	<u>4.5</u>
		9.0 hours

# Office Professional

## Beatrice and Lincoln Campuses and Online

### Associate of Applied Science Degree, Diploma, Certificate

#### Credit Hours Required for Graduation:

##### Certificate:

-General Office	40.5
-Microsoft Office	40.5

##### Diploma:

-General Office	68.0
-----------------	------

##### Associate of Applied Science Degree:

- Administrative Office Focus	95.0
- Legal Office Focus	95.0
- Medical Office Focus	93.5

#### Types of jobs available:

- Administrative assistant
- Office manager
- General office clerk
- Legal office assistant
- Medical office assistant
- Executive assistant
- Desktop publisher
- Customer service assistant
- Receptionist
- Computer operator

### Program overview

This program is located on the Beatrice and Lincoln campuses. Students may choose a Certificate (General Office or Microsoft Office), a Diploma (General Office), or an Associate of Applied Science degree focusing on administrative, legal or medical office skills.

Graduates are equipped with knowledge of cutting-edge technology and software, a professional attitude, and enhanced skills in the office environment. Program graduates are working in small and large companies throughout southeast Nebraska and surrounding states. Some graduates are continuing their education.

Students can expect to use traditional office skills on the job as well as new technology. Soft skills such as teaming, ethics, attitude, and professional work habits and responsibilities also are covered.

#### For more information contact:

RoxAnn Coudeyras, Program Chair – Beatrice  
402-228-3468 ext. 1332, 800-233-5027 ext. 1332  
[rcoudeyr@southeast.edu](mailto:rcoudeyr@southeast.edu)

Karen Hermsen, Program Chair – Lincoln  
402-437-2426, 800-642-4075 ext. 2426  
[khermsen@southeast.edu](mailto:khermsen@southeast.edu)

or the College Admissions Office

Beatrice 402-228-8214, 800-233-5027 ext. 1214  
Lincoln 402-437-2600, 800-642-4075 ext. 2600

This program offers students generalized training in office professions as well as course work in three focus areas: administrative, legal, and medical. With appropriate elective courses, students completing

requirements for an Associate of Applied Science degree will be prepared to take the Certified Professional Secretary or Certified Administrative Professional examination awarded through the International Association of Administrative Professionals. All course prerequisites must be passed with a “C” or higher to continue through the program.

**Special Program Requirements:**

Students who pursue their education in the Office Professional program must complete the college admissions requirements and the special program requirements below:

1. Students will complete the COMPASS, ASSET, ACT or SAT pre-admission testing. Skills students currently have in math, writing, and reading comprehension will be determined by test scores. Scores from testing 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:

ENGL0960	College Reading & Writing
ENGL0985	Intermediate College Reading/Writing
MATH0900	Math Fundamentals
MATH0950	Beginning Algebra

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

2. Students’ high school or college transcripts must validate successful completion of an accounting course. Two semesters of high school accounting or one semester/quarter of college accounting must have been completed with a B average or higher. Students who cannot validate previous accounting course work will be required to take Office Accounting (OFFT1310).
3. Prerequisite competencies required in the program include a typing/keyboarding skill of a minimum of 30 net words per minute with three or fewer errors on a three-minute timing. Students who do not meet this requirement will complete Keyboarding I (OFFT1010) and/or Keyboarding II (OFFT1020).
4. If your advisor determines that you must take developmental or prerequisite courses, they will be taken during the first part of the program. The credit hours earned in these classes will not count toward graduation requirements.

**Prerequisite courses or equivalents**

(Credit not counted toward graduation requirements.)

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

Course #	Course title	Credit hrs
OFFT1010	Keyboarding I	3.0
*OFFT1020	Keyboarding II	3.0
OFFT1310	Office Accounting	4.5

**A.A.S. Office Professional Core Courses:**

*OFFT1160	Keyboarding III	4.5
*OFFT1170	Keyboarding IV	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT2000	Employment Techniques	4.5
*OFFT2410	Administrative Procedures I	4.5
*OFFT2460	Office Simulation	4.5
*OFFT2901	Cooperative Experience <b>or</b>	
*OFFT2900	Internship	5.0
*BSAD1020	Microsoft Applications II	<u>4.5</u>
		41.0 hours

**General Education A.A.S. Requirements:**

(One class from each area below)

Oral Communications	4.5
---------------------	-----



Written Communications		4.5
ENGL1110	Business Communications	
Mathematics		4.5
MATH1040	Business Math (or higher)	
Social Science		4.5
PSYC1250	Interpersonal Relations <b>or</b>	
PSYC1810	Introduction to Psychology <b>or</b>	
SOCI1010	Introduction to Sociology	
Computer Technology		<u>4.5</u>
BSAD1010	Microsoft Applications I	

22.5 hours

### Administrative Office Focus Courses:

*OFFT1740	Desktop Publishing Applications	4.5
*OFFT1800	Collaboration Applications	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2310	Financial Computer Applications (L) <b>or</b>	
*ACCT2230	Computerized Accounting (B)	4.5
*OFFT2420	Administrative Procedures II	4.5
*OFFT2720	Microsoft Office Integration	4.5
ACCT1200	Principles of Accounting I (B) <b>or</b>	

Advisor Approved Elective (L)

(May not include OFFT1010, OFFT1020, or OFFT1310 and may not include previously taken courses.)

4.5

31.5 hours

### Legal Office Focus Courses:

BSAD1090	Business Law I	4.5
*BSAD1100	Business Law II	4.5
*BSAD2310	Business Ethics	4.5
*OFFT2210	Legal Processes I	4.5
*OFFT2220	Legal Processes II	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2310	Financial Computer Applications (L) <b>or</b>	
*ACCT2230	Computerized Accounting (B)	<u>4.5</u>

31.5 hours

### Medical Office Focus Courses:

BIOS1000	Structure and Function of the Human Body	6.0
*MEDA1203	Medical Law & Ethics	3.0
MEDA1210	Comprehensive Medical Terminology	4.5
*MEDA1405	Insurance for the Medical Office	3.0
*OFFT2420	Administrative Procedures II	4.5
*OFFT2440	Medical Office Procedures	4.5
*OFFT2650	Computerized Medical Management	4.5

30.0 hours

## Diploma Core Courses:

ENGL1110	Business Communications	4.5
*OFFT1160	Keyboarding III	4.5
*OFFT1170	Keyboarding IV	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT2000	Employment Techniques	4.5
*OFFT2901	Cooperative Experience <b>or</b>	
*OFFT2900	Internship	5.0
*BSAD1020	Microsoft Applications II	<u>4.5</u>

36.5 hours

General Education Diploma Requirements:

BSAD1010	Microsoft Applications I	4.5
MATH1040	Business Math	<u>4.5</u>

9.0 hours

## General Office Courses:

*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2310	Financial Computer Applications	4.5
*OFFT2410	Administrative Procedures I	4.5
*OFFT2420	Administrative Procedures II	4.5
*OFFT2460	Office Simulation	<u>4.5</u>

22.5 hours

## Certificate

General Education Certificate Requirement:

BSAD1010	Microsoft Applications I	<u>4.5</u>
----------	--------------------------	------------

4.5 hours

## General Office Courses:

*BSAD1020	Microsoft Applications II	4.5
MATH1040	Business Math (or higher)	4.5
ENGL1110	Business Communications	4.5
*OFFT1160	Keyboarding III	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT1800	Collaboration Applications <b>or</b>	
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2000	Employment Techniques	<u>4.5</u>

36.0 hours

## Microsoft Office Courses:

*BSAD1020	Microsoft Applications II	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT1740	Desktop Publishing Applications	4.5
*OFFT1800	Collaboration Applications	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2310	Financial Computer Applications	4.5
*OFFT2720	Microsoft Office Integration	<u>4.5</u>

36.0 hours

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

# Paramedic

## Lincoln Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 100.0**

Types of jobs available:

- Ambulance services
- Fire Departments
- Hospital settings
- Health education instructor

Paramedics provide medical care by preventing or reducing mortality and morbidity due to illness and injury. Paramedics primarily provide emergent and non-emergent care to patients in and out-of-hospital settings.

As a patient advocate, paramedics seek to be proactive in affecting long-term health care by working in conjunction with other provider agencies, networks and organizations. These emerging roles and responsibilities of the paramedic include community healthcare, public education, health promotion and participation in injury and illness prevention programs. These are in addition to more traditional roles in pre-hospital medicine with ambulance services, fire departments, flight programs as well as within hospital critical access care areas.

### Program overview

This 21-month program is located on the Lincoln Campus. Paramedic students will complete the coursework in classrooms and laboratories as well as gain hands-on experience through clinical and field experiences in hospitals, fire departments, and ambulance services.

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

For more information contact:

Ryan Batenhorst, Program Chair  
402-437-2795, 800-642-4075, ext. 2795,  
[rbatenhorst@southeast.edu](mailto:rbatenhorst@southeast.edu)

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

The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, [www.caahep.org](http://www.caahep.org)

### Admission Requirements:

1. Application to the program
2. Submit program advising sheet showing enrollment in the final quarter/semester of prerequisite courses or completion of all program pre-requisite courses with the required GPA.
3. Transcripts from HS, GED\* or other colleges (if applicable)

**Program Prerequisite Courses:**

EMTL1301	EMT Part I	7.0
EMTL1302	EMT Part II	7.0
BIOS1140	Human Anatomy with Lab	6.0
BIOS2130	Human Physiology with Lab <b>or</b>	
BIOS1210	Human Anatomy & Physiology I	6.0
BIOS1220	Human Anatomy & Physiology II	6.0
MATH1040	Business Math (or higher)	<u>4.5</u>
		36.5 hours

**General Education Requirements:**

Must be completed to graduate from the program.

Oral Communications		4.5
SPCH1110	Public Speaking (recommended)	
Written Communications		4.5
ENGL1010	English Composition I (recommended)	
Plus one class from one of the following three areas.		
Social Science		4.5
	Psychology or Sociology (recommended)	
Humanities		4.5
	Ethics or Spanish or Sign Language (recommended)	
Computer Technology		<u>4.5</u>
	Microsoft Applications (recommended)	
		13.5 hours

**Paramedic Core Courses:**

PARM1111	Pathophysiology for the Paramedic	2.0
PARM1112	Introduction to Paramedicine	2.0
PARM1113	Basic ECG Interpretation	2.0
PARM1114	Airway Management & Assessment	3.0
PARM1117	Paramedic Lab I	1.0
PARM1119	Practicum I	3.0
PARM1121	Pharmacology for the Paramedic	3.0
PARM1122	Advanced ECG Interpretation	2.0
PARM1123	Medical Emergencies for the Paramedic	4.0
PARM1127	Paramedic Lab II	2.0
PARM1129	Practicum II	3.0
PARM1131	Family Medicine for the Paramedic	4.0
PARM1137	Paramedic Lab III	3.0
PARM1141	Traumatic Emergencies for the Paramedic	2.0
PARM1142	Rescue Operations for the Paramedic	2.0
PARM2900	Paramedic Internship	<u>12.0</u>
		50.0 hours

**Special Program Requirements:**

1. All students must receive a cumulative grade point average of 2.5 in the general education courses and a cumulative grade point average of 2.75 in the science courses.  
Science courses include Anatomy, Physiology, Chemistry, Biology, Microbiology, Physics and Basic Nutrition. General education courses include oral communication, written communication, math, social science, computer technology and related courses required by the programs, such as Medical Terminology.
2. A current American Heart Association Healthcare Provider or American Red Cross CPR card.
3. Submit completed health statement to the Health Sciences Division.
4. A criminal background check will be required of each student in this program. Based on the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences,

or completing the program. A non-refundable fee of \$45 will be assessed for this CBC.

Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring National Registry certification or a state license. (Contact the National Registry of Emergency Medical Technicians and the state of Nebraska EMS program with questions.)

5. A two-step skin test for tuberculosis and/or a chest X-ray are required. Flu immunization may be required.
6. All PARM courses completed with a grade of 75% (C+) or higher to progress through the program.
7. Students must either be nationally registered as an EMT or be licensed as an EMT in the state of Nebraska before starting the Paramedic program.
8. Students admitted to a Health Sciences program at Southeast Community College requiring a clinical rotation at a contracted healthcare facility will submit to initial drug and alcohol testing prior to the first clinical rotation.

#### **ADVANCED PLACEMENT:**

Advanced Placement is any process where a program formally recognizes prior learning of a student and applies that recognition toward meeting the program requirements. Advanced placement is applied on a **case-by-case** basis and allows a student to “place out” of a specified program didactic, laboratory, clinical, or field requirements. This may shorten the time to complete the program and is an alternative pathway to program completion and eligibility for the National Registry or state examination at the paramedic level.

Advanced Placement students may be but are not limited to one of the following:

- Licensed Physicians
- Registered Nurses
- Out-of-state Paramedics
- Non-CAAHEP Paramedic program graduates
- Students who have completed a program and have been unable to pass the National Registry Exam
- Current licensed Paramedics seeking an Associate’s Degree.
- US military medics

# Pharmacy Technician

## Education Square and Online

### Diploma

**Credit Hours Required for Graduation:** 63.5

Types of jobs available:

- Pharmacy Technician

Duties are varied depending on the work setting. Technicians may assist a licensed pharmacist in filling prescriptions by counting tablets, packaging, labeling, receiving prescriptions, ordering, inventory control, mixing IVs, completing insurance claims, and many other activities.

Technicians are employed wherever a licensed pharmacist works, such as an acute care hospital, long-term care, home health, mail order, and retail pharmacy services.

### Program overview

This program is located at the Education Square location in downtown Lincoln and online. The program is 12 months, or four quarters in length.

For more information contact:

Elina Pierce, Program Chair

402-323-3480, 800-642-4075 ext. 3480

[epierce@southeast.edu](mailto:epierce@southeast.edu)

or the College Admissions Office

Lincoln 402-437-2600, 800-642-4075 ext. 2600

or Michele Saucier, Pre-health Advisor

402-437-2688, 800-642-4075, ext. 2688

[msaucier@southeast.edu](mailto:msaucier@southeast.edu)

### Accreditation Information:

The Pharmacy Technician program at Southeast Community College is accredited by American Society of Health-System Pharmacists (ASHP)/Accreditation Council for Pharmacy Education (ACPE), 7272 Wisconsin Ave., Bethesda, MD, 20814, 301-657-3000, [www.ashp.org](http://www.ashp.org).

### Admission Requirements:

1. Application to the program
2. Submit program advising sheet showing enrollment in the final quarter/semester of prerequisite courses or completion of all program pre-requisite courses with the required grade-point average.
3. Transcripts from high school, GED\* or other colleges (if applicable)

The Pharmacy Technician program provides opportunities in direct pharmacy services and the entire pharmacy industry. The program provides hands-on experience in the acute care, long-term care and retail pharmacy settings.

Students in the program are given one opportunity to take the national certification exam for pharmacy technicians through the Pharmacy Technician Certification Board during the final exam for PHRM1241. This is covered by the student's fees and is eligible for financial aid. Any subsequent attempts are taken at the student's expense.

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

### Program Prerequisite Courses:

These may be transferred in or earned at SCC. These courses must be completed before entry into the program with a minimum grade of 75% (C+) or better.

ENGL1010                      English Composition I **and**

SPCH1090 Fundamentals of Human Communication,  
 SPCH1110 Public Speaking, **or**  
 SPCH2810 Business and Professional Communication

## Program Course Sequence:

Course #	Course title	Credit hrs
PHRM1100	Anatomy and Physiology for a Pharmacy Technician	6.0
PHRM1101	Pharmacology/Pharmaceutical Products I	4.5
PHRM1111	Communications and Professionalism in the Pharmacy	4.5
PHRM1121	Pharmacy Calculations I	4.5
PHRM1131	Pharmacy Operations I	4.5
PHRM1220	Pharmacology/Pharmaceutical Products II	4.5
PHRM1222	Pharmacy Calculations II	4.5
PHRM1232	Pharmacy Operations II	4.5
PHRM1240	Pharmacy Law and Ethics	4.5
PHRM1241	Professional Trends and Issues	4.5
PHRM1250	Pharmacy Clinical Education	8.0
		54.5 hours

### Special Program Requirements:

1. Complete mandatory orientation after being accepted into the program.
2. Complete a criminal background check.
3. A completed health statement; a current (within one year) two-step skin test for tuberculosis and/or a chest X-ray; and a current (within one year) flu shot prior to being placed into a clinical site. The cost (varies) is the responsibility of the student.
4. A current healthcare provider CPR card prior to being placed into a clinical site. The cost (varies) is the responsibility of the student.
5. Active registry with the state of Nebraska prior to being placed into a clinical site. The cost of \$25 (may change without notice) is the responsibility of the student.
6. Initial drug and alcohol testing prior to the first clinical rotation.
7. Clinicals must be performed at SCC-approved sites.
8. All courses (prerequisite and program) must be completed with 75% (C+) or better in order to move within the program and a minimum cumulative GPA of 2.5 to graduate from the program.

### Registry Information

Beginning Sept. 1, 2007, the Nebraska Department of Health and Human Services implemented the following to register as a pharmacy technician in the state of Nebraska.

To work in Nebraska a graduate must:

- Be 18 years of age or older;
- Be a high school graduate or officially recognized by the State Department of Education as possessing the equivalent degree of education;
- Never have been convicted of any non-alcohol, drug-related misdemeanor or felony;
- File an application with the Department; and
- Pay the applicable fee of approximately \$25

Other states may have different laws. Consult state statutes.

# Physical Therapist Assistant

## Lincoln Campus

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 114.0**

Types of jobs available:

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

PTAs provide physical therapy services under the direction and supervision of a physical therapist. PTAs help people of all ages who have medical problems or other health-related conditions limiting their ability to move and perform functional activities in their daily lives. PTAs must complete an associate degree and be licensed, certified, or registered in most states.

Care provided by a PTA includes teaching patients/clients exercise for mobility, strength and coordination, training for activities and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation.

### Program overview

- This program is located on the Lincoln Campus.
- The program admits up to 24 new students annually. Classes begin in the Winter (January) Quarter.
- All PTA courses are offered face-to-face and meet Monday through Friday.
- Test and/or class learning activities may be scheduled outside of class time.
- During clinical education, students will have the opportunity to use classroom knowledge and laboratory skills to provide care to patients in a health care facility under the direction of a clinical instructor. Students will complete three clinical education experiences at pre-approved clinical sites.
- Clinical education sites may be outside of the Lincoln area and can include day, evening and weekend hours. Students are responsible for their own books, fees, travel, and lodging during the classes, labs and clinical experiences.
- After successful completion of the PTA program, graduates become eligible to take the national licensure examination.

For more information contact:

Bridget Clark, Program Chair  
402-437-2771, 800-642-4075 ext. 2771  
[bclark@southeast.edu](mailto:bclark@southeast.edu)

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

or Michele Saucier, Pre-health Advisor  
402-437-2688, 800-642-4075, ext. 2688  
[msaucier@southeast.edu](mailto:msaucier@southeast.edu)

The program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314, 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org)

#### Admission Requirements:

1. Application to the program
2. Completion of all program prerequisite course with required GPA
3. Submission of program advising sheet
4. Transcripts from HS, GED or other colleges (if applicable)



**Prerequisite General Education Requirements:**

Oral Communications		4.5
*SPCH1110	Public Speaking <b>or</b>	
* SPCH1090	Fundamentals of Human Communications <b>or</b>	
* SPCH2810	Business & Professional Communications	
Written Communications		4.5
*ENGL1010	English Composition I or higher	
Mathematics		4.5
*MATH1150	College Algebra or higher	
Science		12.0
*BIOS1140	Human Anatomy w/Lab <b>and</b>	
*BIOS2130	Human Physiology w/Lab	
	<b>OR</b>	
*BIOS1210	Anatomy & Physiology I w/lab <b>and</b>	
*BIOS1220	Anatomy & Physiology II w/lab	
Additional Science course		4.5
HLTH1060	Comprehensive Medical Terminology	
Social Science		<u>4.5</u>
*PSYC1810	Introduction to Psychology or higher	

34.5 hours

\*Meets the General Education Requirement.

**Physical Therapist Assistant Core Courses:**

Course #	Course title	Credit hrs
PTAS1100	Intro to Physical Therapy	4.5
PTAS1101	Kinesiology for PTA	6.5
**HMRS1320	Multicultural Competency <b>or</b>	
**SOCI2150	Issues of Unity and Diversity <b>or</b>	
**SOCI1020	Diversity in Society	4.5
PTAS1102	Pathophysiology for PTA	4.5
PTAS1103	Physical Therapy Skills & Exercise I with Lab	4.5
PTAS1104	Therapeutic Modalities I with Lab	4.5
PTAS1202	Physical Therapy Skills & Exercise II with Lab	6.0
PTAS1203	Therapeutic Modalities II with Lab	4.5
PTAS1204	Documentation in Clinical Services	4.0
PTAS1205	Advanced Procedures with Lab	4.5
PTAS1206	Health Systems & Issues	4.0
PTAS1207	Professional Issues	4.0
PTAS1301	Clinical Education I	4.5
PTAS1302	Clinical Education II	5.5
PTAS1303	Clinical Education III	<u>13.5</u>

79.5 hours

\*\*Course may be taken prior to admission to the program, but not required.

**Special Program Requirements:**

1. All students must receive a cumulative grade point average of 2.5 in the general education courses and a cumulative grade point average of 2.75 in the science courses.
2. Science courses include Anatomy and Physiology. General education courses include oral communication, written communication, math, social science, computer technology and related courses required by the programs, such as Medical Terminology.
3. A current American Heart Association Healthcare Provider CPR card or American Red Cross Professional Rescuer CPR card (required prior to clinical education PTAS 1301.)
4. Submit completed Health Statement to the Health Sciences Division (when requested by program faculty.)

5. A criminal background check will be required of each student in this program. Based on the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this CBC.
6. Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. (Contact the State Licensing Board if there are questions.)
7. A two-step skin test for tuberculosis and/or a chest X-ray are required. Flu immunization may be required.
8. All PTAS courses completed with a grade of 75% (C+) or higher to progress through the program (and must be taken in sequence.)
9. Complete program orientation.
10. Complete 10 hours of job-shadowing and submit job-shadowing form (when requested by program faculty).
11. Anatomy and Physiology completed within the last five years.
12. Students admitted to a Health Sciences program at Southeast Community College requiring a clinical rotation will take initial drug and alcohol tests prior to the first clinical rotation.

# Polysomnographic Technology

## Online (Lincoln Campus)

### Certificate

**Credit Hours Required for Graduation:** 22.5

Types of jobs available:

The polysomnographic technologist performs a vital role in the diagnosis and treatment of sleep disorders. Already an integral part of clinical and research settings, some polysomnographic technologists work in management and marketing of sleep centers, product support and sales, public and patient education regarding sleep hygiene and relaxation counseling, increasing public awareness about sleep disorders and shaping public policy. The field has shown significant growth due to increased public awareness of sleep disorders worldwide. Sleep technologists obtain certification through board examination acquiring the credential of Registered Polysomnographic Technologist (RPSGT).

Polysomnographic technologists are the technical group specially trained to perform polysomnograms (PSG) for the diagnosis and treatment of sleep/arousal disorders. This includes the management of nasal positive airway pressure (nPAP) titration for obstructive sleep apnea syndrome (OSAS). These individuals function independently to safely operate sophisticated medical equipment to record sleep/wake physiology. They work under the direct supervision of a physician.. The physician develops the protocols technologists follow in performing PSG studies, including utilization of PSG for nPAP titration.

### Program overview

Individuals applying to the Polysomnographic Technology program must provide college transcripts demonstrating graduation from an associate degree program from a health-science-related program.. A Certificate in Polysomnographic Technology is awarded upon completion of the program. The Polysomnographic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the CoAPSG. Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, [www.caahep.org](http://www.caahep.org).

Graduates of the program are eligible to take the Registered Polysomnographic Technologist exam offered by the Board of Registered Polysomnographic Technologists.

The Polysomnographic Technology program is a part-time program including 9 credit hours per quarter. The program is two quarters in length (or 6 months). **The program is offered online with lab/clinical rotations being completed in an approved sleep disorders center. Students are required to complete 150 contact hours of clinical education.**

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

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

#### Admission Requirements:

1. Application to the program
2. Completion of all program prerequisite course with required grade-point average.
3. Submit transcripts demonstrating graduation from an Associate Degree program in an Allied Health program.
4. Transcripts from high school , GED® or other colleges (if applicable)

For more information contact:

Kelly Cummins, Program Director  
402-437-2780 or 800-642-4075, ext. 2780,  
[kcummins@southeast.edu](mailto:kcummins@southeast.edu)

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

or Michele Saucier, Pre-health Advisor  
402-437-2688, 800-642-4075, ext. 2688  
[msaucier@southeast.edu](mailto:msaucier@southeast.edu)

## Polysomnographic Courses

Course #	Course title	Credit hrs
PSGT1000	Polysomnography 1	2.0
PSGT1010	Polysomnography 1 Lab	3.0
PSGT1020	Fundamentals of Polysomnography	4.0
PSGT2000	Polysomnography 2	2.0
PSGT2010	Polysomnography 2 Lab	1.0
PSGT2020	Seminar Review	1.0
PSGT2030	Clinical Education	<u>5.0</u>
		18.0 hours

### General Education Requirements:

See the General Education pages for a complete list.

Written Communications **or**

Oral Communications

4.5 hours

Students may (submit a transcript to see if they can) receive credit by transfer for a written or oral communications requirement.

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

### Special Program Requirements:

1. Minimum cumulative GPA of 2.5.
2. A current American Heart Association Healthcare Provider CPR card.
3. Submit completed Health Statement to the Health Sciences Division (upon admission to program.)
4. A criminal background check will be required of each student in this program. Based on the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this CBC.
5. Misdemeanor or felony convictions may prevent a graduate from acquiring a state license.
6. A two-step skin test for tuberculosis and/or a chest X-ray are required. Flu immunization is required.
7. All POLY courses completed with a grade of 75% (C+) or higher to progress through the program.
8. Program offers Web-based courses but requires supervised clinicals/practicums/labs at identified locations.
9. Students admitted to a Health Sciences program at Southeast Community College that requires a clinical rotation at a contracted healthcare facility will be required to submit to initial drug and alcohol testing prior to the first clinical rotation.

# Practical Nursing

## Beatrice and Lincoln Campuses

### Diploma

**Credit Hours Required for Graduation: 71.0**

This program is accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, [www.acenursing.org](http://www.acenursing.org), 404-975-5000, and approved by the Nebraska Board of Nursing.

#### **Types of jobs available:**

Graduates are eligible to apply to take the National Council of State Boards of Nursing Licensure Examination (NCLEX-PN) and apply for licensure in their state of choice.

After licensure, LPNs work in a variety of settings including nursing homes and extended care facilities, hospitals, physician offices, and private homes.

The Associate Degree Nursing program at SCC has advanced placement for LPN graduates.

### Program overview

#### **Full-time Track**

The program is located on the Beatrice and Lincoln campuses. Some courses are web-based. This program teaches students the concepts, principles, skills, and attitudes needed to become practical nurses who work with patients throughout their life-span.

Students will gain knowledge in medical-surgical, maternal-child, and geriatric nursing. Faculty facilitate clinical experience in area health care agencies.

#### **Part-time Track**

Students take web-based theory classes and must attend clinicals in person at approved sites in Beatrice, Falls City, Geneva or Lincoln, Neb. Total time to complete the part-time track is two years.

#### **Learning by doing – clinical experience**

Students will have hands-on clinical experience in a variety of health care facilities. SCC instructors provide close supervision and guidance in the clinical settings.

Student clinical assignments will be based on facility availability. This requires some assignments to be performed at nearby towns AND some evening hours. Students are responsible for travel to clinicals.

For more information contact:

Crystal Higgins, Program Chair-Beatrice  
402-228-8264, 800-233-5027 ext. 1264,  
[chiggins@southeast.edu](mailto:chiggins@southeast.edu)

Dawn Renshaw, Program Chair-Lincoln  
402-437-2765, 800-642-4075 ext. 2765  
[drenshaw@southeast.edu](mailto:drenshaw@southeast.edu)

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

#### **Admission Requirements:**

1. Application to the program
2. Submit program advising sheet showing enrollment in the final quarter of prerequisite courses or completion of all program pre-requisite courses with the required grade-point average.
3. Transcripts from HS, GED\* or other colleges (if applicable)
4. Active Nurse Aide on the Nebraska Nurse Aide Registry

**Pre-requisite Requirements:**

BIOS1000	Structure and Function of the Human Body (6.0)	
	<b>or</b>	
BIOS1140 & BIOS2130	Anatomy & Physiology (12.0)	
	<b>or</b>	
BIOS1210 & BIOS1220	Anatomy & Physiology I, Anatomy & Physiology II (12.0)	
	<b>and</b>	
FSDT1350	Basic Nutrition	4.5
ENGL1010	English Composition I	<u>4.5</u>
		15.0

Other courses to improve success in the program:  
Math, Computer Literacy, Human Relations, First Aid.

**Practical Nursing Diploma Courses:**

All program nursing courses must be taken in sequence.

COURSE #	COURSE TITLE	CREDIT HRS
LPNS1011	Holistic Health Concepts 1	6.0
LPNS1012	Nursing Care Concepts 1	6.0
LPNS1013	Health Systems Concepts 1	2.0
LPNS1021	Holistic Health Concepts 2	6.0
LPNS1022	Nursing Care Concepts 2	6.0
LPNS1023	Health Systems Concepts 2	2.0
LPNS1031	Holistic Health Concepts 3	6.0
LPNS1032	Nursing Care Concepts 3	6.0
LPNS1033	Health Systems Concepts 3	2.0
LPNS1041	Holistic Health Concepts 4	6.0
LPNS1042	Nursing Care Concepts 4	6.0
LPNS1043	Health Systems Concepts 4	<u>2.0</u>
		56.0 hours

Specific Practical Nursing Program Requirements:

1. Minimum cumulative grade point average (GPA) of 2.5 required to graduate from program.
2. Completed Health Statement (due by program orientation date.)
3. Current Health Care Provider CPR card (due first day of nursing course.)
4. A two-step skin test for tuberculosis or chest x-ray (due first day of nursing course.)
5. Annual flu immunization.
6. Criminal Background Check (due first day of nursing course.) SCC will assess a non-refundable fee of \$45 to the student account. Based on the outcome, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. (Contact the State Board of Nursing with questions.)
7. Students admitted to a Health Sciences program at Southeast Community College requiring a clinical rotation at a contracted healthcare facility will submit to initial drug and alcohol testing prior to the first clinical rotation.
8. All LPNS courses are taken in quarter sequence. A grade of 75% (C+) or higher is necessary to progress in the program.
9. LPNS courses can be repeated only once.
10. If repeat course is unsuccessful, the entire program must be repeated. A new application must be submitted after a waiting period of 2 years.

# Precision Machining and Automation Technology

## Milford Campus

### Associate of Applied Science Degree, Diploma

**Credit Hours Required for Graduation:**

**Diploma** 75.0  
**Associate of Applied Science Degree:** 121.0

- **Tool Maker Focus**

- **CNC & Automation Focus**

Types of jobs available:

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

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

### Program overview

This program is located on the Milford Campus. Students may focus in tool making (tool and die making) or CNC.

For more information contact:

Scott Kahler, Program Chair  
402-761-8354, 800-933-7223 ext. 8354,  
[skahler@southeast.edu](mailto:skahler@southeast.edu)

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

### Required MACH Core Courses:

Course #	Course title	Credit hrs
MACH1121	Manufacturing Processes	5.0
MACH1156	Blueprint Reading & Drawing	3.0
MACH1173	Machine Tool Lab I	3.5
MACH1174	Machine Tool Lab II	3.0
MACH1223	Machine Tool Lab III	3.0
MACH1224	Machine Tool Lab IV	4.0
MACH1225	Materials of Industry	5.0
MACH1241	Machinery's Handbook	5.0
MACH1250	Computer Aided Drafting	3.0
MACH1324	Machine Tool Lab V	7.0
MACH1349	CNC I	5.5
MACH1370	Precision Machining Processes Using Math Concepts	2.5
MACH1428	Machine Tool Lab VI	5.5
MACH1451	CNC II	7.0
MACH1454	CAM	<u>4.0</u>

66.0 hours

## Diploma:

To complete the Diploma, a total of nine (9.0) general education requirements must be fulfilled. This includes one math course plus one other general education course from Oral or Written Communications.

MACH A.A.S. Degree Requirements:

### Tool Maker Focus:

Course #	Course title	Credit hrs
MACH2530	Die Design	2.0
MACH2532	Die Making Lab	7.0
MACH2535	Mold Theory	5.0
MACH2537	Injection Mold Design	2.0
MACH2538	Mold Making Lab	7.0
MACH2547	Die Theory	<u>5.0</u>
		28.0 hours

### CNC & Automation Focus:

Course #	Course title	Credit hrs
MACH2510	Automation Fundamentals	5.0
MACH2520	Automated Equipment Design	2.0
MACH2536	Automated Equipment Design Lab	7.0
MACH2641	Advanced CNC Fundamentals	5.0
MACH2651	CNC Design and Programming	2.0
MACH2660	Advanced CNC Lab	<u>7.0</u>
		28.0 hours

### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Mathematics	4.5
(Plus two classes from the four areas below; no two classes from the same area).	
Science, Social Science, Humanities, and/or Computer Technology	<u>9.0</u>
22.5 hours	

In addition, Diploma and associate degree students must complete the following course:

BSAD2540	Principles of Management	<u>4.5</u>
		4.5 hours



# Professional Truck Driver Training

## Lincoln Campus

### Certificate

**Credit Hours Required for Graduation: 18.0**

Types of jobs available:

- Professional truck driver

As a professional truck driver, graduates of the program will be employed either as a long-distance over-the-road driver or a local driver. Most companies who employ graduates of the program are long-distance and regional carriers. Some local positions are available, but may be seasonal.

Persons considering this occupation need to understand that long-distance driving is a dramatic lifestyle change. Drivers will sometimes be away from home for long periods of time.

Program graduates are working for trucking companies in southeast Nebraska and throughout the United States.

### Program overview

This program is located on the Lincoln Campus. On-campus housing is not available but accommodations may be made at the Milford Campus. Graduates will obtain a Class A Commercial Drivers License.

Students will sharpen their driving skills on the private SCC backing range and perimeter road before progressing to highway and city driving.

For more information contact:

Michael Kuebler, Program Chair  
402-437-2685, 800-642-4075 ext. 2685,  
[mkuebler@southeast.edu](mailto:mkuebler@southeast.edu)

or the College Admissions Office

Lincoln 402-437-2600, 800-642-4075 ext. 2600

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.

Below is the guide for a student to complete an award in Professional Truck Driver Training.

### TRUK Core Classes

Course #	Course title	Credit hrs
TRUK1110	Professional Truck Driver Training I	7.0
TRUK1120	Professional Truck Driver Training II	11.0

Special Program Requirements Prior to Start of Class:

1. Minimum age of 18 years.\*
2. High School Diploma or GED®.
3. Valid motor vehicle operator's license.
4. Copy of driving record for the past three years from the Department of Motor Vehicles.
5. Physically qualified under Department of Transportation regulations. Physician to complete a D.O.T. form.
6. Drug screen required.

7. Obtain a CDL Learners Permit by taking a 50 question General Knowledge Test at the DMV.
  8. 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.
  9. 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.

# Radiologic Technology

## Lincoln Campus and Online

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 125.5**

Types of jobs available:

- Radiologic technologists work in hospitals, clinics, doctors' offices, and private/governmental institutions. Graduates are eligible to work in any state once they have earned their board certification and attained necessary state licensure.

### Program overview

The program teaches the safe use of radiation to produce images of the human body for diagnostic purposes. Students will acquire the knowledge and skills required for critical thinking, problem solving and effective communication in the radiologic technology field, and learn how to practice within the ethical, professional and legal boundaries required.

Program graduates can earn an Associate of Applied Science degree after seven quarters of full-time study, become eligible to take the national examination of the American Registry of Radiologic Technologists, and apply for state licensure. Individuals who have been convicted of, or plead guilty to, a felony or misdemeanor may not be eligible to sit for the ARRT exam and work as a medical radiographer. The student may file a pre-application with the ARRT in order to obtain a ruling on the impact of their eligibility for examination.

This program is located on the Lincoln Campus and online. The clinical courses are supervised and held at pre-approved accredited medical centers. Students are responsible for their own transportation and will rotate between rural and metropolitan hospitals, long-term care facilities and various clinics.

For more information contact:

Kelly Findley, Program Chair  
402-437-2777 or 800-642-4075, ext. 2777,  
[kfindley@southeast.edu](mailto:kfindley@southeast.edu)

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

or Michele Saucier, Pre-health Advisor  
402-437-2688, 800-642-4075, ext. 2688  
[msaucier@southeast.edu](mailto:msaucier@southeast.edu)

This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606, 312-704-5300, [www.jrcert.org](http://www.jrcert.org)

Admission Requirements:

1. Application to the program
2. Completion of all program prerequisite course with required GPA
3. Submission of program advising sheet
4. Transcripts from HS, GED or other colleges (if applicable)

General Education Requirements:

Social Science	4.5
SOCI1010 Introduction to Sociology	
Written Communications	4.5
ENGL1010	
Oral Communications	4.5
SPCH1110	
Math	4.5

MATH1100 or MATH1150  
 Science  
 PHYS1150 or PHYS1410 (lab included)

6.0  
 24.0 hours

**Prerequisite and Science Courses:**

Human Anatomy (lab included)  
 Human Physiology (lab included)

**Radiologic Technology Courses:**

Student must be accepted into the program before any RADT classes are taken. RADT courses must be completed in the following order:

Course #	Course title	Credit hrs
RADT1100	Introduction to Diagnostic Imaging	2.0
RADT1111	Diagnostic Imaging Concepts	5.0
RADT1112	Radiographic Procedures I	5.5
RADT1119	Clinical Education I	5.0
RADT1123	Radiographic Procedures II	5.0
RADT1124	Diagnostic Imaging Theory	3.5
RADT1129	Clinical Education II	6.5
RADT1133	Radiographic Procedures III	5.0
RADT1134	Radiation Biology	3.0
RADT1139	Clinical Education III	6.5
RADT1143	Radiographic Procedures IV	5.0
RADT1147	Specialized Imaging	2.0
RADT1149	Clinical Education IV	6.5
RADT2253	CT Imaging	3.0
RADT2254	Advanced Patient Care Management	1.5
RADT2259	Clinical Education V	7.5
RADT2265	Pathophysiology	5.5
RADT2269	Clinical Education VI	7.5
RADT2276	Diagnostic Imaging Applications	5.5
RADT2279	Clinical Education VII	7.5
RADT2288	Senior Seminar	<u>3.0</u>
		101.5 hours

**Special Program Requirements:**

1. All students must receive a cumulative grade point average of 2.5 in the general education courses and a cumulative grade point average of 2.75 in the science courses. Science courses include Anatomy, Physiology and Physics. General education courses include oral communication, written communication, math, social science, and related courses required by the program.
2. A current American Heart Association Healthcare Provider CPR card.
3. Submit completed Health Statement to the Health Sciences Division.
4. A criminal background check will be required of each student in this program. Based on the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this CBC.  
 (Please note: Misdemeanor or felony convictions may prevent a graduate from taking the national registry and acquiring a state license.)
5. Students admitted to a Health Sciences program at Southeast Community College requiring a clinical rotation at a contracted healthcare facility will take initial drug and alcohol testing prior to the first clinical rotation.
6. A two-step skin test for tuberculosis and/or a chest X-ray are required. Flu immunization may be required.

7. All RADT courses completed with a grade of 75% (C+) or higher to progress through the program. (If a student receives less than a C+ or 75% in any Radiography program course, the student is dismissed and may recycle into the program, within one year, if there is an opening in the program that term and they meet program recycle requirements.)
8. Students taking online courses are required to attend a radiology workshop at the SCC Lincoln Campus each year. Students are responsible for travel and lodging expenses.
9. Program offers web-based courses but requires supervised clinicals/practicums/labs at identified locations.

# Respiratory Care

## Lincoln Campus and Online

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 108.0**

Types of jobs available:

- Respiratory therapists work in a variety of settings. Employment of respiratory therapists is expected to increase faster than the average for all occupations because of substantial growth in the middle-aged and elderly population, a development that will heighten the incidence of cardiopulmonary disease.

Hospitals continue to employ the vast majority of therapists. For pulmonary disease management and prevention of admission to the hospital, a growing number of therapists can expect to work outside of hospitals in home health care services, offices of physicians, outpatient centers, skilled nursing facilities and patients' homes.

### Program overview

Students complete a comprehensive curriculum in assessment, treatment, management, diagnostic evaluation, and care of patients with lung and heart problems. Supervised clinical practice at local hospitals and health centers gives students experience in common procedures such as administering medical gases, aerosols and inhaled medications, applying ventilator support, and testing techniques used in diagnosis, monitoring and treatment.

Upon completion of the program, students receive an Associate of Applied Science degree, and are then eligible to take the National Board for Respiratory Care exams and apply for state licensure.

**Lab and clinical practice for the program is provided in cooperation with a variety of health care facilities throughout the region.**

#### Full-Time Track

The program is located on the Lincoln Campus. The full-time track includes traditional face-to-face classes/labs/clinical rotations. The program is 18 months in length and starts in the Summer Quarter. Students can expect to be in class/lab/clinical during the day/evening hours Monday through Friday.

#### Part-Time Track

The part-time track provides classes in the online learning environment with lab and clinical rotations completed at a local medical center. The program is 24 months in length and starts in the Winter Quarter. Students should expect to spend approximately 30-35 hours each week on coursework.

For more information contact:

Jill Sand, Program Chair  
402-437-2781 or 800-642-4075, ext. 2781,  
[jsand@southeast.edu](mailto:jsand@southeast.edu)

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

or Michele Saucier, Pre-health Advisor  
402-437-2688, 800-642-4075, ext. 2688  
[msaucier@southeast.edu](mailto:msaucier@southeast.edu)

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)) 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835, [www.coarc.com](http://www.coarc.com). Programmatic Outcomes Data can be found at [www.coarc.com/47.html](http://www.coarc.com/47.html).

Admission Requirements:

1. Application to the program

2. Submit program advising sheet showing enrollment in the final quarter/semester of prerequisite courses or completion of all program pre-requisite courses with the required grade-point average.
3. Transcripts from high school, GED\* or other colleges (if applicable)

**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
- Chemistry with Lab
- Medical Terminology

## Respiratory Care Courses:

Student must complete the following RESP courses.

Course #	Course title	Credit hrs
RESP1111	Respiratory Anatomy & Physiology	5.0
RESP1113	Respiratory Pharmacology	3.0
RESP1114	Patient Care Principles	4.5
RESP1115	Respiratory Care Lab	.5
RESP1121	Cardiopulmonary Pathology	5.0
RESP1122	Respiratory Care Procedures	8.0
RESP1129	Clinical Education 2	1.0
RESP1132	Mechanical Ventilation 1	6.5
RESP1135	Healthcare Research & Education	3.5
RESP1139	Clinical Education 3	5.0
RESP1143	Respiratory Care Through the Human Lifespan	5.0
RESP1144	Rehab & Outpatient Services	4.0
RESP1147	Mechanical Ventilation 2	1.0
RESP1148	Critical Care Management	4.0
RESP1149	Clinical Education 4	5.0
RESP2251	Cardiovascular Principles	5.5
RESP2259	Clinical Education 5	8.0
RESP2266	Introduction to Polysomnography	2.0
RESP2267	Clinical Simulations Lab	1.5
RESP2268	Seminar Review	4.0
RESP2269	Clinical Education 6	<u>8.0</u>
		90.0 hours

**General Education Requirements:**

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.

(One class from each area below).

Oral Communications		4.5
Written Communications		4.5
Mathematics		4.5
MATH1100 or higher		
Social Science		<u>4.5</u>
PSYC1250	Interpersonal Relations (4.5) <b>or</b>	
PSYC1810	Introduction to Psychology (4.5) <b>or</b>	
SOCI1010	Introduction to Sociology (4.5)	18.0 hours

**Special Program Requirements:**

1. All students must receive a cumulative grade point average of 2.5 in the general education courses and a cumulative grade point average of 2.75 in the science courses. Science courses include Anatomy, Physiology, Chemistry, and Microbiology. General education courses include oral communication, written communication, math, social science, and related courses required by the programs, such as Medical Terminology.
2. A current American Heart Association Healthcare Provider CPR card. (Contact Program Chair for specific requirements).
3. Submit completed Health Statement to the Health Sciences Division (upon application to the program.) A criminal background check will be required of each student. Based on the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this CBC. Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. (Contact the State Board of Respiratory Care with questions.)
4. Students admitted to a Health Sciences program at Southeast Community College requiring a clinical rotation at a contracted healthcare facility will take initial drug and alcohol tests prior to the first clinical rotation.
5. A two-step skin test for tuberculosis and/or a chest X-ray are required. Flu immunization may be required.
6. All RESP courses completed with a grade of 75% (C+) or higher to progress through the program. (Classes must be taken in sequence. If a C+ is not achieved, the student will be dropped from the program.)
7. Complete four hours of job shadowing (Contact Program Chair for specific requirements.)
8. Complete program orientation after being accepted into program.
9. Program offers web-based courses but requires supervised clinicals/labs at identified locations.



# Surgical Technology

## Lincoln Campus and Online

### Associate of Applied Science Degree

**Credit Hours Required for Graduation: 108.0**

Types of jobs available:

Surgical technologists are allied health professionals who are an integral part of the surgical team. The surgical technologist's primary responsibilities are maintaining the sterile field, handing instruments, providing sterile items, anticipating the needs of the team, and assisting the surgeon.

Employment of surgical technologists is projected to grow 15 percent from 2014 to 2024, much faster than the average for all occupations, *Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition*.

Their main role is to work in the operating room of a hospital, surgery center, specialty center, doctor's office, or labor and delivery. Other jobs may include surgery scheduler, materials manager, clinical preceptor, education coordinator, tissue/organ procurement technologist, private scrub for a surgeon, sterile processing manager, medical sales representative, traveling surgical technologist, clinical instructor, and program director.

### Program overview

This program is located on the Lincoln Campus and online. The online component is designed to accommodate students outside of Lincoln, but within a 400-mile radius who are unable to commute to a Lincoln hospital for daily clinical. Lab days will be held in Lincoln.

Online students complete the didactic portion via their computer with the final exams being proctored at a pre-approved site in their area. Online students are required to travel to the Lincoln Campus to complete the lab portion. Lab days are eight-hour days, once every other week for the first two quarters, for a total of 13 separate days/trips to Lincoln for Lab.

Online students are required to find a clinical site in their area to complete their education.

Online students can work in conjunction with the local community college in their area to complete the prerequisite, general education, and other required courses. Online students are required to travel to Lincoln for a few various days within their last nine months of the program.

New program students enter every third quarter. Contact the College Admissions Office for entry dates.

The National Certification Examination will be administered before graduation. Upon verification of graduation from the program chair, each student passing the NCE will receive the official certification certificate from the National Board of Surgical Technologists and Surgical Assistants. The exam is administered through Applied Measurement Professionals Inc.

For more information contact:

Sharon Rehn, Program Chair  
402-437-2785, 800-642-4075 ext. 2785,  
[skrehn@southeast.edu](mailto:skrehn@southeast.edu)

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

or Michele Saucier, Pre-health Advisor  
402-437-2688, 800-642-4075, ext. 2688  
[msaucier@southeast.edu](mailto:msaucier@southeast.edu)

This program is accredited by the Commission on Accreditation of Allied Health Education Programs, [www.caahep.org](http://www.caahep.org), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350.

**Admission Requirements:**

1. Application to the program
2. Submit program advising sheet showing enrollment in the final quarter/semester of prerequisite courses or completion of all program pre-requisite courses with the required grade-point average.
3. Transcripts from high school, GED\* or other colleges (if applicable)

**General Education Requirements:**

One course required from each of the following areas:

Oral Communications 4.5

SPCH1090 or SPCH1110 or SPCH2810

Written Communications 4.5

Mathematics 4.5

MATH1040 or higher

Social Science 4.5

PSYC1250 or PSYC1810 or SOCI1010

Sciences – (3 courses required) 18.0

Biology of Microorganisms (Microbiology with lab)

Human Anatomy with lab

Human Physiology with lab

(Human Anatomy & Physiology I, and Human Anatomy & Physiology II also work as a substitute for Human Anatomy and Human Physiology with lab courses).

36.0 hours

MEDA1101 Basic Medical Terminology 2.0

MEDA1407 Medical Calculations 1.0

**3.0 hours**

**Surgical Technology Core Courses:**

Course #	Course title	Credit hrs
----------	--------------	------------

SURT1600	Orientation to Surgical Technology	2.0
----------	------------------------------------	-----

SURT1601	Techniques in Surgical Asepsis	3.0
----------	--------------------------------	-----

SURT1603	Fundamentals of Surgical Technology 1	5.0
----------	---------------------------------------	-----

SURT1604	Concepts of Surgical Procedures	2.0
----------	---------------------------------	-----

SURT1701	Clinical Orientation	4.0
----------	----------------------	-----

SURT1704	Surgical Procedures & Techniques 1	6.0
----------	------------------------------------	-----

SURT1705	Principles of Surgical Technology	4.0
----------	-----------------------------------	-----

SURT1803	Fundamentals of Surgical Technology 2	2.0
----------	---------------------------------------	-----

SURT1804	Surgical Procedures & Techniques 2	5.0
----------	------------------------------------	-----

SURT1810	Clinical Education I	8.0
----------	----------------------	-----

SURT2904	Surgical Procedures & Techniques 3	5.0
----------	------------------------------------	-----

SURT2907	Senior Seminar	2.0
----------	----------------	-----

SURT2909	Correlated Patient Study	2.5
----------	--------------------------	-----

SURT2910	Clinical Education 2	8.0
----------	----------------------	-----

SURT2920	Advanced Clinical Specialties	5.0
----------	-------------------------------	-----

SURT2930	Clinical Education 3	<u>5.5</u>
----------	----------------------	------------

69.0 hours

**Special Program Requirements:**

1. All students must receive a minimum cumulative grade-point average of 2.5 in the general education courses and a minimum cumulative GPA of 2.75 in the science courses. Science courses include Anatomy, Physiology, and Microbiology. General education courses include oral communication, written communication, math, social science, and related courses required by the programs, such as Medical Terminology.

2. A current American Heart Association Healthcare Provider CPR card (including AED and Infant CPR.)
3. Submit completed Health Statement to the Health Sciences Division.
4. A criminal background check will be required of each student in this program. Based on the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this CBC. Misdemeanor or felony convictions may prevent a graduate from acquiring a state license.
5. Students admitted to a Health Sciences program at Southeast Community College requiring a clinical rotation at a contracted healthcare facility will take initial drug and alcohol tests prior to the first clinical rotation.
6. A two-step skin test for tuberculosis and/or a chest X-ray are required. Seasonal Flu immunization is required.
7. All SURT courses completed with a grade of 75% (C+) or higher to progress through the program.

# Welding Technology

## Lincoln Campus

### Associate of Applied Science Degree, Diploma, Certificate

#### Credit Hours Required for Graduation:

<b>Certificate</b>	<b>36.0</b>
<b>Diploma</b>	<b>77.0</b>
<b>Associate of Applied Science</b>	<b>121.0</b>

Types of jobs available:

- Welding technician
- Welding specialist
- Production welder
- Welding fitter
- Supervisor
- Inspector
- Welding machine operator
- Sales representative

### Program overview

This program is located on the Lincoln Campus and includes classroom instruction and extensive hands-on training. Some of the welding and cutting processes utilized include shielded metal arc, gas metal arc, gas tungsten arc, flux cored arc, submerged arc, plasma arc and oxy-fuel. Blueprint reading, layout, inspection and quality control skills also are widely utilized.

The program meets AWS, API and ASME standards and is an AWS-accredited test facility. The curriculum focuses on current welding practices and procedures, metallurgy, destructive and nondestructive testing, inspection and principles of fabrication and design.

For more information contact:

Mark Hawkins, Program Co-chair-Lincoln  
402-437-2694, 800-642-4075 ext. 2694,  
[mhawkins@southeast.edu](mailto:mhawkins@southeast.edu)

Dan Zabel, Program Co-chair-Lincoln  
402-437-2692, 800-642-4075 ext. 2692,  
[dzabel@southeast.edu](mailto:dzabel@southeast.edu)

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

The Welding Technology program provides students with comprehensive training in current welding practices and procedures. Contact your program advisor for more information.

Welding Courses:

Course #	Course title	Credit hrs
WELD1100	Welding Orientation	1.0
WELD1110	SMAW Theory	2.0
WELD1112	SMAW Lab I	4.0
WELD1113	SMAW Lab II	4.0
WELD1115	Equipment & Tools	1.5
WELD1117	Oxyacetylene Theory	2.0
WELD1119	OA Welding & Cutting	3.0
WELD1122	GMAW Theory	3.0

WELD1124	GMAW Lab I	3.0
WELD1126	GMAW Lab II	3.0
WELD1128	Blueprint Reading & Weld Symbols	5.0
WELD1129	Computer Aided Drafting	2.5
WELD1130	Metallurgy I	4.0
WELD1135	Advanced OA & Plasma Cutting	2.0
WELD1139	Welding Measurement & Layout	4.0
WELD1140	Metallurgy II	3.0
WELD1143	Pipe Welding & Cutting	4.0
WELD1144	GTAW Theory	2.0
WELD1148	GTAW (Mild Steel)	4.0
WELD1149	GTAW (SS & AL)	3.0
WELD2250	FCAW	5.0
WELD2251	FCAW I	2.0
WELD2252	FCAW II	2.0
WELD2254	Welding Codes & Standards	2.5
WELD2256	Welder Pre-Qualification	6.0
WELD2258	Welder Qualification/Certification	4.0
WELD2262	Welding Fabrication & Repair	4.0
WELD2264	Quality Control & NDT Methods	<u>6.0</u>
		86.5 hours
WELD1120	SMAW Lab III	5.0
WELD1252	GMAW (SS & AL)	4.0
WELD1273	Special Welding Applications**	3.0
	<b>or</b>	
WELD2901	Cooperative Experience	<u>12.0</u>
		12.0 hours

\*\*A maximum of 3.0 credit hours of Special Welding Applications can be used toward any award.

### General Education Requirements:

Contact your program advisor to select general education courses from each category which will meet your program's graduation requirements. See the General Education pages for a complete list.  
(One class from each area below).

Oral Communications	4.5
Written Communications	4.5
Mathematics	4.5
(Plus two classes from the four areas below; no two classes from the same area).	
Science, Social Science, Humanities, Computer Technology	<u>9.0</u>
	22.5 hours

### Certificate:

Requires 31.5 credit hours of welding courses plus one General Education course for a total of 36.0 hours. See program advisor.

### Diploma:

Requires 68.0 credit hours of welding courses, and two General Education courses, one of which must be MATH1040 or higher, for a total of 77.0 hours. See program advisor.

### A.A.S. Degree:

Requires 107 credit hours of welding courses and five General Education courses (22.5), for a total of 129.5 hours. See program advisor.

## 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 the 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.

CREDIT HOUR COMPUTATION				
Description	Ratio	Hours	Credits	Example
Classroom Lecture Hours	1:10 (one hour of credit for every 10 hours of instruction)	45	4.5	ENGL1010 Composition 1 (45 Class hours = 4.5 credits)
Support Lab Hours (Academic Transfer, General Education & Academic Support)	1:20	30	1.5	PHYS1150 Descriptive Physics (45 Class hours (4.5 cr.) + 30 lab hours (1.5 cr.) = 6.0 credits)
Vocational Lab & Clinical Hours	1:30	45	1.5	AGRI1218 Basic Farm Engines (30 Class hours (3.0 cr.) + 45 lab hours (1.5 cr.) = 4.5 credits)
Practicum Hours	1:30	60	2.0	PARM1119 Practicum I (60 Practicum hours = 2.0 credits)
Cooperative/Internship Hours	1:40	200	5.0	BSAD2901 Cooperative Experience (200 Co-Op/Intern hours = 5.0 credits)
Credit Hour Computation - Students earn academic credit based on the number of hours spent in a classroom, lab, practicum, or cooperative experience. The number of credits earned corresponds to the number of hours spent in a classroom or lab. By definition, the credit hour is a unit of measurement used to ascertain the educational value of course work offered by the institution to students enrolling in such course work, earned by such students upon successful completion of such course work, and for which tuition is charged. Credit/contact time ratio guidelines for quarter credits are outlined in Nebraska state statute 85-1503.				Independent Study (Credits will be assigned according to the practices of assigning credits to similar courses.)

---

*Classes may be offered on campus face-to-face, online, as a hybrid, and as an engaged learning experience.*

---

Some online courses may require students to take **proctored exams**. Any cost for the proctor is incurred at the student's expense. Testing centers on each of our campuses will proctor exams at no charge. A proctored exam is one that is overseen by an impartial individual, called a proctor, who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process.

**Hybrid courses** require students to meet face-to-face at regularly scheduled times for 50% or more of the course and 50% or less of the course will be online and require computer and Internet access.

Southeast Community College also supports the **Engaged Learning Experience** where teaching and learning focus on engaging students in the application of knowledge and skills through interactive activities. ELE is based on a five- part framework:

- Pre-Class Content Delivery
- Pre-Class Assessment/Ticket to Class
- Engaging Classroom Activities
- Assessment of Higher Order Thinking
- Remediation, Redirection and Review

ELE creates a learning environment that happens in and outside the classroom to enhance student learning.

## PREFIX LISTING

ACCT	Accounting	INFO	Computer Information Technology
ACFS	Academic Foundations	INSU	Insurance
AGRI	Agriculture Business & Management Technology	JDAT	John Deere Tech
AGST	Diesel-Ag Equipment Service Tech	JDCE	Deere Construction & Forestry Equipment Tech
ANTH	Anthropology	JOUR	Journalism
ARTS	Art	LIBR	Library Science
ASEP	General Motors Automotive Service Educational Program (ASEP)	LPNS	Practical Nursing
ASST	Ford (ASSET) Automotive Student Service Educational Training Program	LSCE	Land Surveying/Civil Engineering Technology
AUTB	Auto Collision Repair Technology	LTCA	Long Term Care Administration
AUTT	Automotive Technology	MACH	Precision Machining and Automation Technology
BIOS	Bioscience	MATH	Mathematics
BIOT	Biotechnology	MEDA	Medical Assisting
BSAD	Business Administration	MEDT	Medical Laboratory Technology
CAPP	MOPAR-Chrysler/Dodge/RAM/Jeep College Automotive Program	MFGT	Manufacturing Engineering Technology
CHEM	Chemistry	MSTT	Motorcycle, ATV and Personal Watercraft Technology
CHIN	Chinese	MUSC	Music
CNST	Building Construction Technology	NDTT	Nondestructive Testing Technology
CRIM	Criminal Justice	NURA	Nursing Assistant
DDRT	Design and Drafting Technology	NURS	Associate Degree Nursing
DEMT	Diversified Manufacturing Technology	OFFT	Office Professional
DENT	Dental Assisting	PARM	Paramedic
DESL	Diesel Technology Truck	PHED	Physical Education Intercollegiate Athletics
ECED	Early Childhood Education	PHIL	Philosophy
ECON	Economics	PHOT	Photography
EDUC	Education	PHRM	Pharmacy Technician
ELEC	Electrical & Electromechanical Technology and Electronic Systems Technology	PHYS	Physical Science
ELET	Electrician Construction – IBEW Option	POLS	Political Science
EMTL	Emergency Medical Services	PSGT	Polysomnographic Technology
ENER	Energy Generation Operations	PSYC	Psychology
ENGL	English	PTAS	Physical Therapist Assistant
ENGR	Engineering	RADT	Radiologic Technology
ENTR	Entrepreneurship	RELS	Religious Studies
EVOM	Event-Venue Operations Management	RESP	Respiratory Care
FESM	Fire and Emergency Services Management	SIGN	Sign Language
FINA	Financial Investing	SOCI	Sociology
FIRE	Fire Protection Technology	SPAN	Spanish
FSDT	Food Service/Hospitality	SPCH	Speech
GDMA	Graphic Design Media Arts	SURT	Surgical Technology
GEOG	Geography	THEA	Theatre
GEOL	Geology	TRUK	Professional Truck Driver Training
GERM	German	WELD	Welding
GIST	Geographic Information Systems Technician		
GLST	Global Studies		
HIMS	Health Information Management Systems		
HIST	History		
HLTH	Health		
HMRS	Human Services		
HORT	Horticulture		
HUMS	Humanities		
HVAC	Heating, Ventilation, Air Conditioning & Refrigeration Technology		

## Special and Individualized Courses

Special Topics Course (numbered 2790-2799 with program prefix), are one-time course offerings covering a specific topic that cannot be offered on a consistent basis. The course needs to be approved through the SCC approval process and follow all guidelines affiliated with a regular course, i.e. course syllabus and outline.

Individual Special Topic (numbered 2999 with program prefix), are courses listed in various programs in which a student will be required to do an individual project. The course will be an elective course only, and will require a course syllabus and outline for the student enrolled in the course.

## ACCT • Accounting

<b>ACCT1200</b>	<b>Principles of Accounting I</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
-----------------	-----------------------------------	--------------	-----------	----------	------------

*Prerequisite: Accounting Competency recommended.*

This course is designed to provide introductory knowledge of accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of owners' equity, the statement of cash flows, worksheets, journals, ledgers, accruals, adjusting and closing entries, internal controls, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

<b>ACCT1210</b>	<b>Principles of Accounting II</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
-----------------	------------------------------------	--------------	-----------	----------	------------

*Prerequisite: ACCT1200.*

This course is a continuation of ACCT1200. Principles of Accounting II includes accounting for businesses organized as corporations, cash flow statements, accounting for manufacturing businesses, preparing and using accounting data for management decision making, and analyzing and interpreting financial statements.

<b>ACCT2050</b>	<b>Payroll Accounting</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
-----------------	---------------------------	--------------	-----------	----------	------------

*Prerequisite: ACCT1200.*

Comprehensive course in payroll accounting principles and practices. Includes the evolution of payroll laws and regulations, computation of wages and salaries and related withholdings as well as the filings of payroll reports. From the financial accounting perspective, it will cover the analysis and journalizing of various payroll transactions.

<b>ACCT2090</b>	<b>Cost Accounting</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
-----------------	------------------------	--------------	-----------	----------	------------

*Prerequisite: ACCT1210.*

Overview of the basic concepts and objectives of cost accounting for merchandising and manufacturing companies. Elements of the job order system are presented in depth with emphasis on controlling materials, labor, and factory overhead.

<b>ACCT2100</b>	<b>Individual Income Tax Procedures</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
-----------------	---	--------------	-----------	----------	------------

Through the Individual Income tax class, students will complete the Form 1040 which includes the various forms and schedules used. In addition to preparation of forms and schedules, students will be introduced to the Internal Revenue Code in relation to form 1040.

<b>ACCT2130</b>	<b>Intermediate Accounting I</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
-----------------	----------------------------------	--------------	-----------	----------	------------

*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.

<b>ACCT2230</b>	<b>Computerized Accounting</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
-----------------	--------------------------------	--------------	-----------	----------	------------

*Prerequisites: ACCT1200 and BSAD1010.*

Accounting software integrates accounts payable, accounts receivable, payroll, inventory activities and general ledger activities. The accounting cycle is completed using accounting software. Spreadsheets are also used to create financial statements. Instruction on 10-key will also be provided.

<b>ACCT2800</b>	<b>Applied Accounting Capstone</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
-----------------	------------------------------------	------------	-----------	----------	------------

*Prerequisites: ACCT2050, ACCT2100, ACCT2130 & ACCT2230.*

This course is designed to ensure accounting majors have a comprehensive understanding of accounting before entering the workforce or continuing their higher education. Students will maintain a complete set of books and prepare related financial statements both manually and electronically through an accounting cycle.



Location	Class	Lab	Credits
----------	-------	-----	---------

## ACFS • Academic Foundations

<b>ACFS0840</b>	<b>Collegiate Study Skills</b>	<b>B/L/M</b>	<b>-</b>	<b>30</b>	<b>1.5</b>
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 need to upgrade skills in the use of computers for school work.					
<b>ACFS0860</b>	<b>Student Success</b>	<b>B/L/M</b>	<b>30</b>	<b>-</b>	<b>3</b>
This course offers students an array of strategies to help them succeed in college.					
<b>ACFS0890</b>	<b>Freshman Seminar</b>	<b>B/L</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
This course is a basic introduction to college life including academic and personal skills needed for success. It includes a review of study skills, test taking strategies, time and stress management, money management and use of credit. Students will develop a personalized college budget plan aimed at minimizing debt at graduation.					
<b>ACFS1020</b>	<b>Academic and Career Skills for Success</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
This course is designed to assist students in making decisions about academic and career goals based on their personality, interests, skills, and values. The course will also focus on skills the college student needs to be successful.					
<b>ACFS2020</b>	<b>Career Development</b>	<b>L/M</b>	<b>25</b>	<b>-</b>	<b>2.5</b>
Overview of career development with emphasis on the skills necessary for a job search, interpersonal skills, and communication.					

## AGRI • Agriculture Business & Management Technology

<b>AGRI1000</b>	<b>Introduction to Agriculture and Horticulture Technologies</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Introduction to the fundamental skills and knowledge base necessary to succeed in the agriculture industry.					
<b>AGRI1003</b>	<b>Introduction to Agriculture and Natural Resource Systems</b>	<b>L</b>	<b>45</b>		<b>4.5</b>
Introductory course designed to expose the student to the importance of agriculture, opportunities in agriculture and increase agriculture literacy. Agriculture career opportunities for the student will be introduced and researched.					
<b>AGRI1116</b>	<b>Electric &amp; Gas Welding</b>	<b>B</b>	<b>15</b>	<b>30</b>	<b>2</b>
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.					
<b>AGRI1123</b>	<b>Agribusiness Careers</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>AGRI1124</b>	<b>Basic Ag Leadership</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>AGRI1131</b>	<b>Crop &amp; Food Science</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Principles and practices of production of the major agronomic crops of the high plains.					
<b>AGRI1135</b>	<b>Basic Fertilizer Management</b>	<b>B</b>	<b>28</b>	<b>20</b>	<b>3</b>
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.					
<b>AGRI1141</b>	<b>Livestock Management</b>	<b>B</b>	<b>42</b>	<b>54</b>	<b>6</b>
Management of livestock production. Explore career possibilities and develop skills by working with the swine, sheep, goat, beef and equine production units.					
<b>AGRI1143</b>	<b>Introduction to Equine Management</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
An introduction to the fundamental aspects of horse management.					
<b>AGRI1152</b>	<b>Crop and Food Science Lab</b>	<b>L</b>	<b>-</b>	<b>45</b>	<b>1.5</b>
This is a companion lab to Plant Science 1131. This lab will reinforce class content. The lab section will investigate plant structures and plant organs, plant growth and development, and plant identification.					

		Location	Class	Lab	Credits
<b>AGRI1153</b>	<b>Soils &amp; Plant Nutrition</b>	<b>B</b>	<b>42</b>	<b>54</b>	<b>6</b>
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.					
<b>AGRI1171</b>	<b>Ag Technology</b>	<b>B</b>	<b>21</b>	<b>27</b>	<b>3</b>
Introduction to agriculture technology applications used for solving agriculture problems with emphasis on logical and systematic decision making. Establishing a basic understanding of technology and how it's used in agriculture.					
<b>AGRI1172</b>	<b>Ag Precision Hardware</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisites: AGRI1171</i>					
Study of agriculture-precision hardware available in the agriculture industry. Install, set-up and troubleshoot field monitors.					
<b>AGRI1177</b>	<b>Companion Animals</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>AGRI1195</b>	<b>Advanced Electric and Gas Welding</b>	<b>B</b>	<b>15</b>	<b>30</b>	<b>2</b>
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.					
<b>AGRI1205</b>	<b>Enterprise Analysis</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>AGRI1211</b>	<b>Fundamentals of Ag Marketing</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Study of new market opportunities in the agriculture industry. Developing a marketing plan and promotional strategies for agriculture products.					
<b>AGRI1216</b>	<b>Agribusiness Management</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Introduction to management principles in agribusiness. Management simulation and computer systems illustrate the decision-making process.					
<b>AGRI1217</b>	<b>Agricultural Economics</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Introductory course on the basic principles of agricultural economics.					
<b>AGRI1218</b>	<b>Basic Farm Engines</b>	<b>B</b>	<b>30</b>	<b>45</b>	<b>4.5</b>
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.					
<b>AGRI1219</b>	<b>Motorized Agriculture Equipment</b>	<b>B</b>	<b>15</b>	<b>30</b>	<b>2</b>
The study of motorized agriculture equipment, pertaining to tractors, forklift, and skid steer. Basic training, operations and safety.					
<b>AGRI1221</b>	<b>Livestock Nutrition</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: AGRI1141 or instructor permission.</i>					
Introduction to animal nutrition and foodstuffs. Feed formulation, feed processing, handling, sales and service.					
<b>AGRI1257</b>	<b>Live Animal Selection &amp; Carcass Evaluation</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>AGRI1258</b>	<b>Introduction to Meats</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: AGRI1141 &amp; AGRI1257.</i>					
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.					

**COURSE DESCRIPTIONS | Page 192 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>AGRI1281</b>	<b>Livestock Selection I</b> <i>Prerequisite: AGRI1257</i>	B	8	22	1.5
	Introduction in methods of livestock evaluation and oral reasons, presentations including beef, swine, sheep and horses. Includes fieldwork in selection.				
<b>AGRI1282</b>	<b>Livestock Selection 2</b> <i>Prerequisites: AGRI1257</i>	B	8	22	1.5
	Introduction in methods of livestock evaluation and oral reasons, presentations including beef, swine, sheep, and horses. Includes fieldwork in selection.				
<b>AGRI1283</b>	<b>Livestock Selection 3</b> <i>Prerequisites: AGRI1257</i>	B	8	22	1.5
	Introduction in methods of livestock evaluation and oral reasons, presentations including beef, swine, sheep, and horses. Includes fieldwork in selection.				
<b>AGRI1368</b>	<b>Module 1 – Agriculture Software Application</b>	B	7	9	1
	Introduction to agriculture technology applications that are used for solving agriculture problems with emphasis on logical and systematic decision making. Establishing a basic understanding of technology and how it's used in agriculture.				
<b>AGRI1369</b>	<b>Module 2 – Spreadsheet Applications</b> <i>Prerequisites: AGRI1368 or Instructor Permission</i>	B	7	9	1
	Students will learn basics of how to use Excel in agriculture settings.				
<b>AGRI1370</b>	<b>Modules 3 – Introduction into Precision Agriculture</b> <i>Prerequisites: Agri1369 or Instructor Permission</i>	B	7	9	1
	Students will learn what Precision Agriculture is, how GPS and GIS fit into the picture, basic mapping skills, and basic drone information.				
<b>AGRI1373</b>	<b>Module 1 – Hardware Fundamentals</b> <i>Prerequisites: AGRI1171 or Instructor Permission</i>	B	5	-	.5
	Students will learn about the basic components and wiring that get the job done in the field.				
<b>AGRI1374</b>	<b>Module 2 – GPS and Auto Steer</b> <i>Prerequisites: AGRI1373 or Instructor Permission</i>	B	10	-	1
	Learn how GPS Correction works and what it takes to make a vehicle steer itself.				
<b>AGRI1375</b>	<b>Module 3 – Planting</b> <i>Prerequisites: AGRI1374 or Instructor Permission</i>	B	10	-	1
	Students will learn the role precision agriculture has in planting technology.				
<b>AGRI1376</b>	<b>Module 4 – Application</b> <i>Prerequisites: AGRI1375 or Instructor Permission</i>	B	10	-	1
	Introduction to precision hardware in fertilizer and chemical application.				
<b>AGRI1377</b>	<b>Module 5 – Yield Monitoring and Mapping</b> <i>Prerequisites: AGRI1376 or Instructor Permission</i>	B	10	-	1
	Introduction to precision hardware in yield monitoring and mapping.				
<b>AGRI1378</b>	<b>Electrical and Hydraulic Fundamentals</b>	B	45		4.5
	The study of how electricity and hydraulic systems integrate into agriculture.				
<b>AGRI2202</b>	<b>Farm and Ranch Management</b> <i>Prerequisites: AGRI1131, AGRI1205, and AGRI1216.</i>	B	51	45	6
	Study of business management systems within the total business operation. Methods of acquiring financial resources for agricultural or any business such as purchasing, leasing, and contractual agreements. Includes developing cash flow, income balance sheets, partial budgets, and developing and utilizing a management plan.				
<b>AGRI2204</b>	<b>Agribusiness Seminar I</b> <i>Prerequisite: AGRI1123 or instructor permission.</i>	B	45	-	4.5
	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.				

**COURSE DESCRIPTIONS | Page 193 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>AGRI2212</b>	<b>Ag Machinery Maintenance</b>	<b>B</b>	<b>6</b>	<b>90</b>	<b>3</b>
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.					
<b>AGRI2219</b>	<b>Pesticide Certification</b>	<b>B</b>	<b>28</b>	<b>20</b>	<b>3</b>
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.					
<b>AGRI2220</b>	<b>Ag Chemicals &amp; Equipment Application</b>	<b>B</b>	<b>23</b>	<b>73</b>	<b>4.5</b>
<i>Pre/Corequisite: AGRI1153.</i>					
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.					
<b>AGRI2222</b>	<b>Agriculture Analysis</b>	<b>B</b>	<b>21</b>	<b>27</b>	<b>3</b>
<i>Prerequisite: AGRI1153 or AGRI2223.</i>					
Practical course in equipment use, testing procedures and analysis interpretation. Testing in areas of soil, forages, feed stuffs and water.					
<b>AGRI2223</b>	<b>Principles of Livestock Feeding</b>	<b>B</b>	<b>23</b>	<b>72</b>	<b>4.5</b>
<i>Prerequisite or Corequisite: AGRI1221</i>					
Provides a practical background in feed formulation, feed processing, handling, sales and service. Includes a basic study of livestock performance and feed trials.					
<b>AGRI2225</b>	<b>Advanced Leadership Skills</b>	<b>B</b>	<b>30</b>	<b>-</b>	<b>3</b>
<i>Prerequisite: AGRI1124 or permission.</i>					
The intent of this course is the help the student attain professional and personal success through advanced leadership development.					
<b>AGRI2231</b>	<b>Applied Animal Reproduction</b>	<b>B</b>	<b>66</b>	<b>30</b>	<b>7.5</b>
<i>Prerequisites: AGRI1141 or permission.</i>					
Anatomy and physiology of breeding animals. Breeding management, pre- and post- natal development of farm animals. Includes principles of artificial insemination and embryo transfer and biotechnology.					
<b>AGRI2232</b>	<b>Forage Harvesting &amp; Management</b>	<b>B</b>	<b>42</b>	<b>54</b>	<b>6</b>
<i>Prerequisite: AGRI1131.</i>					
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.					
<b>AGRI2233</b>	<b>Planting &amp; Tillage Equipment</b>	<b>B</b>	<b>42</b>	<b>54</b>	<b>6</b>
<i>Prerequisite: AGRI1131 or co-enrolled.</i>					
Study of tillage and planting equipment used in agriculture crop production. Operation, uses, maintenance and field adjustment of equipment.					
<b>AGRI2240</b>	<b>Range Management</b>	<b>B</b>	<b>42</b>	<b>54</b>	<b>6</b>
<i>Prerequisites: AGRI1131 and AGRI1141.</i>					
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.					
<b>AGRI2245</b>	<b>Animal Health</b>	<b>B</b>	<b>42</b>	<b>54</b>	<b>6</b>
<i>Prerequisite: AGRI1141 or permission.</i>					
Study of management of current animal health products. Review of common animal health problems and proper use of animal health products and equipment.					
<b>AGRI2253</b>	<b>Grain Harvesting &amp; Management</b>	<b>B</b>	<b>42</b>	<b>54</b>	<b>6</b>
<i>Prerequisite: AGRI1131.</i>					
Methods of cereal grain crop storage. Maintenance of grain quality in farm and agribusiness storage facilities. Operation and adjustment of grain drying and handling equipment.					

**COURSE DESCRIPTIONS | Page 194 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>AGRI2254</b>	<b>Advanced Swine Production</b> <i>Prerequisite: AGRI1141.</i>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	Study of profitable swine production. Consolidates swine production, marketing, meat processing and sales to consumers of pork products.				
<b>AGRI2255</b>	<b>Advanced Sheep &amp; Goat Production</b> <i>Prerequisite: AGRI1141.</i>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	Study of profitable sheep production. Issues facing sheep producers and lamb feeders as a national industry working toward common goals.				
<b>AGRI2256</b>	<b>Advanced Beef Cattle Production</b> <i>Prerequisite: AGRI2231.</i>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	Study of beef cattle and the interrelationship in the beef production chain.				
<b>AGRI2258</b>	<b>Livestock Ultrasound Technology</b> <i>Prerequisites: AGRI2231 and AGRI1257.</i>	<b>B</b>	<b>25</b>	<b>23</b>	<b>3</b>
	Principles and technology of the use of ultrasound and supporting computer analysis software as it pertains to livestock.				
<b>AGRI2265</b>	<b>Irrigation &amp; Water Management</b> <i>Prerequisite: AGRI1153.</i>	<b>B</b>	<b>42</b>	<b>54</b>	<b>6</b>
	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.				
<b>AGRI2267</b>	<b>Agriculture Commodity Marketing</b> <i>Prerequisite: AGRI1211.</i>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	Study and application of commodity marketing strategies in a market plan in conjunction with other market alternatives. Use of indicators through fundamental and technical analysis for pricing and timing to market ag commodities.				
<b>AGRI2279</b>	<b>Precision Technology</b> <i>Prerequisite: AGRI1171 or permission.</i>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	Study of precision agriculture technology using hardware and software applications.				
<b>AGRI2280</b>	<b>Advanced Crop Production</b> <i>Prerequisites: AGRI1131, AGRI1135, AGRI1153 &amp; AGRI2219</i>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	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.				
<b>AGRI2282</b>	<b>Livestock Selection 4</b> <i>Prerequisite: AGRI1257</i>	<b>B</b>	<b>8</b>	<b>22</b>	<b>1.5</b>
	Introduction in methods of livestock evaluation and oral reasons, presentations including beef, swine, sheep, and horses. Includes fieldwork in selection.				
<b>AGRI2283</b>	<b>Livestock Selection 5</b> <i>Prerequisite: AGRI1257</i>	<b>B</b>	<b>8</b>	<b>22</b>	<b>1.5</b>
	Introduction in methods of livestock evaluation and oral reasons, presentations including beef, swine, sheep and horses. Includes fieldwork in selection.				
<b>AGRI2284</b>	<b>Livestock Selection 6</b> <i>Prerequisite: AGRI1257</i>	<b>B</b>	<b>8</b>	<b>22</b>	<b>1.5</b>
	Introduction in methods of livestock evaluation and oral reasons, presentations including beef, swine, sheep and horses. Includes fieldwork in selection.				
<b>AGRI2287</b>	<b>Advanced Crop Management</b> <i>Prerequisites: AGRI1135, AGRI1131, AGRI1153</i>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	Study of crop management, including the major elements of hybrid selection, fertilization requirements, pest control strategies for crop grown on the High Plains.				
<b>AGRI2291</b>	<b>Agribusiness Sales</b> <i>Prerequisite: Completed 60 credit hours or permission.</i>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	Exploration of agribusiness sales. Functions and role of sales representatives. Productive relationships between consumers and sales representatives.				

**COURSE DESCRIPTIONS | Page 195 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>AGRI2295</b>	<b>Advanced Precision Technology</b> <i>Prerequisite: AGRI1171 &amp; AGRI2279</i>	B	45	-	4.5
	Evaluate the different forms of agriculture technology. Study the understanding of the theory of GPS & GIS. Collecting and analyzing data for troubleshooting and decision making.				
<b>AGRI2380</b>	<b>Module 1 – Key Precision Agriculture Information and Software</b> <i>Prerequisites: AGRI1171 or Instructor Permission</i>	B	10	-	1
	Students will learn key Precision Agriculture information, terms and software basics.				
<b>AGRI2381</b>	<b>Module 2 – Basic Software Skills</b> <i>Prerequisites: AGRI2380 or Instructor Permission</i>	B	10		1
	Understanding how to manage data (fix boundaries, merge fields, etc.) create different types of maps.				
<b>AGRI2382</b>	<b>Module 3 – Prescriptions</b> <b>Prerequisites: AGRI2381 or Instructor Permission</b>	B	10	-	1
	Understanding how to write prescriptions and utilize them in VRT.				
<b>AGRI2383</b>	<b>Module 4 – Soil Sampling and Handhelds</b> <i>Prerequisites: AGRI2382 or Instructor Permission</i>	B	15	-	1.5
	Learn about the different types of soil sampling, collect soil samples and use data in operation that was collected. Learn various apps available to be used for soil sampling and crops scouting.				
<b>AGRI2396</b>	<b>Module 1 – Advanced Software Skills</b> <i>Prerequisites: AGRI1171 &amp; AGRI2279 or Instructor Permission</i>	B	10	-	1
	Students will learn about comparison analysis, multi-year average analysis, equation-based analysis, batch printing, booklet printing plus many more shortcuts to help you be successful.				
<b>AGRI2397</b>	<b>Module 2 – Variable Rate Irrigation</b> <i>Prerequisites: AGRI2396 or Instructor Permission</i>	B	15	-	1.5
	Students will learn how to utilize water resources by using soil data maps, topography, yield data, electro-conductivity data collecting and how to use, create tile plans and install tile data.				
<b>AGRI2398</b>	<b>Module 3 – Drones (Unmanned Aerial Systems)</b> <i>Prerequisites: AGRI2397 or Instructor Permission</i>	B	20	-	2
	Learn the FFA guidelines to fly, general flying techniques, flying simulators (fixed and quadcopter), collect data from the field and how to use the data in your operation.				
<b>AGRI2795</b>	<b>History &amp; Structure of Cooperatives</b> <i>Prerequisite: Permission of instructor.</i>	B	10	-	1
	This course is intended for those students with an interest in Ag business. The students will participate in the College Conference on Cooperatives of a similar activity to learn about the history, organization and modern applications of the Cooperative structure.				
<b>AGRI2901</b>	<b>Agribusiness Cooperative Experience</b> <i>Prerequisite: Must have completed AGRI2204 or instructor permission.</i>	B	15	420	12
	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.				
<b>AGRI2999</b>	<b>Individual Special Project</b>	B	-	-	.5-4.5
	Selected educational experiences that provide intensive study in a topic area above and beyond the regular curriculum. Credit hours will vary. Must have permission of instructor and program chair.				

## AGST • Diesel-Ag Equipment Service Tech

<b>AGST1120</b>	<b>Basic Electrical/Electronics</b>	M	20	20	2.5
	Basic principles and applications of electronic circuits, magnetism, electromagnetism, and the safe use of a Digital Multi-meter when measuring Volts, Amperes, and Ohms. Circuit theory exercises with basic math skills will be used to understand Ohm's Law for Series, Parallel, and Series Parallel circuits. The Design, Construction, safe operation and testing of Lead Acid Storage Batteries.				

		Location	Class	Lab	Credits
<b>AGST1121</b>	<b>Electrical/Electronic Circuit Diagnostics</b>	<b>M</b>	<b>30</b>	<b>30</b>	<b>4</b>
	<i>Prerequisites: AGST1120</i>				
	Basic principles and applications of the safe operation and testing of Cranking, Lighting, and Accessory Circuits and Components. Emphasis is placed on OEM Diagnostic Tools and On-Board Diagnostic procedures used for identifying and repairing faults with CAN BUS Controllers, Sensors, Actuators, Wiring, and Connections in a manner which is safe for the technician and the equipment.				
<b>AGST1122</b>	<b>Electrical Charging Systems</b>	<b>M</b>	<b>20</b>	<b>20</b>	<b>2.5</b>
	<i>Prerequisites: AGST1120</i>				
	Basic principles of operation and safe procedures for testing and repair of electrical charging circuits. Emphasis will be placed on the diagnosis, testing, and repair of alternators, wiring, connections, gauges, sensors, and controls.				
<b>AGST1123</b>	<b>Shop Safety/Shop Tools &amp; Precision Measuring</b>	<b>M</b>	<b>30</b>	<b>30</b>	<b>4</b>
	General Shop Safety, Hazard Communication, and Forklift Operator Training with Certification. Learn how to safely clean and properly use power tools, hand tools and common measuring instruments used in the equipment repair shop.				
<b>AGST1124</b>	<b>Power Trains I</b>	<b>M</b>	<b>35</b>	<b>25</b>	<b>4</b>
	<i>Prerequisites: AGST1123</i>				
	Theory of power transmission from engine to drive wheels, power take off and auxiliary drives. Includes power train effects on engine output, levers, gears, chains, clutches, transmissions, final drives, drive lines, differentials. Procedures for safe disassembly, inspection, adjustment, and reassembly of standard mechanical shift transmissions and differentials will be practiced in the Lab.				
<b>AGST1125</b>	<b>Theory of Agricultural Equipment Engine Fuel Systems</b>	<b>M</b>	<b>25</b>	<b>15</b>	<b>3</b>
	<i>Prerequisites: AGST1121 and AGST1123</i>				
	Theory of operation, construction, safe testing and repair of Diesel Engine Fuel Systems and Air Induction and Exhaust Systems, valve timing and injection timing. Physical and Chemical properties of distillate fuels as well as alternative fuels used in current internal combustion engines. Safe procedures for storage, use and testing of Diesel fuels.				
<b>AGST1226</b>	<b>Theory of Engine Operation</b>	<b>M</b>	<b>25</b>	<b>25</b>	<b>3</b>
	<i>Prerequisites: AGST1125</i>				
	Theory of operation, design and construction of four stroke cycle engines. Safe and proper operation of engine test equipment; including Dynamometer setup and operation, Cylinder compression, cylinder balance and cylinder leakage testing. Theory of operation, design, construction and safe procedures for repair and maintenance of cooling systems for Ag equipment engines.				
<b>AGST1228</b>	<b>Valve Trains</b>	<b>M</b>	<b>25</b>	<b>35</b>	<b>3.5</b>
	<i>Prerequisites: AGST1226</i>				
	Theory of operation, design and construction of engine valve trains. Safe and proper use of valve train service tools for disassembly, inspecting, measuring, reconditioning, and adjusting diesel engine cylinder heads and valve operating mechanisms.				
<b>AGST1230</b>	<b>Diesel Engine Overhaul and Inspection</b>	<b>M</b>	<b>70</b>	<b>80</b>	<b>9.5</b>
	<i>Prerequisites: AGST1226 &amp; AGST1228</i>				
	Complete out-of-frame diesel engine overhaul to include the safe and proper use of service methods for disassembly, inspection, measuring, reconditioning, reassembly, adjusting, and performance testing of AG Equipment Diesel engines.				
<b>AGST1342</b>	<b>Heating, Ventilation &amp; Air Conditioning I</b>	<b>M</b>	<b>25</b>	<b>15</b>	<b>3</b>
	<i>Prerequisites: AGST1123</i>				
	Heating, ventilation, and air conditioning fundamentals, safety and service procedures. Diagnosing, system evaluation, repairing, reclaiming, evacuating, and recharging are exercises in the lab. Certification for handling refrigerant is required as part of this course. The student will be responsible for a fee to receive the certification.				
<b>AGST1344</b>	<b>Ag Equipment Fuel Systems</b>	<b>M</b>	<b>50</b>	<b>60</b>	<b>7</b>
	<i>Prerequisites: AGST1125.</i>				
	Theory and design of diesel fuel injection including fuels, pumps, nozzles, governors, fuel flow, filtering, handling and storage. Diagnostics, testing, repair of pumps and nozzles, and common rail (hydraulic) and electronic operated systems. Fundamentals of safety while servicing and repairing fuel systems is emphasized.				
<b>AGST1346</b>	<b>Ag Equipment Hydraulics Systems</b>	<b>M</b>	<b>60</b>	<b>90</b>	<b>9</b>
	<i>Prerequisites: AGST1123.</i>				
	Introduction to Hydraulics Systems and Symbols. Theory, design, principles and applications of pumps, valves, actuators, reservoirs, lines, fittings, filters, and fluids. Theory and function of open, closed, PFC, and combination systems. Safety, diagnostics, testing and repair of hydraulic systems and components.				

**COURSE DESCRIPTIONS | Page 197 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>AGST1901</b>	<b>Ag Equipment Cooperative Experience</b>	<b>M</b>	<b>-</b>	<b>400</b>	<b>10</b>
	<i>Prerequisites: AGST1346</i>				
	On-the-job experience with the student's sponsoring Cooperative Experience employer.				
<b>AGST2554</b>	<b>Ag Equipment Electricity</b>	<b>M</b>	<b>60</b>	<b>90</b>	<b>9</b>
	<i>Prerequisites: AGST1901</i>				
	Review of electrical fundamentals and introduction to basic electronics plus procedures and use of digital multimeter in electrical circuits. An introduction to combine and tractor electrical systems is included as well as troubleshooting techniques for circuit diagnosis using electrical schematics. Function, operation, and testing of semiconductors and transistors. Microprocessor operation, including inputs and outputs. CAN BUS theory of operation and testing is included. Testing of tractor circuits including lighting, accessory, safety, instrumentation and gauges is included in the lab exercises.				
<b>AGST2556</b>	<b>Ag Equipment Power Trains</b>	<b>M</b>	<b>25</b>	<b>90</b>	<b>5.5</b>
	<i>Prerequisites: AGST1124</i>				
	Advanced study of power trains. Safety, theory, design, construction, diagnosis, repair, and testing of farm equipment power trains, particularly those transmissions classified as "on-the-go" shift types. AG equipment CVT/IVT systems included. Lab projects are accepted.				
<b>AGST2558</b>	<b>Heating, Ventilation &amp; Air Conditioning II</b>	<b>M</b>	<b>5</b>	<b>30</b>	<b>1.5</b>
	<i>Prerequisites: AGST1342.</i>				
	Review of heating, ventilation, and air conditioning fundamentals, safety and service procedures. Diagnosing, system evaluation, repairing, reclaiming, evacuating, and recharging are exercises in the lab.				
<b>AGST2662</b>	<b>Planting, Seeding, Precision Guidance &amp; Control Systems</b>	<b>M</b>	<b>50</b>	<b>75</b>	<b>7.5</b>
	<i>Prerequisites: AGST2554, AGST2556, &amp; AGST2558</i>				
	Theory, design, principles of operation, setup, adjustments, diagnostics and repair of row-crop planting and seeding equipment. Theory, testing and repair of precision guidance and electronic monitoring and control systems. Safety as related to planting and seeding equipment is applied.				
<b>AGST2663</b>	<b>Harvesting, Precision Guidance &amp; Control Systems</b>	<b>M</b>	<b>50</b>	<b>70</b>	<b>7</b>
	<i>Prerequisites: AGST2554, AGST2556, &amp; AGST2558</i>				
	Theory, design, principles of operation, setup adjustment diagnostics, and repair of hay and forage harvesting equipment. Theory, design, principles of operation, diagnostics and repair of combine, headers, and attachments. Safety and safe operation while servicing equipment is emphasized.				
<b>AGST2664</b>	<b>Spraying Equipment, Precision Guidance &amp; Control Systems</b>	<b>M</b>	<b>20</b>	<b>35</b>	<b>3</b>
	<i>Prerequisites: AGST2554, AGST2556, &amp; AGST2558</i>				
	Spraying equipment safety, theory, design, principles of operation, set-up, operation, calibration, troubleshooting and repair is included. Precision guidance and control systems are included.				

## ANTH • Anthropology

<b>*ANTH1020</b>	<b>Introduction to Cultural Anthropology</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	Introduction to the general topics and theoretical perspectives of cultural anthropology including ethnology, linguistics, applied anthropology, ethnicity, race, political organization, gender, kinship and descent, marriage, and religion.				
<b>*ANTH1120</b>	<b>General Anthropology</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	A survey of the study of the races, their characteristics, customs, social relationships and work; the cultural and linguistic diversity of living people.				

## ARTS • Art

<b>*ARTS1010</b>	<b>Introduction to the Visual Arts</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	An appreciation of the visual arts from a historical perspective. Includes an overview of the creative process, the evolution of art, and art as it relates to society.				
<b>*ARTS1050</b>	<b>Introduction to Art History &amp; Criticism I</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	A survey of major works of art in all media from Prehistory through the end of the Late Gothic. 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.				



Location	Class	Lab	Credits
----------	-------	-----	---------

<b>*ARTS1060</b>	<b>Introduction to Art History &amp; Criticism II</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
A survey of major works of art in all media from the Renaissance to the present. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.					
<b>ARTS1110</b>	<b>Beginning Drawing I</b>	<b>B/L</b>	<b>15</b>	<b>60</b>	<b>4.5</b>
Introduction to drawing. Emphasis on basic techniques and composition. Subjects: still life, figure, landscape. Materials: charcoal, graphite, ink wash.					
<b>ARTS1120</b>	<b>Beginning Drawing II</b>	<b>B/L</b>	<b>15</b>	<b>60</b>	<b>4.5</b>
<i>Prerequisite: ARTS1110.</i>					
Continuation of Beginning Drawing I with an emphasis on advanced studio problems, techniques, materials, and creative solutions.					
<b>ARTS1210</b>	<b>2-Dimensional Design</b>	<b>B</b>	<b>15</b>	<b>60</b>	<b>4.5</b>
Introduction to the principles of design and composition. Skills, techniques and basic ideas necessary to artistic planning. Development of sensitivity and creativity.					
<b>ARTS1220</b>	<b>3-Dimensional Design</b>	<b>B</b>	<b>15</b>	<b>60</b>	<b>4.5</b>
This is a foundation course in three-dimensional design. We will explore problems that help develop understanding of and sensitivity to the use of three-dimensional design fundamentals. Additionally, we will focus on the analysis of concepts as a basis for sculpture, ceramics, architecture, and industrial design.					
<b>ARTS1330</b>	<b>Beginning Ceramics I</b>	<b>B</b>	<b>15</b>	<b>60</b>	<b>4.5</b>
Introduction to the construction of pottery and sculptural clay forms. Hand building, wheel-throwing, and glaze application.					
<b>ARTS1340</b>	<b>Beginning Ceramics II</b>	<b>B</b>	<b>15</b>	<b>60</b>	<b>4.5</b>
<i>Prerequisite: ARTS1330.</i>					
Continuation of Beginning Ceramics I with an emphasis on advanced studio problems, techniques, materials and creative solutions.					
<b>ARTS2510</b>	<b>Beginning Painting I</b>	<b>B</b>	<b>15</b>	<b>60</b>	<b>4.5</b>
Introduction to painting. Emphasis on basic techniques and composition. Subjects: still life, landscape. Materials: alkyds or acrylics.					
<b>ARTS2520</b>	<b>Beginning Painting II</b>	<b>B</b>	<b>15</b>	<b>60</b>	<b>4.5</b>
<i>Prerequisite: ARTS2510.</i>					
Continuation of ARTS2510. Emphasis on advanced studio problems, materials, techniques, and creative solutions.					
<b>*ARTS2650</b>	<b>Introduction to Native American Art</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Survey of Native American art of North America from prehistory to the present, emphasizing the art of indigenous peoples as a fine art form. History, cultural environment, special issues, art methods and materials.					
<b>*ARTS2750</b>	<b>Women in Art</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Survey of the lives and achievements of female artists from prehistory to the present in Europe and America. History, cultural environment, and special issues will be covered.					
<b>ARTS2804</b>	<b>Arts Practicum</b>	<b>B/L</b>	<b>45-90-135</b>	<b>-</b>	<b>1.5-4.5</b>
Under a cooperative experience, students will earn credit by working a minimum of 45, 90, or 135 hours per quarter in conjunction with staff at an art gallery and/or museum. This practical experience will include, but not be limited to, the selection process, sales, installation, and promotion.					
<b>ARTS2850</b>	<b>History of Photography</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
An introduction to the history of photography, with special attention paid to its many applications, interpretations, meanings, and values as a visual medium.					

## ASEP • General Motors Automotive Service Educational Program (ASEP)

<b>ASEP1170</b>	<b>GM Shop Orientation &amp; Safety</b>	<b>M</b>	<b>10</b>	<b>12</b>	<b>1.5</b>
Introduction to automotive shop procedures, shop safety. Proper use service manuals and service information. Thread repair, tube flaring and fasteners.					
<b>ASEP1173</b>	<b>GM Fundamentals</b>	<b>M</b>	<b>20</b>	<b>20</b>	<b>2.5</b>
Introduction to warranty flat rate manuals, daily time ticket, vehicle identification numbers and repair order completion. Proper use of hand tools, power tools and other equipment used by the automotive technician.					
<b>ASEP1175</b>	<b>GM Electrical &amp; Electronic Principles</b>	<b>M</b>	<b>90</b>	<b>60</b>	<b>11</b>
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.					
<b>ASEP1177</b>	<b>GM Brake Systems</b>	<b>M</b>	<b>30</b>	<b>30</b>	<b>4</b>
Theory, diagnosis, and repair procedures of disc and drum brake systems on current General Motors vehicles.					
<b>ASEP1360</b>	<b>GM Powertrain Electronic Systems</b>	<b>M</b>	<b>55</b>	<b>35</b>	<b>6.5</b>
<i>Prerequisite: ASEP1901.</i>					
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.					
<b>ASEP1363</b>	<b>GM Engine Repair</b>	<b>M</b>	<b>60</b>	<b>70</b>	<b>8</b>
<i>Prerequisite: ASEP1901.</i>					
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.					
<b>ASEP1379</b>	<b>GM Heating &amp; Air Conditioning</b>	<b>M</b>	<b>40</b>	<b>40</b>	<b>5</b>
<i>Prerequisite: ASEP1901.</i>					
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.					
<b>ASEP1901</b>	<b>Dealer Cooperative Experience</b>	<b>M</b>	<b>-</b>	<b>400</b>	<b>10</b>
<i>Prerequisites: ASEP1170, ASEP1173, ASEP1175, &amp; ASEP1177.</i>					
Coordinated work experience from General Motors dealer or A/C Delco service centers in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASEP coordinator.					
<b>ASEP1902</b>	<b>Dealer Cooperative Experience</b>	<b>M</b>	<b>-</b>	<b>400</b>	<b>10</b>
<i>Prerequisites: ASEP1360, ASEP1363, and ASEP1379.</i>					
Coordinated work experience from General Motors dealer or A/C Delco service centers in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASEP coordinator.					
<b>ASEP1911</b>	<b>WEB Based Training I</b>	<b>M</b>	<b>20</b>	<b>-</b>	<b>2</b>
<i>Prerequisites: ASEP1170, ASEP1173, ASEP1175 and ASEP1177.</i>					
E-learning, Web Based training provided by General Motors Company and supervised by Southeast Community College-Milford and ASEP coordinator.					
<b>ASEP1912</b>	<b>WEB Based Training II</b>	<b>M</b>	<b>20</b>	<b>-</b>	<b>2</b>
<i>Prerequisites: ASEP1360, ASEP1363, and ASEP1379.</i>					
E-Learning, Web Based training provided by General Motors Company and supervised by Southeast Community College-Milford and ASEP coordinator.					

		Location	Class	Lab	Credits
<b>ASEP2528</b>	<b>GM Steering &amp; Suspension Systems</b>	<b>M</b>	<b>30</b>	<b>50</b>	<b>4.5</b>
	<i>Prerequisite: ASEP1902.</i>				
	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.				
<b>ASEP2529</b>	<b>GM Manual Transmission, Transaxles, Clutch &amp; Transfer Case</b>	<b>M</b>	<b>45</b>	<b>45</b>	<b>6</b>
	<i>Prerequisite: ASEP1902.</i>				
	Operating principles and service of General Motors manual transmissions and related drive train components. Diagnosis and repair procedures.				
<b>ASEP2537</b>	<b>GM Rear Axle Service</b>	<b>M</b>	<b>20</b>	<b>10</b>	<b>2</b>
	<i>Prerequisite: ASEP1902.</i>				
	Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals, and differentials used on late model General Motors vehicles.				
<b>ASEP2538</b>	<b>GM Advanced Powertrain Electronic Systems</b>	<b>M</b>	<b>20</b>	<b>50</b>	<b>3.5</b>
	<i>Prerequisite: ASEP1902.</i>				
	Advanced study of GM ignition systems, fuel delivery systems, emission control systems and diagnostic routines.				
<b>ASEP2561</b>	<b>GM Diesel Fuel &amp; Emission Control System</b>	<b>M</b>	<b>20</b>	<b>10</b>	<b>2</b>
	<i>Prerequisite: ASEP1902.</i>				
	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.				
<b>ASEP2743</b>	<b>GM Powertrain Electronic Systems &amp; Drivability Diagnosis</b>	<b>M</b>	<b>40</b>	<b>45</b>	<b>5.5</b>
	<i>Prerequisite: ASEP2901.</i>				
	Diagnosis, adjustments and repair procedures using electrical meters, oscilloscopes and GM approved diagnostic test equipment.				
<b>ASEP2747</b>	<b>GM Body Electrical &amp; Electronics</b>	<b>M</b>	<b>50</b>	<b>30</b>	<b>6</b>
	<i>Prerequisite: ASEP2901.</i>				
	Advanced electrical course covering operation, testing, diagnosis and repair of GM computerized body electrical and electronic systems.				
<b>ASEP2748</b>	<b>GM Automatic Transmission &amp; Transaxles</b>	<b>M</b>	<b>55</b>	<b>55</b>	<b>7</b>
	<i>Prerequisite: ASEP2901.</i>				
	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.				
<b>ASEP2749</b>	<b>GM New Product Update</b>	<b>M</b>		<b>30</b>	<b>1</b>
	<i>Prerequisite: ASEP2901.</i>				
	Overview of new product features for current model year. Includes available General Motors New Product information.				
<b>ASEP2901</b>	<b>Dealer Cooperative Experience</b>	<b>M</b>	<b>-</b>	<b>400</b>	<b>10</b>
	<i>Prerequisites: ASEP2528, ASEP2529, ASEP2537, ASEP2538 and ASEP2561.</i>				
	Coordinated work experience from General Motors dealer or A/C Delco service centers in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASEP coordinator.				
<b>ASEP2911</b>	<b>WEB Based Training III</b>	<b>M</b>	<b>20</b>	<b>-</b>	<b>2</b>
	<i>Prerequisites: ASEP2528, ASEP2529, ASEP2537, ASEP2538, and ASEP2561.</i>				
	E-learning, Web Based training provided by General Motors Company and supervised by Southeast Community College-Milford and ASEP coordinator.				

**COURSE DESCRIPTIONS | Page 201 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

## ASST • Ford (ASSET) Automotive Student Service Educational Training Program

<b>ASST1110</b>	<b>Ford Shop Orientation</b>	<b>M</b>	<b>10</b>	<b>10</b>	<b>1</b>
Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with many basic elements of automotive repair.					
<b>ASST1170</b>	<b>Ford Shop Safety &amp; Repair</b>	<b>M</b>	<b>10</b>	<b>10</b>	<b>1</b>
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.					
<b>ASST1173</b>	<b>Ford Fundamentals</b>	<b>M</b>	<b>20</b>	<b>10</b>	<b>2</b>
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.					
<b>ASST1175</b>	<b>Ford Electrical &amp; Electronic Principles</b>	<b>M</b>	<b>90</b>	<b>60</b>	<b>11</b>
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.					
<b>ASST1178</b>	<b>Ford Brake Systems</b>	<b>M</b>	<b>30</b>	<b>30</b>	<b>4</b>
Study of operation, diagnosis, and service of disc, drum, and electronic brake systems on late model Ford vehicles.					
<b>ASST1360</b>	<b>Ford Engine Performance Theory &amp; Operation</b>	<b>M</b>	<b>85</b>	<b>55</b>	<b>10</b>
<i>Prerequisite: ASST1901.</i> 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.					
<b>ASST1362</b>	<b>Ford Climate Control</b>	<b>M</b>	<b>45</b>	<b>35</b>	<b>5.5</b>
<i>Prerequisite: ASST1901.</i> Study of operation, diagnosis, and service of air conditioning, heating and ventilation systems on late model Ford vehicles.					
<b>ASST1363</b>	<b>Ford Engine Repair</b>	<b>M</b>	<b>50</b>	<b>50</b>	<b>6</b>
<i>Prerequisite: ASST1901.</i> 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.					
<b>ASST1901</b>	<b>Dealer Cooperative Experience</b>	<b>M</b>	<b>-</b>	<b>400</b>	<b>10</b>
<i>Prerequisites: ASST1110, ASST1170, ASST1171, ASST1173, ASST1175, and ASST1178.</i> Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.					
<b>ASST1902</b>	<b>Dealer Cooperative Experience</b>	<b>M</b>	<b>-</b>	<b>400</b>	<b>10</b>
<i>Prerequisites: ASST1360, ASST1362, and ASST1363.</i> Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.					
<b>ASST1911</b>	<b>WEB Based Training I</b>	<b>M</b>	<b>20</b>	<b>-</b>	<b>2</b>
<i>Prerequisites: ASST1110, ASST1170, ASST1171, ASST1173, ASST1175, and ASST1178.</i> E-learning, Web Based training provided by Ford Motor Company and supervised by Southeast Community College-Milford and ASSET coordinator.					
<b>ASST1912</b>	<b>WEB Based Training II</b>	<b>M</b>	<b>20</b>	<b>-</b>	<b>2</b>
<i>Prerequisites: ASST1360, ASST1362, and ASST1363.</i> E-Learning, Web Based training provided by Ford Motor Company and supervised by Southeast Community College-Milford and ASSET coordinator.					

		Location	Class	Lab	Credits
<b>ASST2529</b>	<b>Ford Manual Transmissions, Transaxles, &amp; Clutches</b> <i>Prerequisite: ASST1902.</i>	M	40	30	5
	Operating principles and service of Ford manual transmissions and related drive train components. Diagnosis and repair procedures.				
<b>ASST2531</b>	<b>Ford Diesel Fuel &amp; Emission Systems</b> <i>Prerequisite: ASST1902.</i>	M	35	25	4
	Study of operation, diagnosis, and service of diesel electronic and emission systems on late model Ford vehicles.				
<b>ASST2537</b>	<b>Ford Rear Axle, Driveline &amp; Transfer Cases</b> <i>Prerequisite: ASST1902.</i>	M	25	25	3
	Operation, diagnosis and repair of drive shafts, universal joints, axle bearings, seals, differentials, and transfer cases on late model Ford vehicles.				
<b>ASST2538</b>	<b>Ford Engine Performance Diagnosis &amp; Testing</b> <i>Prerequisite: ASST1902.</i>	M	60	40	7
	Intermediate and advanced electronic engine control diagnosis and testing of ignition, fuel, computer, emission, and EVAP systems. Analysis of OBD II monitors, intermittent problems, I/M testing, and gas emissions using the latest in diagnostic equipment including scopes and scanners.				
<b>ASST2728</b>	<b>Ford Steering &amp; Suspension Systems</b> <i>Prerequisite: ASST2901.</i>	M	50	50	6
	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.				
<b>ASST2747</b>	<b>Ford Body Electrical &amp; Electronics</b> <i>Prerequisite: ASST2901.</i>	M	50	15	5.5
	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.				
<b>ASST2748</b>	<b>Ford Automatic Transmissions &amp; Transaxles</b> <i>Prerequisite: ASST2901.</i>	M	50	60	7
	Operation, diagnosis, adjustment and repair of automatic transmissions in rear-wheel and front-wheel drive Ford vehicles. Removal and installation procedures and safety.				
<b>ASST2749</b>	<b>Ford New Product Update</b> <i>Prerequisite: ASST2901.</i>	M		30	1
	Overview of new product features for current model year. Includes available Ford New Product information.				
<b>ASST2901</b>	<b>Dealer Cooperative Experience</b> <i>Prerequisites: ASST2529, ASST2531, ASST2537, and ASST2538.</i>	M	-	400	10
	Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.				
<b>ASST2911</b>	<b>WEB Based Training III</b> <i>Prerequisites: ASST2529, ASST2531, ASST2537, and ASST2538.</i>	M	20	-	2
	E-Learning, Web Based training provided by Ford Motor Company and supervised by Southeast Community College-Milford and ASSET coordinator.				
<b>AUTB • Auto Collision Repair Technology</b>					
<b>AUTB1150</b>	<b>Tools and Equipment</b>	M	20	-	2
	Proper identification, selection, usage, maintenance, and cost of tools and equipment used in the collision repair and maintenance program.				
<b>AUTB1155</b>	<b>Collision Repair Theory</b> <i>Prerequisite: AUTB1150.</i>	M	75	-	7.5
	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.				

		Location	Class	Lab	Credits
<b>AUTB1160</b>	<b>Welding Theory</b>	<b>M</b>	<b>20</b>	<b>-</b>	<b>2</b>
Study of welding processes used in the auto collision repair industry including oxyacetylene fusion welding, brazing, G.M.A.W., aluminum processes, plasma arc cutting and resistance spot welding. Safety factors and equipment selection, application of the theory of expansion and contraction, and the effects of distortion and its control. Heavy emphasis on the MIG welding and structural spot welding used in structural unibody and non-structural panel replacement because of the heavy use of high strength steels used in the modern automobile following I-CAR (Inter-Industry Conference on Auto Collision Repair) welding certification standards.					
<b>AUTB1165</b>	<b>Collision Repair Lab</b>	<b>M</b>	<b>-</b>	<b>105</b>	<b>3.5</b>
<i>Prerequisites: AUTB1155.</i>					
Practice in basic metal repair fundamentals as it relates to the repair of non-structural automobile body panels. Repair on non-structural automobile body panels is done to replicate real world repairs. Automobile body panel alignment on vehicles to ensure quality repairs required according to collision repair industry standards.					
<b>AUTB1170</b>	<b>Welding Lab</b>	<b>M</b>	<b>-</b>	<b>30</b>	<b>1</b>
<i>Prerequisites: AUTB1160.</i>					
Practical experience in oxyacetylene welding, brazing, MIG welding, aluminum welding, gas and plasma cutting techniques used in collision repair following I-CAR (Inter-Industry Conference on Auto Collision Repair) welding qualification standards.					
<b>AUTB1175</b>	<b>Paint Finishes Theory</b>	<b>M</b>	<b>20</b>	<b>-</b>	<b>2</b>
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 surfacer.					
<b>AUTB1250</b>	<b>Collision Repair Theory II</b>	<b>M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisites: AUTB1150 through AUTB1175.</i>					
Application of replacing parts, use of materials, and operating hydraulic external pull equipment. Identification and repair procedures for composites and plastics using the latest repair procedures currently used in the collision repair industry.					
<b>AUTB1255</b>	<b>Collision Repair Lab II</b>	<b>M</b>	<b>-</b>	<b>210</b>	<b>7</b>
<i>Prerequisites: AUTB1150 through AUTB1175.</i>					
Projects will be assigned to students that will include basic metal repair, plastic repair, composite repair, as well as corrosion protection and priming operations with care of vehicle to be taken to ensure customer satisfaction.					
<b>AUTB1260</b>	<b>Electrical Repair I</b>	<b>M</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
<i>Prerequisites: AUTB1150-AUTB1175.</i>					
Theory of the automobile electrical storage and wiring system. Wiring troubleshooting processes and automobile lighting.					
<b>AUTB1350</b>	<b>Paint Finishes Theory II</b>	<b>M</b>	<b>30</b>	<b>-</b>	<b>3</b>
<i>Prerequisites: AUTB1150-AUTB1260.</i>					
The study of equipment, preparation, materials, topcoat selection, and application to an overall painting operation will be emphasized. Techniques of spot painting repairs to include color matching and application.					
<b>AUTB1355</b>	<b>Estimating Theory</b>	<b>M</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
<i>Prerequisites: AUTB1150-AUTB1260.</i>					
Estimating principles and procedures of cost accounting. Emphasis is based on present day business practices and operations of the automobile collision repair field.					
<b>AUTB1360</b>	<b>Electrical Repair II</b>	<b>M</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
<i>Prerequisites: AUTB1150-AUTB1260.</i>					
Introduction to proper usage of diagnostic procedures including flow charts, wiring diagrams, scan tools, digital and analog multimeters. This will include identification of programmable electrical, electronic components, including servicing precautions of body electronic and body computers.					
<b>AUTB1365</b>	<b>Refinishing Lab I</b>	<b>M</b>	<b>-</b>	<b>165</b>	<b>5.5</b>
<i>Prerequisites: AUTB1150-AUTB1260.</i>					
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.					

**COURSE DESCRIPTIONS | Page 204 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>AUTB1370</b>	<b>Collision Repair Lab III</b>	<b>M</b>	-	<b>45</b>	<b>1.5</b>
	<i>Prerequisites: AUTB1150–AUTB1260.</i>				
	Practical on the job experiences in the proper repair of sheet metal damages on current model vehicles. Some weld-on and bolt-on panel replacement will be included.				
<b>AUTB1450</b>	<b>Structural Repair Theory</b>	<b>M</b>	<b>30</b>	-	<b>3</b>
	<i>Prerequisites: AUTB1150–AUTB1365.</i>				
	This course will cover the study of conventional frame and unitized body construction, body alignment, steering components and how it relates to frame and unitized body construction of modern day vehicles. The proper identification of structural damages and measurement techniques will be covered. Methods of repair and operation of equipment, safety is stressed at all times.				
<b>AUTB1455</b>	<b>Safety Restraint Systems</b>	<b>M</b>	<b>15</b>	-	<b>1.5</b>
	<i>Prerequisites: AUTB1150–AUTB1365.</i>				
	Introduction to active and passive restraint systems, operation and basic troubleshooting of restraint systems including air bag supplemental restraint systems.				
<b>AUTB1460</b>	<b>Collision Repair Lab IV</b>	<b>M</b>	-	<b>105</b>	<b>3.5</b>
	<i>Prerequisites: AUTB1150–AUTB1365.</i>				
	Assigned training projects will include following repair estimates being evaluated by the quality of work and the time taken to complete assigned training projects.				
<b>AUTB1465</b>	<b>Refinishing Lab II</b>	<b>M</b>	-	<b>120</b>	<b>4</b>
	<i>Prerequisites: AUTB1350, AUTB1365, and AUTB1370.</i>				
	Advanced practical experiences in spot painting with the concentration on correct color matching and problem solving.				
<b>AUTB2550</b>	<b>Suspension &amp; Alignment Theory</b>	<b>M</b>	<b>20</b>	-	<b>2</b>
	<i>Prerequisites: AUTB1150–AUTB1465.</i>				
	Evolution and theory of front and rear suspension design. Transaxle and four wheel alignment and its relationship to collision damaged vehicles.				
<b>AUTB2555</b>	<b>Automotive Heating &amp; Air Conditioning</b>	<b>M</b>	<b>10</b>	-	<b>1</b>
	<i>Prerequisites: AUTB1150–AUTB1465.</i>				
	Operation of the automotive cooling system and theory of air conditioning systems, and the repair of damaged components after a collision. Refrigerant recovery and recycling is covered.				
<b>AUTB2560</b>	<b>Brake Systems</b>	<b>M</b>	<b>15</b>	-	<b>1.5</b>
	<i>Prerequisites: AUTB1150–AUTB1465.</i>				
	Introduction to drum, disc, manual, power-assisted braking systems, theory and operation of the anti-lock brake systems.				
<b>AUTB2565</b>	<b>Collision Repair Lab V</b>	<b>M</b>	-	<b>225</b>	<b>7.5</b>
	<i>Prerequisites: AUTB1150–AUTB1465.</i>				
	Laboratory on collision repair with comprehensive practice in problem solving in structural analysis and repair of collision damaged vehicles. Estimating, structural alignment, major body repair, panel replacement, refinishing, glass installation, wheel alignment, mechanical and electrical repairs on a production basis.				
<b>AUTB2650</b>	<b>Collision Repair Lab VI</b>	<b>M</b>	<b>15</b>	<b>255</b>	<b>10</b>
	<i>Prerequisites: AUTB1150–AUTB2565.</i>				
	Practice in major structural repair operations including body, frame, unitized construction, major panel replacement, mechanical repairs, electrical repairs, paint refinishing, suspension alignment, all of which is based on a production basis following damage reports as used in the collision repair industry. Repairs to vehicles including analysis, through all processes including detailing prior to delivery of the vehicle and will also include delivery to the customer.				
<b>AUTT • Automotive Technology</b>					
<b>AUTT0900</b>	<b>Automotive Fundamentals</b>	<b>L</b>	<b>25</b>	<b>15</b>	<b>3</b>
	<i>Prerequisite: Eligible for MATH0950.</i>				
	This course is designed to provide base-line automotive service information and lab experiences for students working to meet the entrance requirements of the Automotive Technology Program or students wishing to learn more about the automotive industry.				

		Location	Class	Lab	Credits
<b>AUTT1001</b>	<b>Shop Procedures /Safety</b>	L	45	35	5.5
	<i>Prerequisite: High school students only.</i>				
	Proper use and care of hand and power tools. Safety practices and procedures. Use of precision measuring instruments.				
<b>AUTT1002</b>	<b>Engine Theory and Inspection</b>	L	45	35	5.5
	<i>Prerequisites: High school students only. AUTT1001.</i>				
	Basic construction, physical principles and operation of two- and four-cycle engines as applied to single and multiple-cylinder engines. Ignition systems, fuel system, lubrication systems, cooling systems and valve trains are covered.				
<b>AUTT1003</b>	<b>Small Engines</b>	L	35	30	4.5
	This course covers all aspects of the small gas engine including; safety, hand tools, electrical, fuel system, engines. The class also covers small engine overhaul and preventive maintenance. Available only to Skilled and Technical Sciences Teaching Options or current UNL Students or by permission of the Dean.				
<b>AUTT1007</b>	<b>Auto Shop Safety &amp; Repair</b>	L/M	40	20	4.5
	This course covers the introduction to the automotive shop, many of the basic elements of repair and the proper use of hand and power tools. It covers shop safety, OSHA hazard communication standards/right-to-know laws. Also covered are thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.				
<b>AUTT1011</b>	<b>Introduction to Automotive Technology</b>	O	30	-	3
	This course is on-line only. This course is an introduction to the automotive repair field. Technician expectations, tools, safety and basic vehicle systems are covered.				
<b>AUTT1103</b>	<b>Drive Trains</b>	L/M	25	30	3.5
	Theory and principle of power train operation from the engine to the drive wheels on automotive systems.				
<b>AUTT1106</b>	<b>Electrical Concepts</b>	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 and testing of storage batteries used in automotive systems is covered.				
<b>AUTT1107</b>	<b>HVAC I</b>	L/M	40	20	4.5
	Theory and operation of automotive HVAC systems is covered including diagnosis and repair of all manual heating and air conditioning systems.				
<b>AUTT1108</b>	<b>Automotive Fuel and Control Systems</b>	L/M	60	50	7.5
	Theory, design and operation of the automotive fuel system are covered. This includes fuel gauges, tanks, pumps and fuel injection components. A study of fuel manufacturing, testing, and fuel reaction as it applies to emission systems is covered. The use of service equipment to diagnose, evaluate and repair components of the fuel system are covered.				
<b>AUTT1200</b>	<b>Informational Systems</b>	M	10	-	1
	Introduction to automotive electronic informational systems.				
<b>AUTT1202</b>	<b>Steering &amp; Suspension Theory</b>	L/M	40	-	4
	Theory of automotive steering and suspension components, wheels and tires, balancing and wheel alignment. Class includes active suspension and tire pressure monitor systems.				
<b>AUTT1203</b>	<b>Manual Transmission/Transaxle Theory</b>	L/M	30	35	4
	Theory, diagnosis, evaluation and repair of manual transmissions, clutches, drive lines, transfer cases and 4WD components.				
<b>AUTT1205</b>	<b>Brake Systems Theory</b>	L/M	50	-	5
	Theory of automotive disc and drum brake systems including anti-lock, traction and stability control applications.				
<b>AUTT1206</b>	<b>Automotive Electricity</b>	L/M	30	15	3.5
	Starting and charging systems theory, design and operation are covered. Starting and charging systems diagnosis and repair are also covered.				
<b>AUTT1207</b>	<b>HVAC II</b>	L/M	10	30	2
	Advanced theory, operation, and diagnosis of the HVAC systems including automatic HVAC system diagnostics and repair.				

**COURSE DESCRIPTIONS | Page 206 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.



		Location	Class	Lab	Credits
<b>AUTT1212</b>	<b>Steering &amp; Suspension Lab</b>	L/M	-	75	2.5
Diagnosis and practical experience of automotive steering and suspension applications. This class includes the replacement of suspension components and 4-wheel alignment.					
<b>AUTT1215</b>	<b>Brake Lab</b>	L/M	-	75	2.5
Diagnosis and practical experience of automotive brake system applications. This class includes diagnosis and repair of brake systems, R & R of brake pads and shoes and the proper method of bleeding of standard and anti-lock brake systems.					
<b>AUTT1221</b>	<b>Engine Theory</b>	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.					
<b>AUTT1222</b>	<b>Engine II</b>	L/M	70	90	10
Advanced automotive engine coursework on removal, disassembly, and machining operations for complete major engine overhaul.					
<b>AUTT1306</b>	<b>Automotive Ignition Systems</b>	L/M	10	15	1.5
Theory, operation and testing of automotive ignition systems is covered. This will include individual component testing, inspection and repair with the use of DVOM meters.					
<b>AUTT1406</b>	<b>Automotive Electronics I</b>	L/M	30	15	3.5
This course is an advanced auto electronics course covering the automotive wiring and accessories. Emphasis is placed on procedures, testing, diagnosing and repairing automotive systems.					
<b>AUTT1408</b>	<b>Advanced Engine Performance</b>	L/M	60	90	9
Advanced engine performance includes fuel injections systems, ignition systems and vehicle driveability. Practical experience is gained through the inspection, service and repair of computer engine control systems using state-of-the-art equipment.					
<b>AUTT1506</b>	<b>Automotive Electronics II</b>	L/M	30	30	4
Advanced interpretation and use of wiring diagrams, electronic component testing and repair. The use of advanced test equipment is covered.					
<b>AUTT1712</b>	<b>Introduction to Hybrid Vehicles</b>	L	10	15	1.5
Theory, operation and basic servicing of automotive hybrid vehicles is covered. Students will learn the functions of basic components and the safety precautions required to work on this technology.					
<b>AUTT2102</b>	<b>Automatic Transmission/Transaxle</b>	L/M	100	80	12.5
Theory of operation, basic design, components, disassembly diagnosis and reassembly of automatic transmissions/transaxles is covered. Disassembly, reassembly and dyno- testing of transmissions / transaxles.					
<b>AUTT2303</b>	<b>Manual Transmission/Transaxle Lab</b>	L/M	25	45	4
Diagnosis, evaluation and repair of manual transmissions/transaxles, rear axles, transfer cases, drive lines and front axles.					

## BIOS • Bioscience

<b>BIOS1000</b>	<b>Structure and Function of the Human Body</b>	B/L	60	-	6
Overview of the normal structure and function of the human body systems and their interrelationships. No lab.					
<b>BIOS1010</b>	<b>General Biology</b>	B/L	45	30	6
This course covers fundamental processes of cells and organisms, cell structure genetics, evolution, classification, diversity, and interaction of organisms at the molecular, cellular, organismic, ecosystems, and biosphere level. It is designed as both a course for non-majors and as a foundation course for those planning additional work in biology. Includes a lab.					
<b>*BIOS1030</b>	<b>Environmental Biology</b>	L	45	-	4.5
Environmental Biology is in essence a study of human ecology. It provides the student with an understanding of the earth's living and non-living resources and the effects that an ever-increasing human population has imposed on the planet by exploiting those resources. The course will also incorporate the role that humans play in uncovering solutions to environmental problems. This course integrates biological sciences such as biology and ecology with socio-economic fields of study such as sociology, political science, philosophy, ethics, and economics. No lab class is offered or required for this course.					

		Location	Class	Lab	Credits	
<b>*BIOS1090</b>	<b>General Botany</b>		<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
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. Lab is required concurrently.						
<b>BIOS1110</b>	<b>Biology of Microorganisms</b>		<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
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. Lab is required concurrently.						
<b>BIOS1120</b>	<b>Introduction to Zoology</b>		<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
<i>Prerequisite: BIOS1010 or instructor permission.</i>						
Provides a survey of the animal kingdom. There is an emphasis on animal form and function, taxonomy, developmental biology, and the diversity of animal life. Laboratory exercises include observations and dissections of selected specimens. Lab is required concurrently.						
<b>BIOS1140</b>	<b>Human Anatomy &amp; Lab</b>		<b>L</b>	<b>45</b>	<b>30</b>	<b>6</b>
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.						
<b>BIOS1210</b>	<b>Human Anatomy &amp; Physiology I</b>		<b>B</b>	<b>45</b>	<b>30</b>	<b>6</b>
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. Lab is included in the class.						
<b>BIOS1220</b>	<b>Human Anatomy &amp; Physiology II</b>		<b>B</b>	<b>45</b>	<b>30</b>	<b>6</b>
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. Lab is included in the class.						
<b>BIOS1400</b>	<b>Biology I</b>		<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
This course investigates life and living systems at the cellular level. Discussion topics include all aspects of cell structure and function, including cell metabolism, the cell cycle, cell membrane transport, photosynthesis, cellular respiration, protein synthesis, gametogenesis, genetic expression and patterns of inheritance. This course in series with BIOS1410 is designed to provide students with a foundation for upper level courses in the biological and life sciences. A laboratory course (BIOS1400L) must be taken concurrently.						
<b>BIOS1410</b>	<b>Biology II</b>		<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
<i>Prerequisite: Successful completion of BIOS1400</i>						
This course investigates life and living systems at the organismic, population, community, and ecosystem levels. Discussion topics include evolution, the classification of living things, form and function of all groups of eukaryotic organisms, intra- and interspecific interactions, ecology and conservation biology. This course in series with BIOS1400 is designed to provide students with a foundation for upper level courses in the biological and life sciences. A laboratory course (BIOS1410L) must be taken concurrently.						
<b>BIOS2130</b>	<b>Human Physiology &amp; Lab</b>		<b>L</b>	<b>45</b>	<b>30</b>	<b>6</b>
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.						
<b>BIOS2410</b>	<b>General Genetics</b>		<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
<i>Prerequisites: 1000 level Bioscience course and one year of high school algebra or instructor permission.</i>						
An overview of the principles of plant and animal genetics including Mendelian heredity, modern concepts of heredity, genetic mechanisms of evolution and molecular genetics. Discusses fundamental information concerning prokaryotic and eukaryotic gene structure, gene expression, gene organization, gene regulation, gene transfer, cancer, recombinant DNA technology, human heritable diseases and population genetics. Lab is required concurrently.						

**COURSE DESCRIPTIONS | Page 208 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

Location	Class	Lab	Credits
----------	-------	-----	---------

## BIOT • Biotechnology

### **BIOT1400 Introduction to Biotechnology I w/Lab**

*Prerequisites: High school algebra and high school biology suggested*

This course introduces students to the fundamental scientific principles of biotechnology, bioethics, the variety of careers in biosciences, as well as the commercial and regulatory characteristics of the biosciences. This course emphasizes how key concepts from biology and chemistry apply to modern applications within the biological sciences. The knowledge and skills gained in this course provide students with a broad understanding of biotechnology and the impact it makes on society. The laboratory section deals with practices, equipment and techniques encountered in a general lab setting. Includes general lab practices, knowledge and practice in handling hazardous materials, data analysis.

L 45 30 6

### **BIOT2400 Introduction to Biotechnology II w/Lab**

*Prerequisite: BIOT1400*

This course further expands what was introduced to students in Introduction to Biotechnology I. This course emphasizes how key concepts from biology and chemistry apply to modern applications within the biological sciences. The knowledge and skills gained in this course provide students with a broad understanding of biotechnology and the impact it makes on society. The laboratory section deals with practices, equipment and techniques encountered in a general lab setting. Includes general lab practices, knowledge and practice in handling hazardous materials, data analysis.

L 45 30 6

### **BIOT2441 Quality Assurance for Biosciences**

*Prerequisite: BIOT1400*

This course provides an introduction to Good Laboratory Practice (GLP) Good Manufacturing Practice (GMP) and Good Clinical Practice (GCP) as well as a comprehensive coverage of all steps involved with the regulatory approval process for biotechnology-derived products. Preparation for clinical studies, facilities inspection and scientific and regulatory principles will be covered as well as a discussion of when, where, and how the Food and Drug Administration (FDA) plays a role in these processes. Additionally, students will learn the rationale for writing standard operating procedures (SOP) in a biotechnology environment. The course will cover the procedures, formats, and writing styles used in writing, implementing, and evaluating SOPs.

L 25 60 4.5

### **BIOT2443 Production and Manufacturing**

*Prerequisite: BIOT1400*

This course focuses on documentation and government standards for all phases of product development and manufacturing cycles—from raw material qualification to the development and validation of product assays, to packaging. Standards addressed may include bioassays, enzyme production, blood and plasma-derived products, ancillary/process materials, endotoxins, monoclonal antibodies, and tissue therapy.

L 25 60 4.5

### **BIOT2445 Molecular Biology Techniques**

*Prerequisite: BIOT2400*

This course focuses on fundamental techniques in molecular biology with a focus on advanced methods for manipulating and analyzing nucleic acids and proteins. Documentation and experimental design are also components of the course. This is a hands-on course with significant lab time each week.

L 45 30 6

### **BIOT2446 Cell Culture Techniques**

*Prerequisite: BIOT2400*

Theory and applications of cell culture techniques. Laboratory emphasis on the principles and practices of initiation, cultivation, maintenance, preservation of cell lines and applications. A study of cell culture techniques, the laboratory emphasizes the principles and practices of initiation, cultivation, maintenance, and the preservation of cell lines including applications such as transfection and project management. Basic immunology including ELISAs and Western Blots are also taught.

L 20 25 4.5

### **BIOT2450 Current Topics in Biotech**

*Prerequisite: BIOT1400*

An in-depth exploration of emerging technologies, innovations, and new products that are noteworthy to the biotechnology industry. The course will focus on what new scientific discoveries may have an impact on the biotechnology industry. Alternative instruction styles such as a seminar-type atmosphere and student research presentations about current biotechnology topics will be the main method of course instruction. The goal is to give students an opportunity to translate scientific discovery into biotechnology products.

L 45 - 4.5

### **BIOT2452 Bioinformatics**

*Prerequisite: BIOT1400*

This course provides an introduction to computational techniques addressing current biological issues. It will focus on DNA, RNA, and protein sequence analysis, protein structure prediction, biological databases and database searching, genome annotation methods, and microarray technology.

L 20 25 4.5

Location	Class	Lab	Credits
----------	-------	-----	---------

**BIOT2454      Biotechnology in Forensics**      **L      20      25      4.5**

*Prerequisite:* BIOT1400

This course is designed to illustrate the uses of biotechnology as applied to the broad field of forensics. Students will gain an appreciation and understanding of the underlying molecular techniques used in a diverse array of settings, including DNA fingerprinting, genetic testing, gene therapy and genetically modified organisms (GMOs). Also, the social, ethical and legal implications of these procedures and applications will be discussed.

**BIOT2500      Applied Biosciences: Practicum**      **L      1      105      4.5**

This is an experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry partner. The student will be mentored and supervised by a workplace employee, with oversight from the college. One class meeting each week will provide group interaction and presentation relating to practicum and acquiring employment.

## BSAD • Business Administration

**BSAD1000      Computer Basics**      **L/M      10      -      1**

Students will learn how to login to the computer labs and use Windows Operating System; learn features of Microsoft Windows and the Microsoft Word - a word processing program which is the main focus. Students also will learn the basics of the personal computer. Students will learn to create, edit, and print documents in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.

**BSAD1010      Microsoft Applications I**      **B/L/M      45      -      4.5**

*Prerequisite:* Keyboarding skills and prior computer experience recommended.

Use of an Internet browser to work with electronic mail and cloud computing. Use of the Windows operating system and File Explorer to manage folders and files. Use of the Microsoft Office software suite to learn and apply basic features of Word, Excel, Access, and PowerPoint through the creation of various projects.

**BSAD1020      Microsoft Applications II**      **B/L/M      45      -      4.5**

*Prerequisite:* BSAD1010.

Continues efficient use of cloud computing and File Explorer. Use of the Microsoft Office software suite to learn and apply intermediate features and integration of Word, Excel, Access, and PowerPoint through the creation of various projects.

**BSAD1022      MOS Word Prep**      **B/L/M      10      -      1**

*Prerequisites:* BSAD1010 and BSAD1020 recommended.

This course prepares students to take the Microsoft Office Specialist (MOS) certification exam for Word. Upon successful completion of this class, students may take the MOS exam. Specialist-level certification is awarded to students who pass the exam. An additional fee may be required to take the MOS exam.

**BSAD1024      MOS Excel Prep**      **B/L/M      10      -      1**

*Prerequisites:* BSAD1010 and BSAD1020 recommended.

This course prepares students to take the Microsoft Office Specialist (MOS) certification exam for Excel. Upon successful completion of this class, students may take the MOS exam. Specialist-level certification is awarded to students who pass the exam. An additional fee may be required to take the MOS exam.

**BSAD1026      MOS Access Prep**      **B/L/M      15      -      1.5**

*Prerequisites:* BSAD1010 and BSAD1020 recommended.

This course prepares students to take the Microsoft Office Specialist (MOS) certification exam for Access. Upon successful completion of this class, students may take the MOS exam. Specialist-level certification is awarded to students who pass the exam. An additional fee may be required to take the MOS exam.

**BSAD1028      MOS PowerPoint Prep**      **B/L/M      10      -      1**

*Prerequisites:* BSAD1010 and BSAD1020 recommended.

This course prepares students to take the Microsoft Office Specialist (MOS) certification exam for PowerPoint. Upon successful completion of this class, students may take the MOS exam. Specialist-level certification is awarded to students who pass the exam. An additional fee may be required to take the MOS exam.

**BSAD1050      Introduction to Business**      **B/L/M      45      -      4.5**

An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management, and finance. Also, a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information.

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>BSAD1070</b>	<b>Customer Service</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Students will learn the skills necessary to build and maintain good relationships with internal and external customers and the role the customer service team plays in developing, evaluating, and improving customer service systems. The course will cover basic customer service principles of assessing customer expectations and satisfaction and providing quality service. Problem-solving, challenges of customer service, communication, and customer retention will be covered.					
<b>BSAD1090</b>	<b>Business Law I</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Introduction to the history and origin of the legal system. All facets of the course are related to business including ethics, the Constitution, crimes, contracts, common law and sales, dispute settlements, torts employment and agency.					
<b>BSAD1100</b>	<b>Business Law II</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: BSAD1090.</i>					
Continuation of Business Law I. Study of business law relationships including personal and real property, landlord/tenant, commercial paper, business organization, credit transactions, insurance, wills and trusts.					
<b>BSAD1230</b>	<b>Visual Merchandising and Promotion</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Focus on using visual elements and design for marketing purposes. Application of design principles in window displays, logos and signage, point-of-purchase displays, special events, and other visual promotions. Course includes hands-on construction of window displays, store layout and design planning, individualized visual marketing projects, and field experience.					
<b>BSAD2155</b>	<b>Career Transition and Management Strategies</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Study of career placement techniques with emphasis on the job search process, placement, job retention, communication, and interpersonal skills; including an overview of workplace improvement, staffing issues, leadership and problem solving techniques, as well as the social and ethical responsibilities of employees in the workplace.					
<b>BSAD2270</b>	<b>Professional Selling</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>BSAD2310</b>	<b>Business Ethics</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: Writing/English Competency recommended.</i>					
This course explores the challenging world of business ethics. By examining issues and scenarios that relate directly to the work environment, students can develop a clearer sense of how their corporate and personal code of ethics relates to operational decisions made on a daily basis. In addition, the course will allow students to examine their individual ethical standards and how those standards influence personal and work decisions.					
<b>BSAD2365</b>	<b>Leadership Practicum</b>	<b>L</b>	<b>-</b>	<b>200</b>	<b>5</b>
This course provides students with hands-on experience in leadership, managerial decision-making, and professional communication including project management, team building, training and development, cultural competencies and social responsibility. Students will learn to plan, forecast, organize events and resources, lead, delegate, and motivate others. It is an interactive course that integrates all aspects of formal business education and training through service learning in collaboration with the international student organization, Enactus. Students will take a significant leadership role in service learning projects on campus and in the community through projects developed using the Enactus program guidelines as part of this upper division credit class.					
<b>BSAD2370</b>	<b>Human Resources Management</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Study the functions of Human Resources: recruiting, selection, assessment, training, development, compensation, benefits and safety. Emphasis placed on planning, communications, leadership, and the regulatory environment.					
<b>BSAD2390</b>	<b>Small Business Management</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisites: ACCT1210.</i>					
How to plan, organize, operate and fund a small business through the creation of a business plan for a retail, service, franchise or manufacturing operation. Emphasis placed on entrepreneurial personality, buying or starting a business from scratch, evaluating franchising opportunities, and planning small business operation.					
<b>BSAD2400</b>	<b>Principles of Retailing</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Introduction to retailing principles in major retail areas. Policies and practices, marketing and business systems of small and large retailers are studied.					

## COURSE DESCRIPTIONS | Page 211 | SCC College Catalog | 2016-2017

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>BSAD2430</b>	<b>Marketing Communications</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>BSAD2460</b>	<b>Electronic Commerce Marketing</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>*BSAD2470</b>	<b>International Marketing</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>BSAD2480</b>	<b>Event Marketing</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Develop skills based on a mix of concepts and theories that are unique to marketing of events and venues. Examine strategies for marketing in the events and venue environment. There will be a specific focus on planning, execution and evaluation of sponsorship activities for events, the principles and strategic issues of fundraising in nonprofit organizations, and the planning, marketing, and selling of any type of event from company social functions to major conventions.					
<b>BSAD2520</b>	<b>Principles of Marketing</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
A study of the development of an effective marketing program including consumer behavior, product, pricing, distribution, and promotional strategies.					
<b>BSAD2540</b>	<b>Principles of Management</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Introduction to management theory and practice with emphasis on the primary functions of planning, organizing, leading and controlling. Topics will include the ever-changing challenges and opportunities within the management field.					
<b>BSAD2800</b>	<b>Introduction to Sustainability</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Every day, the term "sustainable" is used to describe anything from products to practices, policy and consumption. How do we motivate business leaders and individuals in our community to engage in sustainable practices? Going green affects our personal and professional choices and makes a difference in your everyday life. Acquire a familiarity of sustainability from the perspective of business, psychology, society, and urban development, economics, and policy. Form a position on how you can impact sustainability movement and how it influences you and the choices you make.					
<b>BSAD2900</b>	<b>Internship</b>	<b>B/L/M</b>	<b>-</b>	<b>200</b>	<b>5</b>
<i>Prerequisite: OFFT2000 or BSAD2155.</i>					
Under the guidance of an internship coordinator, students will receive unpaid practical work experience for development of marketable skills in an approved business setting. Open to Business Administration students only who have a minimum GPA of 2.0.					
<b>BSAD2901</b>	<b>Cooperative Experience</b>	<b>B/L/M</b>	<b>-</b>	<b>200</b>	<b>5</b>
<i>Prerequisite: OFFT2000 or BSAD2155.</i>					
Paid practical work experience for the development of marketable skills for employment in the selected specialization. The course is under the guidance of the cooperative experience coordinator. Open to Business Administration students only who have a minimum GPA of 2.0.					
<b>BSAD2993</b>	<b>Special Projects</b>		<b>-</b>	<b>-</b>	<b>1-3</b>
<i>Must have permission of instructor, program chair, and division dean.</i>					
Credit hours will vary.					

## COURSE DESCRIPTIONS | Page 212 | SCC College Catalog | 2016-2017

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

## CAPP • MOPAR-Chrysler/Dodge/ RAM/Jeep College Automotive Program

<b>CAPP1110</b>	<b>Chrysler Shop Orientation</b>	<b>M</b>	<b>10</b>	<b>10</b>	<b>1</b>
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.					
<b>CAPP1170</b>	<b>Chrysler Shop Safety and Repair</b>	<b>M</b>	<b>10</b>	<b>10</b>	<b>1</b>
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.					
<b>CAPP1173</b>	<b>Chrysler Fundamentals</b>	<b>M</b>	<b>20</b>	<b>10</b>	<b>2</b>
Introduction and use of Chrysler service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Overview of service manual groups with emphasis on theory of operation of systems and components, Pre-delivery Inspection and Master Tech Training.					
<b>CAPP1175</b>	<b>Chrysler Electrical &amp; Electronic Principles</b>	<b>M</b>	<b>90</b>	<b>60</b>	<b>11</b>
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.					
<b>CAPP1177</b>	<b>Chrysler Brake System</b>	<b>M</b>	<b>40</b>	<b>20</b>	<b>4</b>
Theory, diagnosis, and repair procedures of disc, drum and Antilock brake system on current Chrysler vehicles.					
<b>CAPP1360</b>	<b>Chrysler Electronic Fuel Systems</b>	<b>M</b>	<b>50</b>	<b>60</b>	<b>7</b>
<i>Prerequisite: CAPP1901.</i> The study of Chrysler computer systems. Basic computer operation, input and output devices, computer system diagnosis. Theory of operation of fuel pumps, fuel tanks, filters, fuel injection systems, and emission control systems.					
<b>CAPP1362</b>	<b>Chrysler Body Electrical and Electronics</b>	<b>M</b>	<b>50</b>	<b>30</b>	<b>6</b>
<i>Prerequisite: CAPP1901.</i> Advanced auto electricity course covering theory, testing, diagnosis, and repair of body electrical accessories, electric windows, power seats, windshield wipers, cruise controls, and computer controlled body electronics.					
<b>CAPP1364</b>	<b>Chrysler Advanced Drivability Diagnosis</b>	<b>M</b>	<b>60</b>	<b>40</b>	<b>7</b>
<i>Prerequisite: CAPP1901.</i> Advanced electrical and fuel systems including OBD II, throttle body, multiple port injection systems, sequential fuel injection, turbochargers, electronic and computer controlled ignition systems, charging systems and cranking systems. Diagnosis, adjustments and repair procedures, using electrical meters, scopes and Chrysler Diagnostic equipment.					
<b>CAPP1901</b>	<b>Dealer Cooperative Experience</b>	<b>M</b>	<b>-</b>	<b>400</b>	<b>10</b>
<i>Prerequisites: CAPP1110–CAPP1177.</i> Coordinated work experience from Chrysler dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.					
<b>CAPP1902</b>	<b>Dealer Cooperative Experience</b>	<b>M</b>	<b>-</b>	<b>400</b>	<b>10</b>
<i>Prerequisites: CAPP1360, CAPP1362, &amp; CAPP1364.</i> Coordinated work experience from Chrysler dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.					
<b>CAPP1911</b>	<b>WEB Based Training I</b>	<b>M</b>	<b>20</b>	<b>-</b>	<b>2</b>
<i>Prerequisites: CAPP1110-CAPP1177.</i> E-learning, Web Based training provided by Fiat Chrysler and supervised by Southeast Community College-Milford and MCAP coordinator.					
<b>CAPP1912</b>	<b>WEB Based Training II</b>	<b>M</b>	<b>20</b>	<b>-</b>	<b>2</b>
<i>Prerequisites: CAPP1360, CAPP1362, and CAPP1364</i> E-Learning, Web Based training provided by Fiat Chrysler and supervised by Southeast Community College-Milford and MCAP coordinator.					

		Location	Class	Lab	Credits
<b>CAPP2528</b>	<b>Chrysler Steering &amp; Suspension Systems</b>	<b>M</b>	<b>30</b>	<b>50</b>	<b>4.5</b>
	<i>Prerequisite: CAPP1902.</i>				
	Study of the principles of operations, disassembly procedures and repair of Chrysler steering and suspension systems. Power and Manually controlled integral and rack and pinion steering gears. Conventional and McPherson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.				
<b>CAPP2530</b>	<b>Chrysler HVAC Systems</b>	<b>M</b>	<b>50</b>	<b>30</b>	<b>5.5</b>
	<i>Prerequisite: CAPP1902.</i>				
	Advanced heating and air conditioning course with emphasis on diagnosis and repair. Theory and repair of all the automatic and electronic air conditioning control systems Chrysler is using.				
<b>CAPP2531</b>	<b>Chrysler Engine Repair</b>	<b>M</b>	<b>65</b>	<b>65</b>	<b>8.5</b>
	<i>Prerequisite: CAPP1902.</i>				
	Operation and construction of Chrysler gas and diesel engines. Techniques and skills for testing and diagnosis of engine mechanical condition, cylinder head reconditioning, complete disassembly, inspection, measurement and reassembly of Chrysler gas and diesel engines. Accuracy of measurements, repair decisions and procedures involving correct and safe engine removal and installation.				
<b>CAPP2740</b>	<b>Chrysler Manual Transmission, Transaxles, Clutch and Transfer Case</b>	<b>M</b>	<b>55</b>	<b>50</b>	<b>7</b>
	<i>Prerequisite: CAPP2901.</i>				
	Operating principles and service of Chrysler manual transmissions and related drive train components. Diagnosis and repair procedures.				
<b>CAPP2741</b>	<b>Chrysler Rear Axle Service</b>	<b>M</b>	<b>15</b>	<b>15</b>	<b>2</b>
	<i>Prerequisite: CAPP2901.</i>				
	Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals and differentials used on late model Chrysler vehicles.				
<b>CAPP2742</b>	<b>Chrysler Diesel Fuel and Emission System</b>	<b>M</b>	<b>15</b>	<b>15</b>	<b>2</b>
	<i>Prerequisite: CAPP2901.</i>				
	This course provides the theory and operation of Chrysler diesel fuel injection systems, including pump repair, operation, repair of nozzles, and diagnosis and service of diesel electrical and emission control systems.				
<b>CAPP2748</b>	<b>Chrysler Automatic Transmissions &amp; Transaxles</b>	<b>M</b>	<b>60</b>	<b>60</b>	<b>8</b>
	<i>Prerequisite: CAPP2901.</i>				
	Operation, diagnosis, adjustment and repair of automatic transmissions in rear- wheel and front-wheel drive Chrysler vehicles. Removal and installation procedures and safety.				
<b>CAPP2749</b>	<b>Chrysler New Product Update</b>	<b>M</b>		<b>30</b>	<b>1</b>
	<i>Prerequisite: CAPP2901.</i>				
	Overview of new product features for current model year. Includes available Chrysler New Product Information.				
<b>CAPP2901</b>	<b>Dealer Cooperative Experience</b>	<b>M</b>	<b>-</b>	<b>400</b>	<b>10</b>
	<i>Prerequisites: CAPP2528-CAPP2531.</i>				
	Coordinated work experience from Chrysler dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.				
<b>CAPP2911</b>	<b>WEB Based Training III</b>	<b>M</b>	<b>20</b>	<b>-</b>	<b>2</b>
	<i>Prerequisites: CAPP2528-CAPP2531.</i>				
	E-learning, Web Based training provided by Fiat Chrysler and supervised by Southeast Community College-Milford and MCAP coordinator.				



Location	Class	Lab	Credits
----------	-------	-----	---------

## CHEM • Chemistry

<b>CHEM0950</b>	<b>Pre-Chemistry</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Summer session. Designed for student who does not have background necessary for success in college chemistry. Formula writing, naming compounds, balancing equations, chemical computations. Does not fulfill science requirement for A.A. or A.S. degree.					
<b>CHEM1050</b>	<b>Chemistry and the Citizen</b>	<b>L</b>	<b>45</b>	<b>30</b>	<b>6</b>
<i>Prerequisite: MATH1100 or MATH1103 or higher.</i>					
Designed for the non-science major. Survey of principles of chemistry, stressing concepts and qualitative understanding along with problem solving and technical skills. This course not only introduces inorganic chemistry but also includes an introduction to organic chemistry and biochemistry. Lab must be taken concurrently.					
<b>CHEM1090</b>	<b>General Chemistry I</b>	<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
<i>Prerequisite: MATH1100 or MATH1103 or higher.</i>					
Introduction to the principles of chemistry. States of matter, atomic and molecular structures and bonding, Periodic Law, gas laws, and kinetic molecular theory, thermochemistry, and solutions and their properties. Lab must be taken concurrently.					
<b>CHEM1100</b>	<b>General Chemistry II</b>	<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
<i>Prerequisite: CHEM1090 with a grade of "C" or higher.</i>					
A continuation of CHEM1090. Topics include the nature of solutions, chemical equilibrium, chemical kinetics, acids and bases, solubility product, qualitative analyses of ions, oxidation and reduction, and electrochemistry. Lab must be taken concurrently.					
<b>CHEM2510</b>	<b>Organic Chemistry I</b>	<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
<i>Prerequisite: CHEM1100.</i>					
A study of the structure and function of organic molecules. Topics include alkanes, alkenes, alkynes, alcohols, alkyl halides, substitution and elimination reactions, stereochemistry. Lab must be taken concurrently.					
<b>CHEM2520</b>	<b>Organic Chemistry II</b>	<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
<i>Prerequisite: CHEM2510.</i>					
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. Lab must be taken concurrently.					
<b>CHEM2550</b>	<b>Biological Organic Chemistry</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisites: CHEM1090</i>					
Introductory organic chemistry course that focuses on biological molecules and biochemical reactions. Prepares students for more advanced courses in biology, chemistry and biochemistry.					

## CHIN • Chinese

<b>*CHIN1010</b>	<b>Beginning Chinese I</b>	<b>L</b>	<b>75</b>	<b>-</b>	<b>7.5</b>
Introduction to the Mandarin Chinese language and culture. The four language skills (listening, speaking, reading and writing) are developed as students actively participate in online activities, engage in guided conversations and write using familiar vocabulary and structures. The geography of China and cultural information about daily life and social customs are integrated into the curriculum.					
<b>*CHIN1020</b>	<b>Beginning Chinese II</b>	<b>L</b>	<b>75</b>	<b>-</b>	<b>7.5</b>
<i>Prerequisite: CHIN1010 or placement test or instructor permission.</i>					
To help students continue developing skills in the areas of listening, speaking, reading, and writing in the Chinese language at the high beginning level. The skills you learn in this course will enable you to engage in useful and personalized conversations in Chinese and read and write using 400-500 Chinese characters					
<b>*CHIN2010</b>	<b>Second-year Chinese I</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: CHIN1020 or placement test or instructor permission.</i>					
To help students continue developing skills in the areas of listening, speaking, reading, and writing in the Chinese language at the low-intermediate level. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.					
<b>*CHIN2020</b>	<b>Second-year Chinese II</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: CHIN2010 or placement test or instructor permission.</i>					
To help students continue developing skills in the areas of listening, speaking, reading, and writing in the Chinese language at the high intermediate level. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.					

Location	Class	Lab	Credits
----------	-------	-----	---------

## CNST • Building Construction Technology

<b>CNST1100</b>	<b>Basic Carpentry</b>	<b>M</b>	<b>35</b>	<b>15</b>	<b>4</b>
Introduction to care, use and maintenance of hand tools, and portable and stationary lab equipment used in construction. Review basic math skills used for Basic Carpentry. Introduction to Residential Blueprint Reading. Become aware of what is needed to maintain a safe job site. Introduction to construction methods, materials and concepts used in residential and light commercial construction.					
<b>CNST1101</b>	<b>Basic Woods Manufacturing</b>	<b>M</b>	<b>35</b>	<b>30</b>	<b>4.5</b>
Introduction to woods manufacturing curriculum, lab maintenance, construction curriculum, and instructional practice for students in the 2 + 2 SCC UNL program.					
<b>CNST1123</b>	<b>Concrete &amp; Masonry Tools &amp; Material I</b>	<b>L</b>	<b>37</b>	<b>-</b>	<b>3.5</b>
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.					
<b>CNST1124</b>	<b>Concrete &amp; Masonry Tools &amp; Material II</b>	<b>L</b>	<b>36</b>	<b>-</b>	<b>3.5</b>
<i>Prerequisites: CNST1123</i>					
A continuation of Concrete & Masonry Tools & Material I. 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.					
<b>CNST1125</b>	<b>Concrete &amp; Masonry Applications I</b>	<b>L</b>	<b>-</b>	<b>94</b>	<b>3</b>
<i>Co-requisite: CNST1123</i>					
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.					
<b>CNST1126</b>	<b>Concrete &amp; Masonry Applications II</b>	<b>L</b>	<b>-</b>	<b>93</b>	<b>3</b>
<i>Prerequisites: CNST1125 Co-requisite: CNST1124</i>					
A continuation of Concrete & Masonry Applications I. 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.					
<b>CNST1130</b>	<b>10-Hour OSHA Training</b>	<b>M</b>	<b>10</b>	<b>-</b>	<b>1</b>
OSHA 10-Hour Online Construction Industry training consists of segments, discussing various safety tips and procedures one should follow while in the workplace. Topics relate to Introduction to OSHA, Materials, Tools, Scaffolds, Hazardous Communications, Stairs & Ladders, Personal Protective Equipment and Falls.					
<b>CNST1200</b>	<b>Advanced Carpentry</b>	<b>M</b>	<b>35</b>	<b>15</b>	<b>4</b>
<i>Prerequisite: CNST1100</i>					
A continuation of CNST1100 Basic Carpentry. Investigate advanced residential carpentry framing methods and applications. Introduction to residential exterior and interior finish working with insulation, windows, drywall, trim, doors & door hanging, stairs, siding, cabinets and countertops.					
<b>CNST1223</b>	<b>Residential Blueprint Reading</b>	<b>M</b>	<b>20</b>	<b>30</b>	<b>3</b>
Introduction to blueprint reading, residential drawings, reproduction processes of drawings, scale reading, terms, abbreviations, symbols and basic sketching. Estimating procedures for some aspects of construction are covered. The course emphasizes layout and design of a basic residential floor plan with reading specifications and understanding of the International Dwelling Code Book. The student completes a preliminary floor plan with schedules to be utilized in CNST1326, Residential Construction Drafting Lab. Coincides with CNST1225, Tools and Materials.					
<b>CNST1226</b>	<b>Tools &amp; Materials I</b>	<b>L</b>	<b>40</b>	<b>-</b>	<b>4</b>
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.					
<b>CNST1227</b>	<b>Tools &amp; Materials II</b>	<b>L</b>	<b>40</b>	<b>-</b>	<b>4</b>
<i>Prerequisites: CNST1226</i>					
A continuation of Tools & Materials I. 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.					

		Location	Class	Lab	Credits
<b>CNST1228</b>	<b>Construction Processes &amp; Practices I</b>	L	-	85	2.5
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.					
<b>CNST1229</b>	<b>Construction Processes &amp; Practices II</b>	L	-	85	2.5
<i>Prerequisites: CNST1228</i>					
A continuation of Construction Processes & Practices I. 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.					
<b>CNST1300</b>	<b>Energy Construction</b>	M	35	15	4
<i>Prerequisite: CNST1100 and CNST1200</i>					
Analyze the systems, components, and theory related to the building science of a residential home. Demonstrate the weatherization and daily and seasonally maintenance for the home. Learn about the Key Components of a Green Home.					
<b>CNST1326</b>	<b>Residential Construction Drafting Laboratory</b>	M	-	85	2.5
<i>Prerequisite: CNST1223. Co-requisite: CNST1327</i>					
Laboratory which applies concepts acquired in CNST1327. Purposes of residential working drawings. Making door and window schedules, and drawing a floor plan, a basement/foundation plan, and construction details. Emphasis on methods of construction.					
<b>CNST1327</b>	<b>Residential Construction Drafting Theory</b>	M	50	-	5
<i>Prerequisite: CNST1223.</i>					
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.					
<b>CNST1328</b>	<b>Residential Construction Estimating Laboratory</b>	M	-	85	2.5
<i>Prerequisite: CNST1223. Co-requisite: CNST1329</i>					
Application of skills acquired in CNST1329. Using standardized forms and information, student develops lists of construction materials and prices for residential construction. Emphasis on accuracy, organization, and completeness.					
<b>CNST1329</b>	<b>Residential Construction Estimating Theory</b>	M	50	-	5
<i>Prerequisite: CNST1223.</i>					
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.					
<b>CNST1331</b>	<b>Commercial Construction Communications</b>	M	30	-	3
<i>Prerequisite: CNST1223.</i>					
Fundamentals of commercial blueprint reading, introduction to contractor duties and procedures, the International Building Code, plus Green Build and LEED construction basics.					
<b>CNST1430</b>	<b>Cabinetry &amp; Carpentry Laboratory</b>	M	-	200	6.5
<i>Prerequisites: CNST1223, CNST1228 and CNST1229 Co-requisite: CNST1433.</i>					
Application of classroom instruction to job situations through the use of mock-up training aids, cabinets and other projects.					
<b>CNST1433</b>	<b>Carpentry Theory</b>	M	100	-	10
<i>Prerequisite: CNST1226 and CNST1227</i>					
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.					
<b>CNST2532</b>	<b>Residential Construction Applications</b>	M	-	250	8
<i>Prerequisites: CNST1430 and CNST1433.</i>					
Application of theory and technical courses to practical situations including residential framing, exterior finish, interior trim, cabinet making, and roofing. Primary project is a frame residence which provides experiences in all aspects of framing through exterior and interior trim work. Includes short information briefing daily.					

		Location	Class	Lab	Credits
<b>CNST2537</b>	<b>Residential Construction Principles</b>	M	20	-	2
	<i>Prerequisites: CNST1430 and CNST1433.</i>				
	Acceptable methods of home construction as established by federal, state and local building codes. Work procedures and practices for home construction. Includes daily briefing for the house construction.				
<b>CNST2634</b>	<b>Commercial Construction Drafting Laboratory</b>	M	-	67	2
	<i>Prerequisite: CNST1326.</i>				
	Laboratory for drawing and representation of commercial structures. Preliminary information provided by instructor, but student bears more responsibility for planning design than in earlier drafting courses. Use of the International Residential Code for floor plan design and the Interrelationship of drawings and information for a set of construction drawings is included. Fundamentals of computer-aided drafting using SoftPlan. Draw, edit and print a house plan.				
<b>CNST2636</b>	<b>Commercial Construction Estimating Laboratory</b>	M	-	76	2.5
	<i>Prerequisite: CNST1328.</i>				
	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.				
<b>CNST2639</b>	<b>Commercial Construction Drafting Theory</b>	M	50	-	5
	<i>Prerequisite: CNST1327.</i>				
	Study of light commercial structures and methods of construction. Requirements of the International Residential Code for commercial construction. Construction materials and methods. Methods of graphic representation for each drawing.				
<b>CNST2641</b>	<b>Commercial Construction Estimating Theory</b>	M	50	-	5
	<i>Prerequisite: CNST1329.</i>				
	Procedures and methods of estimating commercial structures as defined by the R.S. Means estimating system. Quantity survey and cost analysis forms and procedures.				
<b>CNST2643</b>	<b>Fundamentals of Structural Steel</b>	M	30	-	3
	Introduction to iron and steel making, structural shapes, design and sizing of steel structural systems, joists, beams and columns.				
<b>CRIM • Criminal Justice</b>					
<b>CRIM1000</b>	<b>Criminal Justice Seminar I</b>	B/Q	7	9	1
	This course is designed for students wishing to pursue a career in law, public safety, corrections or security. Students will be exposed to the duties, responsibilities, requirements, ethical conduct and career opportunities within public safety professions. This course will also help prepare students for future coursework within the criminal justice program by emphasizing work ethic, motivation, college survival skills, writing/ communications skills, and technology skills.				
<b>CRIM1010</b>	<b>Introduction to Criminal Justice</b>	B/Q	45	-	4.5
	Provides an overview of the history, development and philosophies of the criminal justice system within America. Areas covered include crime and the criminal justice system, the police, the courts, corrections, and the juvenile justice system.				
<b>CRIM1020</b>	<b>Introduction to Corrections</b>	B/Q	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.				
<b>CRIM1030</b>	<b>Courts &amp; the Judicial Process</b>	B/Q	45	-	4.5
	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.				
<b>CRIM1280</b>	<b>Forensic Science &amp; Laboratory Techniques</b>	B/Q	45	30	5.5
	This course will provide an overview of several different disciplines that constitute forensic science. The topics covered will include safety, basic chemical principles, photography, and the collection of evidence. This course will utilize techniques in recovering, preserving and processing evidence using laboratory techniques.				
<b>CRIM2000</b>	<b>Criminal Law</b>	B/Q	45	-	4.5
	Outlines the purpose and function of criminal law. Examines the acts which are declared criminal and the punishment prescribed for committing those acts. Examines the philosophies and rationales that have shaped contemporary substantive criminal law.				

		Location	Class	Lab	Credits
<b>CRIM2015</b>	<b>Community-Based Corrections: Probation &amp; Parole</b>	<b>Q</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Emphasizes the correctional process as applied in a community setting. Focuses on probation, parole, and other current community-based strategies for dealing with the offender.					
<b>CRIM2020</b>	<b>Legal Issues in Corrections</b>	<b>Q</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
This course is an introduction to constitutional issues relating to corrections. Study is made of court processes, with particular emphasis on major cases affecting corrections, including probation and parole.					
<b>CRIM2030</b>	<b>Police and Society</b>	<b>B/Q</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>CRIM2080</b>	<b>Criminal Procedures</b>	<b>B/Q</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
This course is a study of the legal limitations on criminal investigative practices contained in the Fourth, Fifth, and Sixth Amendments to the Constitution. Topics include probable cause, reasonable suspicion, warrants (arrest & search), search and seizure of persons and things, motor vehicle stops, arrest and detention, the exclusionary rule, stop and frisk, electronic surveillance and evidence, lineups and show ups, interrogations, confessions, the right to counsel and legal liabilities of public officers.					
<b>CRIM2100</b>	<b>Juvenile Justice</b>	<b>B/Q</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>CRIM2190</b>	<b>Law Enforcement Field Services</b>	<b>B/Q</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisites: CRIM1000 and CRIM1010 and CRIM2030</i> This course provides an overview of the duties, extent of authority and responsibilities of the uniform patrol officer. Rationales for the patrol philosophy and practices are outlined and accepted field techniques and their practical application are presented. Role playing and practical exercises will be used to expose students to different aspects of police patrol procedures.					
<b>CRIM2200</b>	<b>Criminology</b>	<b>B/Q</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: ENGL1010</i> Examines crime and criminology from a broad social perspective. Emphasizes the nature and causes of crimes, investigation and prosecution, and treatment and prevention.					
<b>CRIM2240</b>	<b>Ethics in Criminal Justice</b>	<b>B/Q</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Examines ethical issues that arise in the three major components of criminal justice. General philosophical theories of ethics as well as Code of Ethics that operate to control the institutional and personal behavior of police, courts, and correctional systems.					
<b>CRIM2265</b>	<b>Criminal Investigation I</b>	<b>B/Q</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: CRIM1000 and CRIM1010 and CRIM2080</i> Introduces criminal investigation procedures. Reviews the historical development and investigative processes related to law enforcement functions. Topics include 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.					
<b>CRIM2270</b>	<b>Criminal Investigation II</b>	<b>B/Q</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: CRIM2265</i> This course will address specific techniques and methods for investigating various categories of crimes. Also instruction in courtroom testimony and demeanor will demonstrate. Topics will include; death investigations, assaults, sex assaults, crimes against children, robbery, burglary, arson, drugs, computer crime and courtroom testimony.					
<b>CRIM2290</b>	<b>Report Writing in Criminal Justice</b>	<b>B/Q</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisites: ENGL1010 and CRIM1000 and CRIM2080 or CRIM2020 or CRIM2470 (depending on focus)</i> Focuses on the unique types of writing required in a criminal justice career. Students gather pertinent information and record it by writing a variety of reports similar to those that would be found within the criminal justice system.					
<b>CRIM2330</b>	<b>Corrections Administration</b>	<b>Q</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
The course helps students develop and evaluate policies and procedures in all parts of the correctional administration arena. Judicial decisions which impact the legal status of the correctional institutions and offender confinement are examined, along with practical and operational decisions relating to corrections administration.					

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>CRIM2400</b>	<b>Introduction to Homeland Security</b>	<b>O</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
The course introduces students to the vocabulary and components of Homeland Security. It focuses on the impact of the war on terrorism upon individuals, society, and the government. Students will discuss the importance of the agencies associated with Homeland Security and their duties and relationships; examine historical events impacting Homeland Security; explore state, national, and international laws impacting Homeland Security; examine the new relationship between state and federal government; examine the most critical threats confronting Homeland Security.					
<b>CRIM2410</b>	<b>Homeland Security Transportation</b>	<b>O</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: CRIM2400.</i>					
This course provides an overview of modern border and transportation security challenges, as well as different methods to address these challenges. It covers a time period from post 9-11 to the present. The course explores topics associated with border security and security for transportation infrastructure, to include: seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses. It also explores technological solutions employed to enhance security of borders and transportation systems. Students are required to discuss legal, economic, political, and cultural concerns and impacts associated with transportation and border security. The course provides students with a knowledge level understanding of the challenges in transportation and border security.					
<b>CRIM2430</b>	<b>Emergency Response &amp; Security Measures</b>	<b>O</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Covers the challenges, strategies and methods for protecting commerce and communities from man-made and natural disasters. This course will cover both past and recent case studies and discuss public safety elements needed to protect persons and key resources. Emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability and the development of a security plans will be developed and implemented during table top exercises.					
<b>CRIM2450</b>	<b>Domestic &amp; International Terrorism</b>	<b>O</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Provides basic introduction to domestic and international terrorism from history to political and economic factors today. Specific focus on addressing the threat of terrorism from a criminal justice perspective, particularly involving the police assuming new roles in homeland security. Explores ideological theories of terrorism and identifies trends, patterns and objectives of both domestic and international terrorism.					
<b>CRIM2460</b>	<b>Intelligence Analysis and Security Management</b>	<b>O</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors, as well as threats to these institutions by terrorists, man-made disasters and natural disasters. Students will discuss issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates.					
<b>CRIM2465</b>	<b>Introduction to Cyber-Terrorism</b>	<b>O</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
This course is an investigation into the role and impact of cybercrime and cyber- terrorism as well as possible countermeasures. This course looks at what law enforcement is trying to do to curtail cyber-crime and cyber-terrorism. Issues such as what cyber warfare is, who initiates it and how a nation might mitigate or prevent such attacks will be addressed.					
<b>CRIM2470</b>	<b>Constitutional Issues in Homeland Security</b>	<b>O</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Students receive an in-depth overview of laws, policy, strategy, organization and plans for dealing with various natural, accidental and premeditated threats to homeland security. Review of the respective and relative roles and responsibilities of government and non-governmental agencies and individual citizens for U.S. national security. Students will discuss various policy and strategy issues, including balancing security and civil liberties, information sharing and protection, the USAPATRIOT Act and the United States Defense Authorization Act.					
<b>CRIM2890</b>	<b>Criminal Justice Seminar II</b>	<b>B/Q</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
<i>Prerequisite: CRIM1000, CRIM1010 and ENGL1010 or higher and completion of majority of CRIM courses</i>					
Applying and interviewing for placement in an internship program, basic preparation for the internship experience and process to be used for supervision and evaluation on the job. A criminal background will be conducted.					
<b>CRIM2900</b>	<b>Criminal Justice Internship</b>	<b>B/Q</b>	<b>-</b>	<b>180</b>	<b>4.5</b>
<i>Prerequisite: CRIM2890 and on condition of being accepted at the training site.</i>					
This course entails a series of planned and supervised activities in actual work situations. The employment must be directly related to the student's program of study. A total of 180 contact hours are required for this course.					
<b>CRIM2910</b>	<b>Jail Management Certification Training</b>	<b>Q</b>	<b>80</b>	<b>-</b>	<b>8</b>
Provides applicants with skills and instruction in accordance with Nebraska Jail Standards regulations. Upon successful completion of the course, the student will be certified to work in Nebraska county and local jails.					

## COURSE DESCRIPTIONS | Page 220 | SCC College Catalog | 2016-2017

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

Location	Class	Lab	Credits
----------	-------	-----	---------

**CRIM2999 Individual Special Projects**  
*Must have permission of instructor, program chair, and division dean.*  
 Credit hours will vary.

**B/Q - - 5-7**

## DDRT • Design and Drafting Technology

**DDRT1110 Design Drafting Concepts**  
 A study of the application of communication and documentation of basic design skills using industry accepted standards and practices.

**L 30 - 3**

**DDRT1120 Basic Computer Aided Drafting**  
 Fundamentals of 2-D computer aided drafting using the most current version of AutoCAD. Instruction on project settings, layer standards, display controls and drawing set up. Introduction to draw and modify commands. Instruction on annotations, dimensions and plotting procedures.

**L/M 20 30 3**

**DDRT1160 Materials and Methods of Light Construction**  
 Discussion of the materials and connection methods as they relate to wood frame and masonry structures. Theory of architectural drafting with emphasis on procedures related to producing architectural working drawings. Theory of information contained in construction documents for residential and light commercial building.

**M 50 50 6.5**

**DDRT1207 Heating & Air Conditioning Systems I**  
 Methods of calculating heat loss and heat gain for residential buildings according to ACCA Manual J.

**M 30 20 3.5**

**DDRT1215 Architectural Concepts**  
 A study of commonly used materials and accepted methods of commercial construction. An introduction to construction drawings and documents.

**L 30 3**

**DDRT1220 3-D Solid Modeling**  
*Prerequisite(s): DDRT1120, or by Permission*  
 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, Product Design.

**L 45 15 5**

**DDRT1224 3-D Civil CAD**  
*Prerequisite(s): DDRT1110 and DDRT1220*  
 Using 3D civil software, students will work with field survey data, manage point data, perform analysis, and create construction documentation for use on civil design projects.

**L 45 15 5**

**DDRT1250 Plumbing Systems Theory and Drafting**  
*Prerequisite(s): DDRT1120*  
 Methods of the design, layout and sizing of all plumbing systems as required on commercial building projects. The course covers the production of plumbing working drawings for commercial buildings. Production of drawings of the plumbing systems that are acceptable to industry standards.

**M 50 50 6.5**

**DDRT1310 3-D Visualization**  
*Prerequisite(s): DDRT1330 and DDRT1400*  
 Using computer aided design for the creation of illustrations and animations for display and/or print incorporating color, texture, and spatial organization of ideas.

**L 15 45 3**

**DDRT1311 Basic Estimating**  
 Methods of performing a quantity survey of a residential building project. Residential construction techniques.

**M 30 20 3.5**

**DDRT1320 Heating and Air Conditioning Systems II**  
*Prerequisite(s): DDRT1120 and DDRT1207*  
 Methods of sizing residential ductwork systems according to ACCA Manual D. Equipment selection is covered in course. The course covers the production of ductwork systems for residential applications. Calculations are based on DDRT1207 information.

**M 50 50 6.5**

**DDRT1330 Solid Works**  
*Prerequisite(s): DDRT1110 and DDRT1220*  
 Using Solid Works software students create solid models to produce parts, assemblies, and drawings of 3D products and 2D documentation.

**L 45 15 5**

		Location	Class	Lab	Credits
<b>DDRT1338</b>	<b>Residential Design and Drafting</b>	M	20	80	4.5
	<i>Prerequisite(s): DDRT1160</i>				
	The course covers the advanced study of residential architectural drafting and design. Students learn the essential spaces in a residence and explore a variety of layout options. Full color residential renderings are produced along with design drawings. Design drawings evolve into IRC code compliant construction documents.				
<b>DDRT1340</b>	<b>Strength of Materials</b>	L/M	40		4
	<i>Prerequisite(s): MATH1050 or higher</i>				
	Theories of forces acting on bodies. Moments of forces, formulas for stresses in materials and structural members.				
<b>DDRT1400</b>	<b>Virtual Building Design with Revit Architecture</b>	L	30	30	4
	<i>Prerequisite(s): DDRT1220 and DDRT2100</i>				
	Using Revit Building software to create Building Information Models and using tools form parametric building design and documentation.				
<b>DDRT1420</b>	<b>Advanced Mechanical Systems Theory and Drafting</b>	M	50	50	6.5
	<i>Prerequisite(s): DDRT1120, DDRT1207 and DDRT1320</i>				
	Methods of calculating heat loss and heat gain for commercial structures and the layout and sizing of ductwork systems. The course covers the production of working drawings of the mechanical system in commercial buildings.				
<b>DDRT1500</b>	<b>Advanced Virtual Building Design with Revit</b>	L	30	30	4
	<i>Prerequisite(s): DDRT1400</i>				
	Using Revit building software to create Building Information Models (BIM) and using tools for parametric building design and documentation at an advanced level.				
<b>DDRT2100</b>	<b>Commercial Construction Materials</b>	L	30		3
	<i>Prerequisite(s): DDRT1215 and ENGL1010</i>				
	A comprehensive study of common building materials used in many areas and stages of commercial construction.				
<b>DDRT2110</b>	<b>Architectural Design</b>	L	15	45	3
	<i>Prerequisite(s): DDRT1400</i>				
	A study of a variety of design options and how these options apply to the many different areas and stages of commercial design.				
<b>DDRT2120</b>	<b>Commercial Construction Process</b>	L	30		3
	<i>Prerequisite(s): DDRT2100</i>				
	A study of construction procedures and application of mathematical calculations necessary in the commercial construction process.				
<b>DDRT2130</b>	<b>Industrial Plastics</b>	L	30		3
	<i>Prerequisite(s): DDRT1110</i>				
	Identification of thermoplastics and thermosetting plastics, their properties, uses and applications. Study of the manufacturing processes associated with the use of plastics products.				
<b>DDRT2140</b>	<b>Building Utility Design</b>	L	50	10	5.5
	<i>Prerequisite(s): DDRT1500 and DDRT2120</i>				
	Electrical, plumbing, mechanical systems, code requirements, calculation methods, related design techniques, symbols, and preparation of working drawings using Revit MEP.				
<b>DDRT2150</b>	<b>Structural Steel Design with SDS/2</b>	L	45	15	5
	<i>Prerequisite(s): DDRT1220 and DDRT2120</i>				
	Use of SDS/2 software to teach design and detailing of structural steel in a 3-D environment.				
<b>DDRT2180</b>	<b>Professional Practice – Architectural</b>	L	15	45	3
	<i>Prerequisite(s): DDRT1500 and DDRT2110</i>				
	Simulation of circumstances encountered designing and drafting commercial construction plans.				
<b>DDRT2200</b>	<b>Geometric Dimensioning &amp; Tolerancing</b>	L	30		3
	<i>Prerequisite(s): DDRT1110 and DDRT1220</i>				
	Study of the language of geometric dimensioning and tolerancing using ASMEY 14.5 2009. Application of the rules and symbols for G.D.T. (Required course for DDRT2210)				

**COURSE DESCRIPTIONS | Page 222 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.



		Location	Class	Lab	Credits
<b>DDRT2210</b>	<b>Engineering Processes</b>	L	15	45	3
	<i>Prerequisite(s): DDRT2200 and DDRT1330</i>				
	Application of engineering responsibility to the manufacturing, quality assurance and marketing of consumer products. Building 3-D functional piece parts using a 3-D rapid prototyping plotter.				
<b>DDRT2215</b>	<b>Plastics Part Design</b>	L	15	45	3
	<i>Prerequisite(s): DDRT1330, DDRT2200, DDRT2130 and DDRT1340</i>				
	Application of concurrent engineering to solve plastics part design problems from the "Need Recognition" stage through product implementation.				
<b>DDRT2220</b>	<b>Flat Pattern Layout</b>	L	15	45	3
	<i>Prerequisite(s): DDRT1330 and DDRT2200</i>				
	Study of flat pattern developments used for consumer products and product packaging and sheet metal design applications.				
<b>DDRT2230</b>	<b>Design Concepts</b>	L	30		3
	<i>Prerequisite(s): DDRT1110</i>				
	A study of the Design process requires resolution of constraints arising from technical, aesthetic, human and business concerns where the designer use creativity, imagination and technical knowledge to satisfy these requirements and create products to satisfy human needs.				
<b>DDRT2240</b>	<b>Consumer Product Design</b>	L	15	45	3
	<i>Prerequisite(s): DDRT2210 and DDRT2230</i>				
	Application of the steps used in the design process. Developing designs to solve typical consumer product design problems. Research current product history and cost related to the manufacture of consumer products.				
<b>DDRT2260</b>	<b>Jig and Fixture – Design</b>	L	15	45	3
	<i>Prerequisite(s): DDRT2210 and DDRT2230</i>				
	Study of the design and economics of work holding devices. Top-down design layout for product relationship to fixture use.				
<b>DDRT2530</b>	<b>Steel Systems Design and Drafting</b>	M	50	50	6.5
	<i>Prerequisite(s): DDRT1120</i>				
	This course covers the principles of structural steel design and drafting. Including the study of the characteristics of steel, how steel reacts to applied loads, the manufacturing of steel columns, beams, girders, use of pre-fabricated steel joist and methods of connecting these pieces together. Explore and discuss the distinctive plans required for structural steel drawings. All of this is put together in the drafting of required structural drawings.				
<b>DDRT2541</b>	<b>Life Safety Code</b>	M	45		4.5
	The basics of building design utilizing the International Building Codes (IRC). Occupancy classifications means and sizing of egress components and features of fire protection are covered.				
<b>DDRT2546</b>	<b>Site Planning and Surveying</b>	M	25	25	3
	<i>Prerequisite(s): DDRT1120</i>				
	Basic surveying. Practice in running levels and a topography 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.				
<b>DDRT2650</b>	<b>Fundamentals of Commercial Architecture</b>	M	50	100	8
	The course covers the study of construction materials and connection methods for commercial buildings. Students learn about a variety of types of commercial spaces and their uses. Unique architectural features and aesthetic elements are introduced in the course. The course covers the production of architectural and structural working drawings for a small commercial building.				
<b>DDRT2660</b>	<b>Concrete and Wood Systems Design and Drafting</b>	M	50	50	6.5
	<i>Prerequisite(s): DDRT1120</i>				
	This course is designed to provide you with the knowledge needed to analyze and design reinforced concrete and wood members and an understanding of the behavior of reinforced concrete and wood as load bearing members, as well as the information needed to draft and detail concrete and wood structural systems. After completion of the course students will be able to design simple wood and concrete structures.				
<b>DDRT2710</b>	<b>Construction Law</b>	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.				

**COURSE DESCRIPTIONS | Page 223 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

Location	Class	Lab	Credits
----------	-------	-----	---------

**DDRT2750 Electrical Systems Theory and Design** **M 50 50 6.5**  
*Prerequisite(s): DDRT1120*

Techniques for calculating lighting levels, lighting requirements and circuiting loads required for the building trades. The course covers the production of electrical and lighting working drawings for commercial buildings.

**DDRT2820 Comprehensive Project Design and Drafting** **M 50 150 10**  
*Prerequisite(s): DDRT1120, DDRT1160, DDRT1207, DDRT1250, DDRT1311, DDRT1320, DDRT1338, DDRT1340, DDRT1420, DDRT2530, DDRT2541, DDRT2546, DDRT2650, DDRT2660, DDRT2710, and DDRT2750---All Architectural Design Focus Classes*

Work with a team through the design phase to create a set of plans for a nearby building using the criteria provided by Instructor and guest consultants. Your design must be functional and fit the needs and budget of the client. Design will be used to create a full set of working drawings which will be presented to the client in a formal setting at the end of the quarter. Speed is an important factor as the student applies the accumulated knowledge from previous classes and applies the principles of engineering mechanics to layout, analysis, design, and detailing of structural steel elements.

**DDRT2839 Commercial Estimating** **M 30 15 3.5**  
*Prerequisite: DDRT1311. Co-requisite: DDRT2820*

Methods of performing material takeoff and pricing materials for commercial construction. The commercial estimating process will be covered.

**DDRT2901 Cooperative Experience Drafting I** **L - 200 5**  
*Prerequisite(s): DDRT1330 and DDRT1500*

Training in a work situation. Guidance from the instructor/coordinator and the training supervisor. Individualized, specific, written objectives which have been approved by the College. During the co-op period, the student will attend a mandatory program class each week.

## DEMT • Diversified Manufacturing Technology

**DEMT1110 Introduction to Industrial Safety** **M 40 15 4.5**

This course is designed to provide students with a general understanding of common manufacturing safety standards and concerns. It prepare students for the Manufacturing Skill Standards Council's (MSSC) Safety Certification assessment. Students will be introduced to OSHA standards relating to personal protective equipment, HAZMAT (hazardous materials) communication, tool safety, confined spaces, electrical safety, emergency response, lockout/tagout and others.

**DEMT1120 Introduction to Manufacturing Technology** **M 40 15 4.5**

Theory and operation of manufacturing including: manufacturing processes and equipment overview, manufacturing design, production process and flow, materials, production machine operations and product logistics.

**DEMT1130 Introduction to Quality and Continuous Improvement** **M 40 15 4.5**

This course is designed to enable the student to understand and interpret blueprint reading, machine shop symbols, welding blueprints, and working drawings used in the industrial trades. The course focuses on determining dimensions and shapes, and understanding fabrication, and assembly. It provides students with the quality management principles, techniques, tools and skills for on-the-job application useful in a wide range of business organizations such as the service industry and manufacturing. Students will apply basic measurement skills, system calibration skills, and measurement system analysis. Students also study manufacturing properties of materials, behavior of materials, and the advantage of types of materials in an industrial setting.

**DEMT1140 Introduction to Maintenance Technology** **M 40 15 4.5**

This course is designed to provide students with a general understanding of common maintenance functions found in manufacturing and related industries.

## DENT • Dental Assisting

The clinical track portion for the day program is offered in the Fall and Spring quarters. The online program's intake is only in the Fall Quarter In order to register for a dental assisting course (DENT), you must be declared in the Dental Assisting Program and complete all of the special program requirements. A meeting must be set up with your Program Chair prior to the first quarter registration within the program.

**DENT1103 Oral Sciences I** **L 30 - 3**  
*Prerequisite: Declared in the Dental Assisting program.*

Survey course dealing with the basic overview of normal structure and function of cellular, skeletal, cardiovascular, circulatory, neurological, respiratory, and immunological body systems and their interrelationships as related to dental structures, including embryology and histology.

		Location	Class	Lab	Credits
<b>DENT110</b>	<b>Preclinical Concepts</b>	L	20	75	4.5
	<i>Prerequisite: Declared in the Dental Assisting program.</i>				
	Competencies learned in dental health care worker protocol, patient care, communication with diverse population, equipment and instrument identification, high velocity evacuation, four-handed instrument exchange, manipulation of temporary cement and occupational exposure protocol techniques. Nomenclature, microbiology, infection control, and tooth isolation. Lab is included in this course.				
<b>DENT111</b>	<b>Dental Assisting Ethics and Jurisprudence</b>	L	20	-	2
	<i>Prerequisite: Declared in the Dental Assisting program.</i>				
	Introduction to the history of the profession of dental assisting, the legal and ethical responsibilities of the dental assistant in the practice of dental assisting, professional terminology, state and national regulations governing dentistry, education of the dental team, and the requirements for obtaining certification (CDA) through the Dental Assisting National Board, Inc. (DANB).				
<b>DENT120</b>	<b>Oral Sciences II</b>	L	30	15	3.5
	Thorough study of anatomical concepts pertaining to the structures of the face and oral cavity and tooth morphology. Lab is included in this course.				
<b>DENT121</b>	<b>Dental Assisting Foundations I</b>	L	25	60	4.5
	Continuation of competencies, manipulation of specific types of dental materials, rubber dam placement, assembly of matrix retainers, basic treatment setups, techniques for control of disease-producing blood-borne pathogens, personal protective equipment (PPE), standard precautions, and hazard protection as required by OSHA guidelines for health care providers. Laboratory experiences at the SCC Lincoln Campus.				
<b>DENT122</b>	<b>Oral Hygiene</b>	L	20	30	3
	Study methods and supplemental aids for the control of dental disease and demonstration of oral health instructions to a patient. Coronal polish and pit and fissure sealants are taught to preclinical competency level lab.				
<b>DENT124</b>	<b>Clinical Concepts</b>	L	30	15	3.5
	Recognition and management of medical and dental emergencies, assisting with dental examination data gathering, oral pathology and overview of pharmacology and pain control. Administration of all vital signs on patients. Course includes a lab.				
<b>DENT131</b>	<b>Dental Assisting Foundations II</b>	L	30	30	4
	Principles of the foundation of clinical dentistry are taught. Clinical and dental laboratory infection control practices (OSAP standards) with development in specialized technical skills including special patient care practices. Course includes a lab.				
<b>DENT132</b>	<b>Dental Materials I</b>	L	15	45	3
	Introduction to physical properties, principles of manipulation and storage of materials. Course includes laboratory projects pertaining to diagnostic impressions, mixing of a variety of cements, and manipulation of specific types of dental materials on both manikins and human patients.				
<b>DENT133</b>	<b>Oral Radiography I</b>	L	35	30	4.5
	Extensive study in oral radiography including: legal and ethical responsibilities, recognizing a diagnostic quality radiograph, production of radiographs, biological effects of radiation, processing of films, patient education and management. Course includes laboratory emphasis on DXTR manikin.				
<b>DENT134</b>	<b>Clinical Education I</b>	L	15	150	6.5
	Clinical education is scheduled throughout quarters two, three and four. Under supervision, students will care for patients applying specialized technical skills and principles previously learned in the classroom and laboratory settings while in the dental clinical environment.				
<b>DENT140</b>	<b>Practice Management Skills</b>	L	20	30	3
	Principles of dental office procedures, resume writing, letter of application, and inventory control. The integration of a current dental software program is utilized throughout the entire course. Course includes a lab.				
<b>DENT141</b>	<b>Dental Assisting Foundations III</b>	L	35	15	4
	Principles and techniques associated with the specialties in dentistry. Course includes a lab.				
<b>DENT142</b>	<b>Dental Materials II</b>	L	15	45	3
	Continuation of Dental Materials I course, laboratory emphasis on human patient diagnostic impressions, casts, temporary crowns and bridges, vacuum formed mouth guard and bleaching tray and other laboratory projects.				

**COURSE DESCRIPTIONS | Page 225 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

Location	Class	Lab	Credits
----------	-------	-----	---------

**DENT1413 Oral Radiography II** **L - 45 1.5**  
*Prerequisite: Declared in the Dental Assisting program.*  
 Laboratory projects including extra-oral panoramic radiographic exposure, intra-oral exposures using both traditional radiographs and digital imaging techniques. Emphasis placed on quality control, infection control practices and patient management.

**DENT1414 Clinical Education II** **L 15 150 6.5**  
 Adaptation to a variety of new clinical environments, with higher-level development of chairside and business office skills.

## 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 23 30 3**  
*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.

**DESL1251 Theory of Engine Operation-Truck** **M 25 15 3**  
*Prerequisites: DESL1261*  
 Basic physical operation and construction of two and four stroke cycle, single, and multiple cylinder engines. Ignition timing of four stroke cycle engines to factory specifications balance, compression, and cylinder leakage tests; types of internal combustion engine cooling systems, components and coolants.

**DESL1261 Hand & Precision Measuring Tools-Truck** **M 20 46 3.5**  
 Proper use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube flaring, fittings, and fasteners. Students project utilizing hand tools and measuring instruments.

**DESL1271 Theory of Fuel System Operation-Truck** **M 30 10 3**  
*Prerequisites: DESL1211, DESL1221, & DESL1231*  
 Fuel fundamentals, testing, octane and cetane numbers, additives, and how fuels react during compression and combustion in gasoline and diesel applications. The use of alternate fuels in gasoline and diesel engines including a discussion of the pros and cons. Theory, construction, and operation of fuel tanks, fuel gauges, fuel lift pumps, air and fuel filtering systems, fuel lines and intake/exhaust manifold systems. Includes theory, construction, and operation of heat exchangers. Theory, construction, operation, servicing, and troubleshooting of turbochargers is covered.

**DESL1281 Valve Trains-Truck** **M 21 34 3**  
*Prerequisites: DESL1251*  
 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.

		Location	Class	Lab	Credits
<b>DESL1301</b>	<b>Engine Overhaul &amp; Inspection-Truck</b>	<b>M</b>	<b>30</b>	<b>25</b>	<b>3.5</b>
	<i>Prerequisites: DESL1281</i>				
	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.				
<b>DESL1321</b>	<b>Diesel &amp; Gas Fuel Injection-Truck</b>	<b>M</b>	<b>35</b>	<b>20</b>	<b>4</b>
	<i>Prerequisite: DESL1271</i>				
	Theory of operation and construction of diesel/gasoline fuel injection systems 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.				
<b>DESL1341</b>	<b>Air Brakes-Truck</b>	<b>M</b>	<b>30</b>	<b>45</b>	<b>4.5</b>
	<i>Prerequisites: DESL1301 &amp; DESL1352</i>				
	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.				
<b>DESL1352</b>	<b>Electrical/Electronic Systems I-Truck</b>	<b>M</b>	<b>35</b>	<b>20</b>	<b>4</b>
	<i>Prerequisites: DESL1321</i>				
	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.				
<b>DESL1355</b>	<b>Steering and Suspension-Truck</b>	<b>M</b>	<b>30</b>	<b>60</b>	<b>5</b>
	<i>Prerequisites: DESL1301 &amp; DESL1352</i>				
	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.				
<b>DESL1361</b>	<b>Hydraulic Brakes-Truck</b>	<b>M</b>	<b>20</b>	<b>30</b>	<b>3</b>
	<i>Prerequisite: DESL1385</i>				
	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.				
<b>DESL1385</b>	<b>Basic Hydraulics-Truck</b>	<b>M</b>	<b>20</b>	<b>15</b>	<b>2.5</b>
	<i>Prerequisites: DESL1301 &amp; DESL1352</i>				
	Principles and application of theory design, construction, and testing of hydraulic systems including pumps, actuators, reservoirs, accumulators, lines, fittings, filters and fluids.				
<b>DESL1441</b>	<b>Heating and Air Conditioning I-Truck</b>	<b>M</b>	<b>30</b>	<b>20</b>	<b>3.5</b>
	<i>Prerequisites: DESL1301 &amp; DESL1352</i>				
	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.				
<b>DESL1451</b>	<b>Conventional Transmissions &amp; Clutches-Truck</b>	<b>M</b>	<b>40</b>	<b>85</b>	<b>6.5</b>
	<i>Prerequisites: DESL1231</i>				
	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.				
<b>DESL1471</b>	<b>Truck Final Drives-Truck</b>	<b>M</b>	<b>20</b>	<b>30</b>	<b>3</b>
	<i>Prerequisites: DESL1231</i>				
	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.				
<b>DESL1481</b>	<b>Preventative Maintenance &amp; Inspection-Truck</b>	<b>M</b>	<b>30</b>	<b>75</b>	<b>5.5</b>
	<i>Prerequisites: DESL1341, DESL1355, DESL1361, DESL1385, &amp; DESL1441</i>				
	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.				

**COURSE DESCRIPTIONS | Page 227 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>DESL2302</b>	<b>Heating &amp; Air Conditioning II-Truck</b>	<b>M</b>	<b>15</b>	<b>35</b>	<b>2.5</b>
	<i>Prerequisite: DESL1441</i>				
	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.				
<b>DESL2432</b>	<b>Automatic Truck Transmissions-Truck</b>	<b>M</b>	<b>25</b>	<b>35</b>	<b>3.5</b>
	<i>Prerequisite: DESL1231</i>				
	Principles, design, and construction of Allison automatic truck transmissions. Lab work in disassembly, inspection, reassembly, adjustment, repair, and testing of the automatic transmission.				
<b>DESL2452</b>	<b>Electrical Systems III-Truck</b>	<b>M</b>	<b>40</b>	<b>60</b>	<b>6</b>
	<i>Prerequisite: DESL1352</i>				
	Electrical principles and concepts, semiconductors and microprocessors. The use of digital multi-meters and wire repairing including weather pack service techniques. Bench and on vehicle diagnostic procedures for present and future diesel electronic systems.				
<b>DESL2482</b>	<b>Electronic Diesel Engine Diagnostics &amp; Tune-Up-Truck</b>	<b>M</b>	<b>40</b>	<b>50</b>	<b>5.5</b>
	<i>Prerequisite: DESL2452</i>				
	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.				
<b>DESL2901</b>	<b>Cooperative Experience-Truck</b>	<b>M</b>	<b>-</b>	<b>400</b>	<b>10</b>
	<i>Prerequisite: DESL2432, DESL2452, &amp; DESL2482</i>				
	On-the-job experience in a diesel repair shop. Practice of skills and knowledge acquired in previous quarters.				
<b>ECED • Early Childhood Education</b>					
<b>ECED1010</b>	<b>Introduction to ECED Professional Portfolio Development</b>	<b>L</b>	<b>10</b>	<b>-</b>	<b>1</b>
	Class must be completed within the first year as a declared student in the ECED Program. This introduction will identify the purpose and benefits of developing and maintaining a professional portfolio in the field of early childhood education. Instruction will include use of portfolio materials and effective methods of collecting information. Class will examine the use of artifacts to reflect personal knowledge and understanding of the NAEYC Standards for Early Childhood Education.				
<b>ECED1050</b>	<b>Expressive Arts</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	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 child ages 3 through 8 years.				
<b>ECED1060</b>	<b>Observation, Assessment and Guidance</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	This course introduces a variety of observation, assessment and guidance strategies used in an early childhood education setting birth through age 8.				
<b>ECED1110</b>	<b>Infant and Toddler Development</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	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.				
<b>ECED1112</b>	<b>Applied Infant and Toddler Concepts</b>	<b>L</b>	<b>30</b>	<b>-</b>	<b>3</b>
	<i>Prerequisite: ECED1110, ECED1521, ECED1522</i>				
	A continued and in-depth study and application of typical growth and development of the child from birth through age two. Infusion of exceptionalities into course work to prepare the student to work with children with disabilities. Developmentally appropriate practices and curriculum are examined. Emphasis on supporting partnership with the family as a crucial factor in the child's development and learning. This course is a prerequisite for ECED 2901 Child Care Head Teacher Cooperative Experience and ECED2902 Cooperative Experience completion in an Infant/Toddler setting.				
<b>ECED1120</b>	<b>Preschool Child Development</b>	<b>L</b>	<b>30</b>	<b>-</b>	<b>3</b>
	This course focuses on typical / atypical development of the child ages 3 through 5 years, in the domains of physical growth and motor skills, cognition and language, and social/ emotional development.				

		Location	Class	Lab	Credits
<b>ECED1130</b>	<b>Social-Emotional Development and Behavior Guidance</b>	L	45	-	4.5
Study the stages of development and the multiple influences that impact social and emotional development of children birth to age eight. Gain an understanding of the adult role in the child's life and a wide range of effective techniques for supporting healthy development. Explore effective methods of guiding behavior and determining appropriate intervention.					
<b>ECED1150</b>	<b>Introduction to Early Childhood Education</b>	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.					
<b>ECED1160</b>	<b>Early Language and Literacy</b>	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.					
<b>ECED1220</b>	<b>Pre-Practicum</b>	L	15	-	1.5
<i>This class is a corequisite with the first ECED practicum.</i>					
Provides an orientation to practicum experiences in the early childhood education program. Students will understand practicum expectations and responsibilities, methods of evaluation, and the importance of professionalism in the workplace. Students will review the process for setting up a practicum, forms used during the practicum, understand child care licensing requirements for their state, and have their names cleared through appropriate background checks.					
<b>ECED1224</b>	<b>Preschool Math, Science and Social Studies Curriculum</b>	L	30	-	3
Planning and implementing developmentally appropriate activities for children ages three through five. Gain an understanding of differences between interest centers and specific activities in the areas of math, science and social studies.					
<b>ECED1230</b>	<b>School Age Child Development and Programming</b>	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.					
<b>ECED1260</b>	<b>Early Childhood Health, Safety and Nutrition</b>	L	45	-	4.5
Defines interrelationship of safety, nutritional planning & health and how environmental factors affect young lives.					
<b>ECED1270</b>	<b>Integrated Curriculum; Ages 3-8 years</b>	L	60	-	6
<i>Prerequisite: ECED1110, 1120, 1230, 1060, 1260.</i>					
This course will combine the learning domains of language and literacy, math/science/ social studies and expressive arts along with the fundamental elements of curriculum design to provide an application based learning experience of children's learning experiences and instructor curriculum design.					
<b>ECED1340</b>	<b>How Children Learn</b>	L	30	-	3
Theory, methods, and planning techniques for teaching the young child in relation to thinking patterns and learning styles.					
<b>*ECED1404</b>	<b>Understanding Diversity in the Early Childhood Classroom</b>	L	10	-	1
Focuses on developing a culture and ethnic awareness for early childhood educators as they respond sensitively to diversity in the classroom.					
<b>ECED1475</b>	<b>Professional In-Home Care</b>	L	45	-	4.5
Skills and requirements specifically for the person working in a home setting as a professional nanny or a family child care provider. Discussion of business plans, development of a parent handbook, selection of employment agencies, contract negotiations and interviewing of prospective clients and employers. Activity planning and scheduling for children of diverse ages and abilities. This course is a prerequisite for ECED2900 internship, ECED2901 Child Care Head Teacher Cooperative Experience, and ECED2902 Cooperative Experience, completion in an in-home child care or nanny setting.					
<b>ECED1520</b>	<b>Preschool Practicum</b>	L	-	45	1.5
<i>Pre/Corequisites: ECED 1120, 1060. Co-enrolled in ECED 1220 if this is the first practicum.</i>					
This course is designed to provide an understanding of the developmental stages of children from three to five years of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for children 3-5 years of age are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student.					

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>ECED1521</b>	<b>Infant Practicum</b>	L	-	45	1.5
<i>Pre/Corequisites: ECED 1110, 1060. Co-enrolled in ECED1220 if this is the first practicum.</i>					
This course is designed to provide an understanding of the developmental stages of children from six weeks through eighteen months of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for infants are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student.					
<b>ECED1522</b>	<b>Toddler Practicum</b>	L	-	45	1.5
<i>Pre/Corequisites: ECED 1110, 1060. Co-enrolled in ECED 1220 if this is the first practicum.</i>					
This course is designed to provide an understanding of the developmental stages of children from eighteen months through thirty-six months of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for toddlers are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student.					
<b>ECED1545</b>	<b>School Age Practicum</b>	L	-	45	1.5
<i>Pre/Corequisites: ECED 1230, 1060. Co-enrolled in ECED 1220 if this is the first practicum.</i>					
This course is designed to provide an understanding of the developmental stages of children from five to eight years of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for toddlers are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student.					
<b>ECED1560</b>	<b>Comprehensive Family Child Care Practicum</b>	L	-	45	1.5
<i>Open only to declared ECED students. Prerequisites: Program permission required. Current First Aid/CPR certification. ECED1110, 1120, 1230, 1060, 1260, 1270. Pre- OR Corequisite: ECED1475. Co-enrolled in ECED1220 if this is the first practicum.</i>					
Supervised experience as an in-home provider using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences.					
<b>ECED1570</b>	<b>Comprehensive Professional Nanny Practicum</b>	L	-	45	1.5
<i>Open only to declared ECED students. Prerequisites: Program permission required. Current First Aid/CPR certification. ECED1110, 1120, 1230, 1060, 1260, 1270. Pre- OR Corequisite: ECED1475. Co-enrolled in ECED1220 if this is the first practicum.</i>					
Supervised experience as a professional nanny using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences.					
<b>ECED2050</b>	<b>Children with Exceptionalities</b>	L	40	15	4.5
<i>Prerequisite: ECED 1220 or EDUC 1700</i>					
This course focuses on the awareness of the theory, development and philosophy of early childhood education programs serving children with exceptionalities. Topics include working with families, legislation, role of the interventionist, interdisciplinary teams, and inclusion of children with special needs in natural environments. 9-15 additional clock hours observing children in an inclusive setting are required.					
<b>ECED2060</b>	<b>Early Childhood Education Curriculum Planning</b>	L	45	-	4.5
<i>Students will be withdrawn from this class if they have not completed ECED1120, 1230, 1520, 1545 and three of the following methods classes: ECED 1050, 1160, 1224, 1260. The fourth methods class must be taken prior to or as a corequisite with this class.</i>					
This course prepares students to plan a developmentally appropriate curriculum and environments for children ages 3-8 years of age. Topics include environment design, writing goals and objectives, lesson plans, daily schedules, working with parents, and inclusionary practices.					
<b>ECED2065</b>	<b>Child Care Head Teacher Practicum</b>	L	30	150	8
<b>ECED2066</b>	<b>Child Care Head Teacher Practicum (E-Focus)</b>	L	15	105	5
<i>Open only to declared ECED students. Prerequisites: Program Permission. Current first aid/CPR certification. ECED1050, 1060, 1110, 1120, 1130, 1160, 1220, 1221, 1224, 1230, 1260, 1520, 1521, 1522, 1545, and 2060.</i>					
This course prepares students to be a lead teacher in a child care facility, using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences.					

## COURSE DESCRIPTIONS | Page 230 | SCC College Catalog | 2016-2017

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.



		Location	Class	Lab	Credits
<b>ECED2070</b>	<b>Family and Community Relationships</b>	L	45	-	4.5
This course focuses on the development of skills, techniques, and attitudes needed to form successful collaboration with diverse family systems and communities. Ten hours of volunteer service learning required.					
<b>ECED2450</b>	<b>ECED Administration</b>	L	45	-	4.5
<i>Prerequisites: Program Permission, ENGL1010 and ECED2065/2901. Corequisite: ECED2510.</i>					
It is strongly recommended that students have completed their core Social Science and Oral Communication requirements before enrolling in this class. Special program permission to enroll may be given to non-degree seeking administrators with prior administration experience. Analysis of supervisory and administrative procedures for the application of management theory in early childhood education programs.					
<b>ECED2510</b>	<b>ECED Administration Practicum</b>	L	-	60	2
<i>Prerequisite: Program permission required to register. ECED2065 Head Teacher Practicum or ECED2901 Head Teacher Co-Op. Corequisite: ECED2450.</i>					
A study of the skills needed for working in a comprehensive early childhood education setting in a leadership position. Students work with an administrator of an Early Childhood program to learn leadership skills through practical experience.					
<b>ECED2570</b>	<b>ECED Administration for the Entrepreneur Practicum</b>	L	-	90	3
<i>Prerequisite: Program permission required to register. ECED2066 or 2903. Must be taking or have taken ECED2450</i>					
Practical experience in developing and administrating a quality early childhood education program.					
<b>ECED2607</b>	<b>Individualized Practicum</b>	L	15	-	.5
<b>ECED2617</b>		L	30	-	1
<b>ECED2627</b>		L	60	-	2
<i>Prerequisite: Program permission</i>					
Practicum experiences designed to meet individual and program needs.					
<b>ECED2800</b>	<b>Early Childhood Education Graduation Seminar</b>	L	25	-	2.5
<i>Prerequisite: ECED2065 or ECED2901/ECED2066 or ECED2903 for E-Focus. Program Permission. Open only to students graduating at the end of the current quarter.</i>					
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.					
<b>ECED2900</b>	<b>Internship</b>	L	10	240	7
<i>Prerequisite: Program Permission required to register. Prerequisites: ECED2510, ECED2450 and four of the five General Ed. core classes. Open only to declared students graduating with an A.A.S. degree. Current first aid/CPR certification. ECED1112 Applied Infant and Toddler required for internship completion in an infant and toddler setting. ECED1475 Professional In-Home Care required for Internship completion in an in-home child care or nanny setting.</i>					
Structured temporary work-related (on-the-job training) experience for a college course. Work experience is a non-paid employment situation. Goals planned and implemented based on the needs of the early childhood site including the areas of appropriate environments, child development assessment, curriculum planning, family involvement and staff development. Presentation and discussion of child development topics and student's intern experiences. Application of skills and knowledge acquired in previous quarters. Site must be licensed or approved child care setting. 10 seminar/ lecture hours arranged with instructor/supervisor.					
<b>ECED2901</b>	<b>Child Care Head Teacher Cooperative Experience</b>	L	30	200	8
<i>Prerequisite: Program permission required. Prerequisites: ECED2510, ECED2450, ECED and four of the five general education core classes. Open only to declared students graduating with an A.A.S. degree. Current first aid/CPR certification/ECED1112 Applied Infant and Toddler Concepts required for Internship completion in an infant or toddler setting. ECED1475 Professional In-Home Care required for internship completion in an in-home child care or nanny setting.</i>					
Applied Infant and Toddler required for Internship completion in an infant or toddler setting.					
<b>ECED2902</b>	<b>Cooperative Experience</b>	L	10	240	7
<i>Program Permission required to register. Prerequisites: ECED2510, ECED2450 and four of the five general education core classes. Open only to declared students graduating with an A.A.S. degree. Current first aid/CPR certification. ECED 1112 Applied Infant and Toddler Concepts required for Cooperative experience completion in an infant or toddler setting. ECED1475 Professional In-Home Care required for Cooperative Experience completion in an in-home child care or nanny setting.</i>					
Paid practical work experience. Goals planned and implemented based on the needs of the early childhood site including the areas of appropriate environments, child development assessment, curriculum planning, family involvement and staff development. Presentation and discussion of child development topics and student's coop experiences. Application of skills and knowledge acquired in previous quarters. Work site and job description must meet program standards. 10 seminar/lecture hours arranged with instructor/supervisor.					

Location	Class	Lab	Credits
----------	-------	-----	---------

**ECED2903 Child Care Head Teacher Cooperative Experience (E-Focus)** **L 15 140 5**  
*Prerequisite: Program permission required. Current First Aid/CPR certification. ECED1050, 1060, 1110, 1120, 1130, 1160, 1220, 1221, 1224, 1230, 1240, 1260 and 2060.*

Practical work experience as a teacher in a licensed site. Site must meet certain guidelines set by the program. Work experience is paid employment. Presentation and discussion of child development topics and practicum experiences.

**ECED2999 Individual Special Project** **L - - .5-3**  
*Prerequisite: Program Permission.*

Selected educational experiences that provide intensive study and research on a topic beyond those included in the regular curriculum. Completed under the direction of a faculty member. Credit hours will vary.

## ECON • Economics

**ECON1200 Personal Finance** **B/L/M 45 - 4.5**  
*Prerequisite: Math competency recommended.*

Covers the basic principles needed for effective personal financial management, including the practical applications of money management, budgeting, taxes, credit, insurance, housing, investments, and retirement planning.

**ECON2110 Principles of Macroeconomics** **B/L/M 45 - 4.5**  
*It is recommended that students have a strong college level math and accounting background before taking this class.*

This course is a study of the “big ideas” of macroeconomics such as GDP, inflation, unemployment, labor, and international trade. A look at public-policy decision making using macro theories such as: monetary policy, fiscal policy and other economic-stabilization theories, is also presented. This course will also examine the economic challenges facing our company.

**ECON2120 Principles of Microeconomics** **B/L/M 45 - 4.5**  
*It is strongly recommended to complete Macroeconomics ECON2110, and have a strong college level math and accounting background before taking this class.*

Analysis of competitive and non-competitive markets, including the behavior of producers and consumers. Topics include price and income elasticity, income distribution, production costs, resource allocation, comparative advantage and current economic problems.

## EDUC • Education

**EDUC1110 Introduction to Professional Education** **B/L 45 - 4.5**

An overview of education in the United States viewed in terms of history, philosophy, finance and governance. Encourages critical thought regarding the role of education in our multicultural society, the role of the teacher, and educational practices in schools. The course is designed to help students explore education as a prospective career.

**EDUC1700 Professional Practicum I** **B/L 15 30 2.5**  
*Prerequisite/Concurrent enrollment: EDUC1110*

Designed to acquaint the student with the classroom situation and atmosphere by participation in the teaching-learning process. Includes observation and assistance in classroom-related activities under supervision of an experienced teacher.

**EDUC2000 Educational Psychology** **B/L 45 - 4.5**

This course is a study of the three focal areas in education: the learner, the learning process, and the learning environment. It is a survey of the principles of psychology as applied to classroom teaching; emphasis on development, learning, motivation, evaluation, adjustment, and educational techniques and innovations.

**EDUC2160 Children’s Literature** **B/L 45 - 4.5**  
*(Cross-listed as ENGL2160) Prerequisite: A grade of “C” or higher in ENGL1010.*

Survey of the various genres of children’s literature with an emphasis on methods of critically evaluating, analyzing, and sharing both traditional and recent selections.

**EDUC2165 Young Adult Literature** **B/L 45 - 4.5**  
*(Cross-listed as ENGL2165). Prerequisite: A grade of “C” or higher in ENGL1010.*

Survey of the various genres of adolescent literature. Emphases on evaluation of quality, thematic study and the inter/cross-disciplinary uses of young adult literature.

**EDUC2300 Introduction to Special Education** **L 45 - 4.5**

Introduction to the history, legislation, litigation, instruction, and evaluation of exceptional learners. Overview of the development and characteristics of exceptional learners, cultural issues, and collaboration found in K-12 classrooms.

Location	Class	Lab	Credits
----------	-------	-----	---------

**EDUC2590 Instructional Technology** **B/L 45 - 4.5**  
 This course is an introduction to a variety of technologies and strategies for use in the instructional process to accommodate all learners. The focus will also be on the social, ethical, legal and human issues surrounding the use of technology. NOTE: It is strongly recommended that students complete EDUC1110 prior to taking this class.

**EDUC2970 Professional Practicum Experiences II** **B/L 15 30 2.5**  
*Prerequisites: EDUC1700.*  
 Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth. Includes seminar component.

**EDUC2971 Professional Practicum Experiences III** **B/L 15 30 2.5**  
*Prerequisites: EDUC2970.*  
 Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth. Includes seminar component.

## ELEC • Electrical & Electromechanical Technology and Electronic Systems Technology

**ELEC1100 Introduction to Electronic Engineering** **L 40 40 5**  
 Introduction to Electronic Engineering covers how to use basic electronic test equipment, IPC-A-610 acceptability of electronic assemblies' standard, soldering, ESD training, electronic component reconnection how to draw schematics and introduce students to simulation software. All students will complete testing for IPC-A-610 CS certification.

**ELEC1129 Engineering Electronics I** **L 60 60 8**  
*Co-Prerequisite: MATH0950 or equivalent.*  
 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.

**ELEC1132 DC Principles I** **M 37.5 50 5**  
*Prerequisite: MATH0950*  
 A study of electrical concepts, using Ohm's Law, Kirchhoff's Voltage and Current Laws to understand series, parallel, and combination circuitry. Analyzation, diagnostic and trouble resolution skills are enhanced using the VOM, DMM, Oscilloscope, Power supplies and other lab test equipment.

**ELEC1133 DC Principles II** **M 37.5 50 5**  
*Prerequisite: ELEC1132.*  
 A continuation of DC Principles I. An in-depth study of electrical concepts, using Ohm's Law, Kirchhoff's Voltage and Current Laws to understand series, parallel, and combination circuitry. Magnetism is studied to gain knowledge of DC motors, generators and relays. Inductors and capacitors and their operation in DC circuits are also covered. Analyzation, diagnostic and trouble resolution skills are enhanced using the VOM, DMM, Oscilloscope, Power supplies and other lab test equipment.

**ELEC1217 AC Principles** **M 75 75 10**  
*Prerequisites: ELEC1133 and MATH1050 or higher*  
 A study of AC circuits using passive and reactive components, including series resonance and power factor correction circuitry. Single-phase transformers are introduced, along with power supply rectification and filtering. The oscilloscope is utilized to measure phase shift and to make indirect measurements. Introduction to three phase systems concepts also are covered.

**ELEC1219 Engineering Electronics II** **L 60 60 8**  
*Prerequisite: ELEC1129 or ELEC1133 and MATH0950 or equivalent*  
 AC circuits containing resistors, inductors, and capacitors in series and parallel combinations, including resonant and non-resonant circuits; single phase transformers, rectification and filtering. Uses of oscilloscope and familiarization with function generator, frequency counter, and DMM.

**ELEC1227 Digital Circuits** **L 40 40 5**  
*Prerequisite: ELEC1129.*  
 Truth tables, Boolean algebra and number systems to explain the operation of AND, OR, and INVERTER functions. Flip-flop registers and arithmetic operations. Lab work includes wiring of pre-designed circuits using ICs.

		Location	Class	Lab	Credits
<b>ELEC1317</b>	<b>Active Devices</b>	L	60	60	8
	<i>Prerequisite: ELEC1219 and MATH1050 or higher.</i>				
	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.				
<b>ELEC1336</b>	<b>CAD &amp; Electrical Estimating</b>	M	20	30	3
	<i>Corequisite: ELEC1366.</i>				
	Introduction to computer based drafting systems for electrical applications followed by the design of electrical distribution system and computerized cost estimating.				
<b>ELEC1337</b>	<b>Sketching &amp; CAD</b>	M	20	30	3
	Electromechanical students will learn the fundamentals of freehand sketching and computer based drafting for maintenance purposes.				
<b>ELEC1344</b>	<b>Motor Controls</b>	M	20	30	3
	<i>Prerequisite: ELEC1217.</i>				
	Practices in the operation, application, wiring, and troubleshooting of AC electrical control systems.				
<b>ELEC1356</b>	<b>Fluid Power</b>	M	60	40	7
	<i>Prerequisite: MATH1050.</i>				
	Study of fluid power (hydraulic and pneumatic) systems. Circuitry and various components, their design, operation, application, and maintenance.				
<b>ELEC1362</b>	<b>Electronic Drafting</b>	L	5	20	1
	<i>Prerequisite: Prior computer coursework or experience.</i>				
	Introduction to computer based drafting, circuit simulation, and PCB layout software for electronics applications. The software will include Capture, Multisim, and Visio.				
<b>ELEC1366</b>	<b>Residential &amp; Commercial Wiring I</b>	M	75	50	9
	<i>Prerequisite: ELEC1217 or special permission.</i>				
	Practical experience in the construction of residential wiring systems. Design, layout and estimating of a residential electrical system based on the National Electrical Code (NEC).				
<b>ELEC1367</b>	<b>Residential &amp; Commercial Wiring II</b>	M	75	50	9
	<i>Prerequisite: ELEC1366</i>				
	A continuation of Residential & Commercial Wiring I. Practical experience in the construction of residential wiring systems. Design, layout and estimating of a residential electrical system based on the National Electrical Code (NEC).				
<b>ELEC1422</b>	<b>Analog Circuits</b>	L	60	60	8
	<i>Prerequisite: ELEC1317.</i>				
	Theory and lab experience in design, testing, troubleshooting, and repair of multistage, small signal and power amplifiers using discrete and integrated circuitry for linear amplifier and oscillator applications. Principles of audio, IF and RF amplifiers are addressed.				
<b>ELEC1436</b>	<b>Power Transmission &amp; Lubricants</b>	M	50	-	5
	<i>Prerequisites: MACH1121 and MACH1131</i>				
	Fundamentals of power transmission equipment including belt drives, chain drives, couplings, bearings, seals, and lubrication.				
<b>ELEC1446</b>	<b>Industrial Machines &amp; Mechanical Systems</b>	M	40	60	6
	<i>Prerequisites: ELEC1356, ELEC1337, MACH1121, MACH1131, and WELD1184.</i>				
	Troubleshooting and repair of mechanical equipment. Bending, installing conduits, and repair of clutches and brakes.				
<b>ELEC1464</b>	<b>Transformers, Three-Phase System</b>	M	60	40	7
	<i>Prerequisite: ELEC1217.</i>				
	Study of transformers including three-phase use with balanced and unbalanced loads. Wiring techniques and performance characteristics of one-phase motors.				
<b>ELEC1474</b>	<b>Predictive Maintenance Principles</b>	M	40	10	4
	<i>Prerequisite: ELEC1217.</i>				
	Orientation, planning, and practical application of setting up a predictive maintenance program for inspection, testing, cleaning, fabricating, and adjusting of equipment.				

**COURSE DESCRIPTIONS | Page 234 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>ELEC1482</b>	<b>Advanced Digital Circuits</b>	L	40	40	5
	<i>Prerequisite: ELEC1227.</i>				
	Digital registers, multiplexers, demultiplexers, arithmetic logic circuits, AD and DA conversion, digital interfacing, memory devices, device output types and internal device characteristic. Lab work includes design of logic circuits using IC's and wiring of pre-designed circuits using IC's on a Breadboard.				
<b>ELEC1495</b>	<b>Industrial Wiring</b>	M	100	100	13
	<i>Prerequisite: ELEC1367.</i>				
	Study of the construction of electrical systems used in industrial and commercial areas. Circuitry required in lighting, controller systems, power distribution, and service entrance for electrical systems of public and commercial buildings. Study of the National Electrical Code for industrial wiring.				
<b>ELEC2099</b>	<b>Military Service Electronics Training</b>		-	-	30-60
	Composite Electronics Technician training and experience received at US Government Armed Forces military training centers and deployment sites. SCC does not offer this course at their facilities.				
<b>ELEC2519</b>	<b>Communications Systems</b>	L	60	60	8
	<i>Prerequisites: ELEC1422 and ELEC1482.</i>				
	Introduction to voice communication principles in electronics. Public and private telephone systems are described including local loops, PBX and long distance techniques. Telephone transmission, switching and signaling systems are covered as well as Cellular telephone systems are explained. T1, T3, FDM, TDM, ISDN, DSL terms are explained. Students are introduced to AM modulation techniques. Super heterodyne receiver principles are introduced. SBB radios and principles of Squelch are defined.				
<b>ELEC2530</b>	<b>Microprocessor Applications</b>	L	50	30	6
	<i>Prerequisite: ELEC1482.</i>				
	Introductory course covering instruction set, bus structures, memory and I/O interfacing, and data manipulation for microprocessor and microcontroller based system. Assembly language programming techniques and concepts will be applied using an Integrated Development Environment.				
<b>ELEC2534</b>	<b>Programmable Logic Controllers I</b>	M	50	25	5.5
	<i>Prerequisite: ELEC1344. Corequisite: ELEC2564.</i>				
	An introduction to Logic functions and the Programmable Logic Controller (PLC).				
<b>ELEC2546</b>	<b>Electrical Machine Controls</b>	M	25	25	3
	<i>Prerequisite: ELEC1344.</i>				
	Continuation of ELEC1344 (Motor Controls) with more emphasis on design, troubleshooting and repair of electrical circuits.				
<b>ELEC2555</b>	<b>Industrial Communications &amp; Alarm Systems</b>	M	25	25	3
	<i>Prerequisite: ELEC1217.</i>				
	Installation and maintenance of data communications systems, security/fire alarm systems, and telephone systems.				
<b>ELEC2564</b>	<b>Industrial Electronic Controls</b>	M	75	50	9
	<i>Prerequisite: ELEC1217. Corequisite: ELEC2534.</i>				
	This course focuses on industrial control devices such as variable frequency drives, DC motor drives and electronic sensors. Also the electronic components used in the construction of these devices.				
<b>ELEC2570</b>	<b>Audio Systems</b>	L	40	40	5
	<i>Prerequisite: ELEC2519</i>				
	This course will cover Power Supply and Audio Systems. Operational theory of both will be discussed as well as how to test for specifications. Troubleshooting techniques will be covered and reinforced with lab applications.				
<b>ELEC2614</b>	<b>Robotics and Integrated Automation</b>	M	75	75	10
	<i>Co-prerequisite: ELEC2624</i>				
	This course focuses on robotics, servo systems and the integration of automated equipment.				
<b>ELEC2624</b>	<b>Programmable Logic Controllers II</b>	M	100	100	13
	<i>Prerequisites: ELEC2534 and ELEC2564.</i>				
	Programming, wiring, and troubleshooting of Programmable Logic Controller (PLC).				

**COURSE DESCRIPTIONS | Page 235 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>ELEC2640</b>	<b>Advanced Communications Systems</b>	L	40	40	5
	<i>Prerequisite: ELEC2519.</i>				
	Study of SSB, FM, spread-spectrum modulation systems used in broadcast and two-way radios, physical and electrical characteristics of antennas and transmission lines, Electromagnetic wave propagation explanations for antennas, transmission lines to include copper, fiber optic and wave guides. Cellular telephone systems are explained. Home entertainment as well as broadcast systems used as examples of theory. Microwave communications are introduced. PLL (Phase-Locked Loops) circuits are included. Radio testing and alignment are performed in lab projects.				
<b>ELEC2735</b>	<b>Advanced Microprocessor Applications</b>	L	30	50	4.5
	<i>Prerequisite: ELEC2530.</i>				
	Advanced design, circuit construction, and troubleshooting of digital systems such as those encountered in computers, digital communications circuits, and other industrial control applications. Assembly language programming and hardware interfacing techniques will be covered for both microprocessor and microcontroller based systems.				
<b>ELEC2750</b>	<b>Video Systems</b>	L	50	70	7
	<i>Prerequisite: ELEC2570.</i>				
	Analog and Digital television systems will be explained which includes both the broadcast and receiving side of things. Security systems will also be covered including video surveillance, access control and alarm systems. Various troubleshooting projects, both in-house and external, will be used for practice. Advanced troubleshooting techniques will be explored and practiced with lab projects.				
<b>ELEC2753</b>	<b>PC Operating Systems &amp; Hardware</b>	M	60	40	7
	<i>Prerequisite: ELEC2530.</i>				
	Current PC operating and hardware systems will be discussed and compared. An emphasis will be placed on installation, troubleshooting, security and system maintenance.				
<b>ELEC2755</b>	<b>Structured Programming for Electronic Technicians</b>	L	30	50	4.5
	<i>Prerequisite: ELEC2530.</i>				
	Programming utilizing an object-oriented programming language. Specialized programming for electronic technicians with an emphasis on programming for industrial controls and computer networking applications.				
<b>ELEC2760</b>	<b>Introduction to Networks</b>	L	40	40	5
	Introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.				
<b>ELEC2761</b>	<b>Routing and Switching Essentials</b>	L	40	40	5
	<i>Prerequisite: ELEC2760.</i>				
	This course describes the architecture, components and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.				
<b>ELEC2823</b>	<b>Network Operating Systems &amp; Administration</b>	L	65	55	8
	<i>Prerequisites: ELEC2753, ELEC2760.</i>				
	Study of current network operating systems and applications installation, configuration and management, including Linux, and Windows platforms. Windows Server architecture will be explored in detail.				
<b>ELEC2853</b>	<b>Fluid Power and Robotics</b>	L	25	15	3
	<i>Prerequisite: ELEC1219.</i>				
	Study of fluid power (hydraulic and pneumatic) systems and devices. Circuitry and various components, their design, operation, and application. An introduction to robotic operation and setup circuitry as related to fluid power.				
<b>ELEC2860</b>	<b>Scaling Networks</b>	L	40	40	5
	<i>Prerequisite: ELEC2760 and ELEC2761</i>				
	This course describes the architecture, components and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.				

Location	Class	Lab	Credits
----------	-------	-----	---------

**ELEC2861 Connecting & Securing Networks**

*Prerequisites: ELEC2760, ELEC2761 and ELEC2860.*

This course describes the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network.

L 40 40 5

**ELEC2863 Programmable Logic Controller in Automation Systems**

*Prerequisite: ELEC2530*

An introduction to the usage and programming of Programmable Logic Controllers (PLC's) and the utilization of transducers/sensors in industrial automation with supporting labs.

L 40 40 5

**ELEC2864 Advanced Programmable Logic Controllers in Automation Systems**

*Prerequisites: ELEC2863 or Program Chair Approval*

An in-depth study of programming techniques used with Programmable Logic Controllers (PLC's) systems and of the configurations used in Industrial Control systems with supporting labs.

L 40 40 5

**ELEC2883 Robotics and Vision Systems**

*Prerequisites: ELEC2530.*

Lecture and lab projects featuring an in-depth study of industrial robotic systems and Smart Image Sensor technology programming and interfacing in automation systems.

L 20 40 3

**ELEC2900 CCNA Security**

*Prerequisite(s): ELEC2760 and ELEC2761*

The CCNA Security course will describe security threats, then implement various security techniques for routers and switches to include AAA, ACLs, IPS, and IDS. Mitigate threats to email, web based and endpoint attacks and common layer 2 attacks. Implement VPNs and remote access and site-to-site VPNs.

L 40 40 5

## ELET • Electrician Construction – IBEW Option

**ELET1714 DC Circuits and Conduit Bending**

*Prerequisite: Successful completion of SCC and IBEW entrance requirements. Corequisite: ELET1715.*

An introductory course in electricity and electrical construction work. Covers the basics of electrical theory, material and tool identification, DC electrical circuits, conduit bending and installation applications. Includes the interpretation and application of selected articles of the National Electrical Code (NEC).

120 60 14

**ELET1715 Electrical Wiring Applications I**

*Corequisite: ELET1714.*

On the Job Training (OJT) to apply construction electrician principles covered in ELET1714.

- 200 5

**ELET1719 AC/DC Circuits and Blueprint Reading**

*Prerequisite: ELET1714. Corequisite: ELET1720.*

Direct Current (DC) and Alternating Current (AC) circuits are analyzed. Learn how to properly use test instruments through lab exercises. Study of the NEC is continued. Wire sizing for branch circuits and feeders are discussed. Blueprint reading and electrical safe work practices are introduced.

120 60 14

**ELET1720 Electrical Wiring Applications II**

*Corequisite: ELET1719.*

On the Job Training (OJT) to apply construction electrician principles covered in ELET1719.

- 200 5

**ELET1724 AC Theory, Fire Alarm and Grounding & Bonding**

*Prerequisite: ELET1719. Corequisite ELET1725.*

AC Theory Level II, Blueprint Reading Level II, Transformers Level II & III along with Safety Related Work Practices Level II are all covered. Fire Alarm Levels I & II Overcurrent Protection are covered as well.

120 60 14

**ELET1725 Electrical Wiring Applications III**

*Corequisite ELET1724.*

On the Job Training (OJT) to apply construction electrician principles covered in ELET1724.

- 200 5

Location	Class	Lab	Credits
----------	-------	-----	---------

**ELET1729      Logic Circuits and Electrical Motors**      **120      60      14**  
*Prerequisite: ELET1724. Corequisite ELET1730.*  
 Logic devices and functions such as AND, OR, NAND, NOR and Boolean algebra are introduced. General principles of AC and DC motors and their control are studied. Power factor and power quality are discussed.

**ELET1730      Electrical Wiring Applications IV**      **-      200      5**  
*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, Photovoltaic systems, Electric vehicle, air conditioning and other special control and instrumentation circuits are covered.

**ELET1735      Electrical Wiring Applications V**      **-      200      5**  
*Corequisite ELET1734.*  
 On the Job Training (OJT) to apply construction electrician principles covered in ELET1734.

## EMTL • Emergency Medical Services

**EMTL1242      Emergency Medical Responder to EMT Bridge**      **L      68      36      8**  
*Prerequisite: Minimum 18 years of age, high school diploma or GED, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card and current EMR license.*  
 This is a continuing education course. Emergency procedures and skills to attain EMT certification from the level of Emergency Medical Responder. Appropriate for rescue squad members, transport services, and hospital emergency room worker.

**EMTL1265      Emergency Medical Responder**      **L      44      25      5**  
*Prerequisite: Minimum 18 years of age, high school diploma or GED® current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card.*  
 Emergency procedures and skills appropriate for the first person at a medical or trauma emergency. Especially appropriate for rescue squad members, law enforcement and fire personnel and persons needing advanced first aid skills.

**EMTL1301      EMT Part I**      **L      60      30      7**  
*Prerequisites: A current American Heart Association Health Care Provider CPR Card, criminal background check or instructor approval.*  
 This interactive introductory course will discuss foundational aspects of emergency medical care, including airway management, patient communication, trauma and medical patient assessment and care for all patient populations, including 12-lead ECG placement. Hazardous materials awareness and major incident operations will also be discussed.

**EMTL1302      EMT Part II**      **L      60      30      7**  
*Prerequisite: EMTL1301, and completed Student Health Statement or instructor approval.*  
 This interactive course is the continuation of the introductory course that will discuss foundational aspects of emergency medical care, including airway management, patient communication, trauma and medical patient assessment and care for all patient populations, including 12-lead ECG placement. Hazardous material awareness and major incident operations will also be discussed. At the conclusion of this course student will be eligible to sit for the National Registry Exam leading to EMT certification and state licensure.

## ENER • Energy Generation Operations

**ENER1100      Energy Industry Fundamentals**      **M      45      -      4.5**  
 The course content focuses on understanding various types of energy and their conversion to useable energy such as electrical power. How generated electrical power is transmitted and distributed to the point of use. Natural gas transmission and distribution systems are described. Compliance with safety procedures is introduced. Careers in energy industry and entry points are covered. Energy system reliability and governance are explained.

**ENER1110      Operator Safety**      **M      35      30      4.5**  
 Operator-based safety topics including: OSHA 10-hour general industry certification, human performance tools, personal protective equipment, ladders, body harnesses, confined space, lock-out/tag-out, GHS, and fire extinguishers. Students will perform a supervised climb with fall-arrest-protection to above 20 feet. This course also provides aerial life and forklift training, arc flash awareness, and industrial accident case studies.



Location	Class	Lab	Credits
----------	-------	-----	---------

<b>ENER1115</b>	<b>Mechanical and Fluid Fundamentals</b>	<b>M</b>	<b>40</b>	<b>20</b>	<b>4.5</b>
This course will give the student a basic understanding of pumps, valves, compressors, and heat exchangers. It will explain the proper procedure on how to start, operate and shut down pumps. Common inspection and maintenance practices, as well as common operating problems of centrifugal pumps will be discussed. Functions and characteristics of reboilers, cooling towers, and condensers will be covered in detail.					
<b>ENER1210</b>	<b>Electrical Power Theory</b>	<b>M</b>	<b>55</b>	<b>15</b>	<b>6</b>
<i>Prerequisite: MATH1050</i>					
This course introduces the student to electricity and electrical power concepts. Topics include the study of basic electrical characteristics, series and parallel circuits, resistance and impedance, single-phase and three-phase circuits, power generation and transmission, power factor and correction, DC transmission, rectification, inverter systems, and grid transfer. The student will also learn about generator control, protection, and fault management including backup power applications.					
<b>ENER1220</b>	<b>Process Dynamics</b>	<b>M</b>	<b>40</b>	<b>20</b>	<b>4.5</b>
<i>Prerequisite: ENER1255</i>					
The practical application of flow, temperature, pressure, heat, gases, liquids, solids, fluid systems, heat transfer and their impact on process dynamics are explored in detail. This course will compare fundamental control strategies such as on/off and PID. It will explain the basic components of control systems and their use in process control.					
<b>ENER1235</b>	<b>Technical Diagrams</b>	<b>M</b>	<b>30</b>	<b>-</b>	<b>3</b>
This course will cover the symbols and diagrams commonly used on electrical schematics, piping and instrumentation diagrams (P&ID) and Process Flow Diagrams (PFD). Focus will be on identifying the types of diagrams, identifying instrument symbols and line symbols used on diagrams, understanding the types of information typically found on a legend, using a diagram to locate the components of a system, and reading a Process Flow Diagram to trace the flow paths of a system.					
<b>ENER1250</b>	<b>Emission Control Systems</b>	<b>M</b>	<b>30</b>	<b>-</b>	<b>3</b>
Introduction to types of pollutants, methods of monitoring and reporting requirements for electrical generating plants as well as biofuels plants. Methods of controlling pollution and regulatory agencies are covered. Identification of the major sources of pollution, explanation of control devices used to minimize polluting emissions; the importance of reducing emissions, in compliance with state and federal regulations will be discussed. Regulatory agencies overseeing permitting and enforcement procedures both state and federal will also be covered.					
<b>ENER1255</b>	<b>Instrumentation and Control Systems</b>	<b>M</b>	<b>40</b>	<b>60</b>	<b>6</b>
<i>Prerequisite(s): ENER1115, ENER1235, PHYS1017 or PHYS1150 or PHYS1410 or higher Physics course</i>					
Building on the Mechanical and Fluid Fundamentals course, this course will cover the essential elements of a process control system. It will cover common types of electrical and pneumatic signals used for data collection while exploring devices used to measure flow rates, pressures, temperatures, levels and analytic control. This course will compare fundamental control concepts such as on/off and PID. It will explain how control concepts are used in the various control loops of feedback, cascade, ratio and feed-forward.					
<b>ENER1900</b>	<b>Internship</b>	<b>M</b>	<b>-</b>	<b>120</b>	<b>3</b>
<i>Prerequisite(s): ENER2105, ENER2120</i>					
SCC Staff will coordinate site visits so students can work with various energy-generating facilities as an intern as they explore the various businesses in an attempt to choose a focus in their sixth quarter. One week per employer shall be spent in their facilities partnering with seasoned plant operators.					
<b>ENER2099</b>	<b>Military Service Energy Generation Training</b>	<b>M</b>	<b>-</b>	<b>-</b>	<b>30-60</b>
<i>Prerequisite(s): Instructor Permission</i>					
Composite energy generation operations training and experience received at U.S. Government Armed Forces Military training centers and deployment sites. Credit awarded is dependent upon military transcript and negotiations with program chair.					
<b>ENER2100</b>	<b>Motor Controls and Switchgear</b>	<b>M</b>	<b>40</b>	<b>15</b>	<b>4.5</b>
<i>Prerequisite(s): ENER1210</i>					
This course is a study of various types of motors, motor controls, loads, drive systems and related electrical switchgear commonly used in power generating plants as well as any fuels processing system. Variable frequency controllers, contactors, protective relaying, overload protection, current transformers and other critical components are covered.					

## COURSE DESCRIPTIONS | Page 239 | SCC College Catalog | 2016-2017

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>ENER2102</b>	<b>Nuclear Energy</b>	<b>M</b>	<b>30</b>	<b>-</b>	<b>3</b>
	<i>Prerequisite(s): MATH1050</i>				
	Nuclear energy is a source of power which is created by a nuclear reaction. This course will give the student a basic understanding of the theory and philosophy behind nuclear energy. It will explain the rigors of nuclear culture. The atom and its binding forces will be introduced. Characteristics and properties of the various radiation types will be covered in detail. Nuclear technologies in industry, medicine, and agricultural applications will be discussed.				
<b>ENER2105</b>	<b>Boiler Systems</b>	<b>M</b>	<b>40</b>	<b>-</b>	<b>4</b>
	An introductory course covering boiler operation, inspection, maintenance, and repair. Emphasis throughout is on the vital interrelationship of operation, maintenance, inspection, controls and safety devices.				
<b>ENER2120</b>	<b>Steam Turbines</b>	<b>M</b>	<b>30</b>	<b>-</b>	<b>3</b>
	<i>Prerequisite(s): ENER1235 and ENER1255</i>				
	This is an introduction to the basic operation and maintenance of steam turbines. Practical system block diagrams are presented for steam turbine systems as used in biofuels and electricity-generating plants. System flow diagrams, block-level troubleshooting techniques are covered.				
<b>ENER2130</b>	<b>Green Energy Technologies</b>	<b>M</b>	<b>40</b>	<b>15</b>	<b>4.5</b>
	<i>Prerequisite(s): Permission by Program Chair</i>				
	This course is an introduction to various green energy technologies including wind, solar, hydro and other types of renewable energy. Topics covered include physics, fluid dynamics, aerodynamics and various solar generation principles. A basic description of wind turbine systems and current and future solar generating systems is included as well as a description of hydroelectric facilities.				
<b>ENER2135</b>	<b>Atomic Structures</b>	<b>M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisite(s): ENER2102</i>				
	This course discusses the basis of all matter. Students will be introduced to the fundamentals required to understand the atom and its components: the electron, neutron and proton. We will discuss how atoms are held together in both a stable and unstable condition resulting in various isotopes of the elements. Additional topics include atomic structure, chart of the nuclides, nuclear reactions, mass to energy conversion, industrial and science applications of nuclear processes, radioactive decay, half-life determination, and radioactive interaction with matter.				
<b>ENER2205</b>	<b>Nuclear Power Plant Layout</b>	<b>M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisite(s): ENER2102</i>				
	This course will introduce the student to the technology of nuclear power generation used in modern power producing nuclear plants. An overview will be provided on how electricity is produced from nuclear energy, the basic mechanical systems and components necessary to all electrical generation facilities and the special systems associated with nuclear facilities. This course also covers the purpose, operation, flow paths and system interactions of basic reactor systems. Emergency operating procedures, automatic control systems, abnormal system conditions, alarm systems are among the many topics covered in this course.				
<b>ENER2220</b>	<b>Reactor Plant Materials</b>	<b>M</b>	<b>30</b>	<b>-</b>	<b>3</b>
	<i>Prerequisite(s): ENER2102 and ENER2530</i>				
	This course provides students with an understanding of the various materials used in the operation of a nuclear power plant. Topics include phase balance of materials, mechanical properties and behavior of materials, environmental effects on materials, and nuclear-specific topics such as fuel pellets, fuel rod cladding, control rods, radiation effects on materials, enrichment of radioactive isotopes and fuel pellet fabrication.				
<b>ENER2230</b>	<b>Radiation Detection and Protection</b>	<b>M</b>	<b>30</b>	<b>-</b>	<b>3</b>
	<i>Prerequisite(s): ENER2102</i>				
	This course presents the theory, application detection and shielding of the various types of radiation. Topics covered include detection devices such as survey meters, core power detectors, personnel monitoring devices, and biological effects of radiation. The course also discusses how exposure to radiation can be minimized and the biological impact of radiation. The concepts of "ALARA" and "NIRL" will be introduced.				
<b>ENER2240</b>	<b>Reactor Safety</b>	<b>M</b>	<b>30</b>	<b>-</b>	<b>3</b>
	<i>Prerequisite(s): ENER2102</i>				
	This course includes an explanation of reactor water chemistry fundamentals. We will cover basic concepts related to nuclear plant protection including administrative controls, procedural concepts and automatic reactor plant protection. Concepts related to accident analysis will be covered. Explanation of basic concepts related to transient prevention and mitigation of core damage and accident management is included.				

**COURSE DESCRIPTIONS | Page 240 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

Location	Class	Lab	Credits
----------	-------	-----	---------

**ENER2300 Coal Plant Operations & Troubleshooting**

*Prerequisite(s): ENER2105 and ENER2120*

Introduction to the general layout and system operations of a typical coal-fueled electric generating plant. Coal-handling systems, emission controls, life-cycle parts monitoring, combustion controls, fire systems, steam, water, air systems and general operations of a coal plant are covered. Troubleshooting scenarios are introduced and practiced.

**M 60 - 6**

**ENER2400 Gas Turbines & HRSG Systems**

This course introduces students to the various types of industrial gas turbine generating systems such as micro, heavy frame and aero-derivative systems. Various topics include theory of operation, fuel systems, emission controls, inlet systems, cooling, heating, and filtering. History of gas turbines is covered as well as support systems, combustion controls, life-cycle monitoring and safety in a gas turbine power plant. Students will also be introduced to HRSG (Heat Recovery Steam Generator) topics including purge sequences, co-generation systems, single and multiple steam drums, duct burners, exhaust gas dynamics, turbulence and emission controls.

**M 30 - 3**

**ENER2500 Biofuels Fundamentals**

This course begins with a worldwide overview and concludes with a glimpse into future issues. Biofuels Fundamentals explores principles of life science related to the production of biofuels from diverse sugar, starch and cellulose feedstocks such as bioethanol, biodiesel, biogas, hydrogen, and algae. The course examines cellular and molecular processes pertaining to carbon fixation via photosynthesis, and how chemically captured solar energy is converted into both renewable and petroleum resources. Microbial metabolic pathways in fermentation are also presented. Fundamental principles and practical applications of the biomass energy production processes, materials and logistics are also discussed.

**M 30 - 3**

**ENER2520 Microbial Ecology**

Introduces students to structure, classification, and ecology of microorganisms, especially as it relates to a Biofuels processing plant. Will include experience in microbiological laboratory practices and techniques as well as study of the enzymes supporting microbial ecology in Ethanol processing facilities.

**M 20 30 3**

**ENER2530 Process Plant Chemistry**

This course explores the relationship of science, technology, and process management in regards to the operation and optimization of processing plant operations. The course has an emphasis on the science and technology that affect process operations, measures of product quality assurance and control, identify operational deviations, and incorporate process troubleshooting.

**M 30 - 3**

**ENER2540 Ethanol Process Operations**

This advanced process course pulls together the various concepts involving a typical biofuels processing plant including distillation and evaporation as they are used in a typical biofuels processing plant. Real-life case studies will be presented as we explore control models used in this business. Topics include feedback cascade PID, CIP (Clean In Place), start-up, shut-down and feed-forward. Process troubleshooting concepts will be taught and practiced by students to emulate real-world failures and how to deal with those.

**M 30 15 3**

## ENGL • English

Placement in English courses will be determined by a placement examination. Your advisor will register you for the appropriate English course.

**ENGL0900 Reading Workshop**

*Prerequisite: Appropriate reading placement score. Corequisite: ENGL0960*

ENGL0900 supports the practice and improvement of reading skills necessary for college-level work concurrent with ENGL0960. The course includes reading software as well as group reading activities.

**B/L/M 15 - 1.5**

**ENGL0960 Beginning College Reading/Writing**

*Prerequisite: Appropriate writing placement score*

Within the context of their own writing and the reading of a book, students in this English course will develop skills necessary for college-level coursework, including comprehension of complex texts and written expression. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

**L 45 - 4.5**

**ENGL0985 Intermediate College Reading/Writing**

*Prerequisite: Grade of "C" or higher in ENGL0960 or appropriate writing placement score.*

This developmental English course covers skills required in college-level composition. As such, this course employs an integrated reading-writing model that uses book-length reading and writing exercises that emphasize critical thinking. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

**B/L 45 - 4.5**

		Location	Class	Lab	Credits
<b>ENGL0995</b>	<b>Writing Workshop I</b>	<b>B/L</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
	<i>Prerequisite: "C" or higher in ENGL0960, appropriate writing placement score, or permission.</i>				
	ENGL0995 is a recommended course for students who earned a "C" or "C+" in ENGL0960 or who seek additional support and instructions for their writing. This course offers students enrolled in ENGL0985 and/or any writing intensive course structured, individualized writing and reading support. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)				
<b>ENGL0996</b>	<b>Writing Workshop II</b>	<b>B/L</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
	<i>Prerequisite: "C" or higher ENGL0985, appropriate writing score, or permission.</i>				
	ENGL0996 is a recommended course for students who earned a "C" or "C+" in ENGL0985 or who seek additional support and instructions for their writing. This course offers students enrolled in ENGL1010 and/or any writing intensive course structured, individualized writing and reading support. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)				
<b>ENGL1010</b>	<b>English Composition I</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisite: Appropriate placement score OR grade of "C" or higher in ENGL0985 (formerly ENGL0980).</i>				
	Composition I offers instructional practice in the techniques of effective writing. The process of planning, writing, revising, and editing essays for particular audiences and purposes and research-related skills are also emphasized.				
<b>ENGL1020</b>	<b>Composition II</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisite: A grade of "C" or higher in ENGL1010.</i>				
	ENGL1020 students engage in both written work and critical reading to acquire skills in researching, evaluating sources, citing sources appropriately, and recognizing elements of arguments. This course prepares students for professional, academic, and civic engagement beyond the classroom.				
<b>ENGL1110</b>	<b>Business Communications</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisite: Appropriate placement score OR grade of "C" or higher in ENGL0985 (formerly ENGL0980).</i>				
	Study of principles and techniques of writing effective business letters, electronic and written messages, and reports through the process of planning, writing, editing, and revising for the intended audience. Students will practice using the principles of grammar, punctuation, and correct word usage that have practical application in writing for business purposes.				
<b>ENGL1510</b>	<b>Introduction to Creative Writing</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisite: A grade of "C" or higher in ENGL1010.</i>				
	Study and practice of the techniques of creative writing of both fiction and poetry.				
<b>*ENGL2050</b>	<b>Modern Fiction</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisite: A grade of "C" or higher in ENGL1010.</i>				
	Exploration of short fiction and novels from 1900 to the present. Consideration of major literary critical theories and trends through the study of both American and international authors.				
<b>*ENGL2100</b>	<b>Introduction to Literature</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisite: A grade of "C" or higher in ENGL1010.</i>				
	Introduction to the major genres and conventions associated with literature. Includes fiction, poetry, and drama. 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.				
<b>ENGL2140</b>	<b>Introduction to Shakespeare</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisite: A grade of "C" or higher in ENGL1010.</i>				
	This course provides an introduction to the times and art of William Shakespeare through the study of a selection of major plays. Focus is placed on context of his time and society, themes that speak to a modern audience, and making Shakespeare's language accessible.				
<b>*ENGL2150</b>	<b>Introduction to Women's Literature</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisite: A grade of "C" or higher in ENGL1010.</i>				
	An examination of women's writing within the contexts of history, culture, environment, and media. Through critical reading, analysis, and writing, students will more fully understand the relevance of women's perspectives to literature and society.				
<b>ENGL2160</b>	<b>Children's Literature</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>(Cross-listed as EDUC2160) Prerequisite: A grade of "C" or higher in ENGL1010.</i>				
	Survey of the various genres of children's literature with an emphasis on methods of critically evaluating, analyzing, and sharing both traditional and recent selections.				

		Location	Class	Lab	Credits
<b>ENGL2165</b>	<b>Young Adult Literature</b> <i>(Cross-listed as EDUC2165) Prerequisite: A grade of "C" or higher in ENGL1010.</i> Survey of the various genres of adolescent literature. Emphasis on evaluation of quality, thematic study and the inter/cross-disciplinary uses of young adult literature.	B/L	45	-	4.5
<b>ENGL2200</b>	<b>Science Fiction Literature</b> <i>Prerequisite: A grade of C or higher in ENGL1010.</i> A survey of Science Fiction works from the late 1800s to the present. Science Fiction literature examines the human condition and its relationship with science, technology, and the unknown universe. In addition, the course analyzes diverse historical, cultural, political, and intellectual influences on literary thought.	L	45	-	4.5
<b>ENGL2210</b>	<b>American Literature from 1865</b> <i>Prerequisite: A grade of C or higher in ENGL1010.</i> The course provides an introduction to post-Civil War American literature, its themes and development, the diversity of its authors, and connections between American literature and national identity.	L	45	-	4.5
<b>ENGL2220</b>	<b>British Literature Post-1800</b> <i>Prerequisite: A grade of C or higher in ENGL1010.</i> A survey of British literature from 1800 to the present. The course emphasizes literature as a means of understanding the human condition and explores diverse historical, cultural, and intellectual influences on literary thought.	L	45	-	4.5
<b>ENGL2440</b>	<b>African American Literature</b> <i>Prerequisite: A grade of "C" or higher in ENGL1010.</i> This course provides an introduction to African American poetry, short fiction, essays and autobiographical writings. With an emphasis on historical and social contexts, the course focuses on literature as a means for reseeing the past and, consequently, understanding the present.	B/L	45	-	4.5
<b>*ENGL2450</b>	<b>Native American Literature</b> <i>Prerequisite: A grade of "C" or higher in ENGL1010.</i> Introduction to various contemporary Native American and First Nations prose, poetry, literature, journalism, and films with attention to traditional stories as well as historical and social context. Through critical reading, analysis, and writing, students will examine the impact of past and present perspectives.	B/L	45	-	4.5
<b>*ENGL2460</b>	<b>Latino/a &amp; Latin American Literature</b> <i>Prerequisite: A grade of "C" or higher in ENGL1010.</i> 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.	B/L	45	-	4.5
<b>*ENGL2470</b>	<b>Asian American Literature</b> <i>Prerequisite: A grade of "C" or higher in ENGL1010</i> Through critical reading, analysis, and writing, students are introduced to literature by major Asian American authors; literature is studied in its historical and cultural context.	B/L	45	-	4.5
<b>ENGL2520</b>	<b>Fiction Writing</b> <i>Prerequisite: A grade of "C" or higher in ENGL1010.</i> Designed to teach the fundamentals of writing fiction, both theory and application.	B/L	45	-	4.5
<b>ENGL2530</b>	<b>Poetry Writing</b> <i>Prerequisite: A grade of "C" or higher in ENGL1010.</i> Designed to teach the fundamentals of writing poetry, both theory and application.	B/L	45	-	4.5
<b>ENGL2560</b>	<b>Technical Writing</b> <i>Prerequisite: A grade of "C" or higher in ENGL1010.</i> Introduction to design principles, style, and strategies for technical writing. Communication formats and styles for various audiences, purposes, and situations are practiced.	B/L	45	-	4.5

Location	Class	Lab	Credits
----------	-------	-----	---------

**ENGL2980 Special Topics in Literature** **B/L/M 45 - 4.5**  
*Prerequisite: Grade of "C" or higher in ENGL1010.*  
 Topics vary each term. The purpose of this class is to explore a specific topic or period of literature.

## ENGR • Engineering

**ENGR1010 Engineering Design** **B/L 45 - 4.5**  
*Prerequisite: Grade of "C" or higher in MATH1150 or higher or appropriate score on the math placement test, or by permission.*

Introduction to the engineering profession, engineering problem solving and engineering design with an emphasis on current topics. Course material will be presented using projects and group learning activities.

**ENGR1020 MATLAB Programming and Problem Solving** **B/L 45 - 4.5**  
*Prerequisite: Grade of "C" or higher in MATH1150 or higher or appropriate score on the math placement test.*

This course introduces students to the engineering problem solving process in the context of high level structured computer programming. The course consists of a sequence of programming assignments that require students to write computer programs to solve engineering problems. All of the computer assignments will be written in MATLAB.

**ENGR2010 Introduction to Circuits and Electronics** **B/L 45 30 6**

This course covers basic circuit analysis, including direct currents, alternating currents, and operational amplifiers. The course also includes basic digital signals and circuits. The course is taught in an interactive style that integrates lecture, laboratory, and small-group activities into one combined session.

**ENGR2020 Engineering Statics** **B/L 45 - 4.5**  
*Prerequisite: Grade of "C" or higher in MATH1700 and PHYS2110.*

Mechanics is the physical science which deals with the effects of forces on objects. The statics portion of mechanics is concerned with the equilibrium of bodies under action of forces. This course is a 4.5 quarter hour course, (three semester credit hour) in basic engineering statics and is based on the existing UNL course ENGM 233 Engineering Statics.

## ENTR • Entrepreneurship

**\*ENTR1050 Introduction to Entrepreneurship** **B/L/M 45 - 4.5**

The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.

**ENTR2040 Entrepreneurship Feasibility Study** **B/L/M 45 - 4.5**

Students will assess the viability of a business idea to determine if the concept is feasible for business startup, expansion or long term growth. The student will identify and analyze through basic research the present climate to determine current trends for their business idea by completing an industry, target market and competitive analysis. The student will begin to assess the financial needs for the business idea in addition to their own skill, strengths and talents to launch a successful business idea.

**ENTR2050 Marketing for the Entrepreneur** **B/L/M 45 - 4.5**

In the course, the student will gain insights essential for marketing their entrepreneurial venture utilizing innovative and financially responsible marketing strategies. Students will develop an understanding of traditional and non-traditional entrepreneurial marketing strategies. Prepare marketing strategies with associated tactics to launch and sustain an entrepreneurial venture.

**ENTR2060 Entrepreneurship Legal Issues** **B/L/M 45 - 4.5**  
*Prerequisite: BSAD1090 recommended.*

The student will explore legal issues related to business entities including sole proprietorship, general partnerships, limited partnerships and corporations. Students will review contract law, articles of incorporations and the filing process, intellectual property, employment law (including FERPA, ADA, FMLA), personnel policies and procedures, the hiring process, job descriptions, disciplinary actions, and business insurance.

**ENTR2070 Entrepreneurship Financial Topics** **B/L/M 45 - 4.5**  
*Prerequisite: OFFT1310 or ACCT1200 recommended.*

This course will cover financial topics for small business. Financial topics include budgeting, creation of financial statements, and learning how to work with an accounting professional. Other topics covered are income tax, sales and use tax, payroll tax, unemployment tax, employee benefits and retirement planning.

Location	Class	Lab	Credits
----------	-------	-----	---------

**ENTR2090 Entrepreneurship Business Plan** B/L/M 45 - 4.5

*Prerequisites: ENTR1050 & ENTR2040 recommended.*

The student will evaluate a business concept and create a business plan. Students will assess the strengths and weaknesses of a business concept; apply research data into the plans; and prepare the financial projections for the business concept. Students will identify and evaluate various resources available for funding small businesses.

**\*ENTR2150 Global Entrepreneurship** B/L/M 45 - 4.5

*Prerequisite: ENTR1050 recommended.*

The student will evaluate operating a United States based business enterprise in a global environment. Emphasis will be placed on comparisons of culture, business practices, and operating procedures as they relate to establishing international import and export markets as well as the outsourcing of domestic resources.

## EVOM • Event-Venue Operations Management

**EVOM1060 Customers and the Event Experience** B/L/M 45 - 4.5

This course will engage students in all aspects of an event, allowing them to understand the motivations and servicing of visitors to leisure, tourist and event destinations, venues and attractions. The course will focus on the retail elements of events such as ticketing and hospitality, the motivation behind purchases, and the importance of service delivery.

**EVOM1150 Venue Operations Management** B/L/M 45 - 4.5

This course will examine and explore health, safety, security, risk assessment, and emergency planning for events and venues, as well as their practical implementation. Students will gain technical industry knowledge needed to prepare them to work at venues where licensable activities occur.

**EVOM2402 Fundamentals of Event Planning** B/L/M 40 15 4.5

Principles of event management (event design, planning coordination, promoting, budgeting, and evaluation) which support client needs and event success. Hands-on experience with event planning.

**EVOM2900 Event-Venue Internship** B/L/M - 180 4.5

*Prerequisites: EVOM1150 and EVOM2402.*

Students are assigned to work 18 hours per week at an event facility, providing experience in planning, organizing, marketing, sales and event production. Individual objectives will be established for each student. This is an unpaid internship.

**EVOM2901 Event-Venue Cooperative Experience** B/L/M - 180 4.5

*Prerequisites: EVOM1150 and EVOM2402.*

Paid practical work experience for the development of marketable skills for employment in an event facility; providing experience in planning, organizing, marketing, sales and event production. Individual objectives will be established for each student.

## FESM • Fire and Emergency Services Management

**FESM2700 Fire and Emergency Services Instructor I** L 45 - 4.5

*Prerequisites: FIRE1220 or Firefighter II certification or program chair approval.*

Prepares students to deliver fire and emergency services instruction. Includes planning for instruction, student preparation, lesson delivery, reinforcement through application, student evaluation and summarizing a lesson. Addresses the requirements of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications for Fire Service Instructor I. Upon successful completion students are eligible to apply for Fire Instructor I certification through the Nebraska State Fire Marshal.

**FESM2730 Structural Firefighting Strategy and Tactics** L 45 - 4.5

*Prerequisites: FIRE1220 or Firefighter II certification or program chair approval.*

Explains the development and implementation of an initial action plan for structure fires. Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Includes exercises which demonstrate decision making necessary to achieve life safety, incident stabilization and property conservation goals in a safe and effective manner.

**FESM2750 Fire and Emergency Services Administration** L 45 - 4.5

*Prerequisites: FIRE1220 or Firefighter II certification or program chair approval.*

Explores the organization and management of a fire and emergency services organization. Discusses the relationship of government agencies to emergency and fire protection services. Emphasis on ethics and leadership from the perspective of the company officer. Includes human resource management, communicating with the public, budget management, intergovernmental communications, fire prevention inspections, pre-fire planning, fire scene security, firefighter safety and accident investigation.

Location	Class	Lab	Credits
----------	-------	-----	---------

## FINA • Financial Investing

### FINA1130 Fundamentals of Investing

*Prerequisite: Math Competency met.*

Focuses on the basic concepts of investing to include: securities markets, securities regulations, securities transactions, investment research, risk/return trade-off, time- value-of-money, portfolio strategies, derivatives, futures.

L 45 - 4.5

### FINA2100 Principles of Banking

An introductory study and overview of the role of banks in business. The course will cover types of financial institutions, the Federal Reserve System, various services provided by banks, ethical issues, security, fraud, banking terminology, and marketing within the banking system.

B/L/M 45 - 4.5

## FIRE • Fire Protection Technology

### FIRE1100 Principles of Emergency Services

Provides an overview of emergency services, including emergency management, emergency medical services, fire protection, hazardous materials control and technical rescue. Includes discussion of career opportunities and requirements. Explains the concepts of mitigation, preparedness, response and recovery. Topics include emergency services history, types and prevention of emergencies, fire behavior, hazards of the built and natural environments, fire protection systems and emergency service organizations.

L 45 - 4.5

### FIRE1211 Structural Firefighter IA

*Prerequisites: ENGL0980 or equivalent placement score; MATH0950 or equivalent placement score; and FIRE1100 or program chair approval.*

First of two courses preparing students to perform basic fire-fighting functions. Includes safety, fire behavior, portable extinguishers, building construction, protective clothing, SCBA, search and rescue, ropes and knots, forcible entry and ventilation. Addresses requirements of NFPA 1001 Standard for Fire Fighter Professional Qualifications Firefighter I.

L 45 45 6

### FIRE1212 Structural Firefighter IB

*Prerequisite or Corequisite: FIRE 1211*

Second of two courses preparing students to perform basic fire-fighting functions. Includes ground ladders, water supply, fire streams, fire hose, sprinkler systems, salvage and overhaul, preserving evidence, communications, fire prevention, public education and live firefighting. Addresses requirements of NFPA 1001 Standard for Fire Fighter Professional Qualifications Firefighter I. Upon successful completion of FIRE1212 and FIRE1312, students are eligible to apply for Firefighter I certification through the Nebraska State Fire Marshal.

L 45 45 6

### FIRE1220 Structural Firefighter II

*Prerequisites: FIRE 1212 or Firefighter I Certification; and FIRE1312 or Hazardous Materials Operations Certification*

Prepares students to perform advanced fire-fighting functions. Addresses the requirements of NFPA 1001 Standard for Fire Fighter Professional Qualifications Firefighter II. Upon successful completion students are eligible to apply for Firefighter II certification through the Nebraska State Fire Marshal.

L 35 45 5

### FIRE1230 Structural Firefighting Operations

*Prerequisites: FIRE1220 or Firefighter II Certification*

Prepares students to conduct strategic and tactical level decision making and implement fire ground operations as a member of a structural firefighting company. Applies principles of the Incident Command System and personnel accountability through evolutions based upon National Fire Protection Association 1410, Standard on Training for Emergency Scene Operations. Includes interior and exterior structural firefighting, flat roof ventilation, pitched roof ventilation, hose lays, search and rescue operations and self-rescue techniques.

L 25 60 4.5

### FIRE1240 Fireground Survival and Rapid Intervention

*Prerequisites: FIRE 1220 or Firefighter II Certification*

Provides awareness of firefighter safety and survival during interior firefighting operations. Enables students to conduct self-rescue and work as a member of a rapid intervention team. Topics include firefighter survival needs, fire ground planning and coordination, SCBA emergencies, entanglement hazards, emergency escape maneuvers and rapid intervention team operations.

L 25 60 4.5

### FIRE1311 Hazardous Materials Operations I

First of two courses preparing students as hazardous materials first responders. Includes recognition and identification of hazardous materials. Addresses requirements of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents and the United States Department of Occupational Safety and Health Administration for Operations Level Responder.

L 25 15 3



		Location	Class	Lab	Credits
<b>FIRE1312</b>	<b>Hazardous Materials Operations II</b>	L	25	15	3
	<i>Prerequisite or Corequisite: FIRE1311</i>				
	Second of two courses preparing students as hazardous materials first responders. Includes analysis, planning, implementing and evaluating the response to a hazardous materials incident. Addresses requirements of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents and the United States Department of Occupational Safety and Health Administration for Operations Level Responder. Upon successful completion students are eligible to apply for Hazardous Materials First Responder Operations certification through the Nebraska State Fire Marshal.				
<b>FIRE1410</b>	<b>Wildland Firefighter Type II</b>	L	45	-	4.5
	Prepares students for entry level wildland firefighter positions. Based upon National Wildfire Coordinating Group Curriculum for L-180 Human Factors in the Wildland Fire Service, S-130 Firefighter Training and S-190 Introduction to Wildland Fire Behavior. Upon successful completion, students are eligible to apply for Wildland Firefighter Type II position qualification with state and federal wildland fire management agencies.				
<b>FIRE2110</b>	<b>Fire Behavior and Combustion</b>	L	45	-	4.5
	Explores the theories and fundamentals of how and why fires start, spread and are controlled. Addresses physical and chemical properties of fire and thermal dynamics. Explains characteristics of water and other fire extinguishing agents.				
<b>FIRE2120</b>	<b>Building Construction for Fire Protection</b>	L	45	-	4.5
	Explores how features of building construction influence fire behavior and how fire impacts the integrity of structural components. Explains how building design and construction are related to firefighter and life safety, building/fire codes and firefighting tactics.				
<b>FIRE2140</b>	<b>Fire Protection Systems</b>	L	45	-	4.5
	Provides information relating to the features of design and operation of building fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. Addresses requirements of automatic sprinkler systems, standpipe systems and fire pumps.				
<b>FIRE2150</b>	<b>Fire and Emergency Services Safety and Survival</b>	L	45	-	4.5
	Introduces students to the national firefighter life safety initiatives. Based upon the "Everyone Goes Home" initiative of the National Fallen Firefighters Foundation. Includes the 16 Firefighter Life Safety Initiatives, the "Courage to be Safe" program and the "Leadership, Accountability, Culture and Knowledge" concept.				
<b>FIRE2230</b>	<b>Fire Investigation I</b>	L	45	-	4.5
	<i>Prerequisites: FIRE2110 and FIRE2120</i>				
	Provides the fundamentals and techniques for initial fire scene investigation. Includes fire scene interpretation, identification of point of origin, fire cause determination, detection and preservation of evidence, scene security, and motives of fire setters.				
<b>FIRE2510</b>	<b>Fire Inspector I</b>	L	45	-	4.5
	<i>Prerequisites: FIRE2120 and FIRE2140</i>				
	Prepares students to conduct fire and life safety inspections based upon NFPA 101 Life Safety Code and the International Fire Code. Includes methods of determining occupancy and occupant load, identification of types of construction, inspection of fire protection systems, identification of hazardous conditions and code enforcement. Addresses requirements of NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plan Examiner at the Fire Inspector I level.				
<b>FIRE2520</b>	<b>Fire and Life Safety Educator</b>	L	45	-	4.5
	Introduction to the coordination and delivery of public fire and life safety education presentations. Includes planning, preparation, presentation and evaluation of public education activities. Addresses requirements of NFPA 1035 Standard for Professional Qualifications for Fire and Life Safety Educator.				
<b>FIRE2900</b>	<b>Fire Protection Internship</b>	L	-	200	5
	<i>Prerequisite: Program chair approval</i>				
	Structured temporary work-related (on-the-job training) experience. Provides an understanding of employee expectations within an emergency medical, fire protection or public safety agency or organization.				
<b>FIRE2999</b>	<b>Individual Special Projects</b>	L	-	90	3
	<i>Prerequisite: Program chair approval.</i>				
	Study of selected topic in fire protection technology by doing additional research and development in an area of interest.				

Location	Class	Lab	Credits
----------	-------	-----	---------

## FSDT • Food Service/Hospitality

### FSDT1100 Orientation to Food Service/Hospitality

*Corequisites: FSDT1104 and 1105.*

Career options, mission statements and the professional organizations associated with the industry. Guest speakers will share their experiences. Course will include work simplification techniques, history of the industry, social issues, other career related topics and portfolio development.

L 15 - 1.5

### FSDT1101 Food Service Math Conversions

*Prerequisites: MATH0900 or equivalent. Corequisites: FSDT1104, FSDT1105*

Teaches basic math calculations used in food service, including weight, measure, recipe converting, baker's percentages, metrics, AP & EP, yield percentages, ingredient costing and recipe costing.

L 20 - 2

### FSDT1102 Sanitation and Safety

Lecture will focus on sanitation as it relates to the food service industry. Covers microbiology of foodborne illnesses, their causes and preventative measure; personal hygiene in food service; establishing a food safety system, such as HACCP; creating a clean and sanitary facility; safety practices; and overall sanitation management. Students will complete projects/assignments relating to foodborne illnesses, HACCP, cleanliness, sanitation of equipment, and developing an in service of a sanitation topic.

L 45 - 4.5

### FSDT1104 Food Preparation Fundamentals I

*Corequisite: FSDT1105*

Basic food service/preparation food science. Standardized recipes, terminology, weights and measures, identification of small utensils and preparation. Science of foods: stocks, sauces, soups, meats, poultry and fish.

L 20 - 2

### FSDT1105 Food Preparation Fundamentals I Lab

*Corequisites: FSDT1102 or FSDT1602 and FSDT1104 or with special permission.*

Learning knife skills, basic cooking skills and techniques, stocks, soups, sauces, meat, poultry and fish cookery, making food for basic food preparation techniques and prepare products in quantity to sell as take-home products to customers.

L - 60 2

### FSDT1108 Food Service Concepts

Introduction to different types of food service operations and employment opportunities. Field trips.

L 15 - 1.5

### FSDT1110 Food Preparation Fundamentals II

*Prerequisite: FSDT1102 or FSDT1602 and 1104 & 1105. Corequisites: FSDT1111*

Science of foods: vegetables, eggs and breakfast, starches, fruits, hors d'oeuvres, salads, baking techniques, quick breads, pastry, cakes, cookies and yeast breads.

L 20 - 2

### FSDT1111 Food Preparation Fundamentals II Lab

*Prerequisites: FSDT1102 or FSDT1602 and FSDT1105. Corequisite: FSDT1110 or with special permission.*

Learn basic cooking skills and techniques for vegetables, eggs and breakfast, starches, fruits, hors d'oeuvres, salads, baking techniques, quick breads, pastry, cakes, cookies and yeast breads. Bakery items will be made in quantity to sell. Increased application of work-improvement techniques.

L - 60 2

### FSDT1114 Meal Service

*Prerequisites: FSDT1102 or FSDT1602 and FSDT1104. Corequisite: FSDT1115.*

A study of the server's job, types of establishments, and different types of service, including French, Russian, English, American, Banquet, Family-Style, Buffets, and more. Current issues such as embracing diversity, preventing harassment and maintaining a good work place environment, taking reservations, preparing the dining room, greeting and serving the guests to presentation of the check and how to troubleshoot potential problems.

L 15 - 1.5

### FSDT1115 Meal Service Lab

*Prerequisites: FSDT1102 or FSDT1602 and FSDT1104. Corequisite: FSDT1114.*

Serving dinners/luncheons for Banquet Operations and Management, catering events, and utilizing public relation skills.

L - 15 .5

### FSDT1118 Food Purchasing

*Prerequisites: FSDT1110 and FSDT1111 or permission of advisor. Corequisite: FSDT1119.*

Study of the principles of purchasing and quantity purchasing of fresh fruits and vegetables, dairy products, cereal products, fish, poultry, meat, convenience foods, beverages. Pricing of all food products and recipes.

L 30 - 3

		Location	Class	Lab	Credits
<b>FSDT1119</b>	<b>Food Purchasing Practices</b>	L	15	-	1.5
	<i>Prerequisites: FSDT1104, FSDT1110 or related work experience. Taken simultaneously with FSDT1118.</i>				
	Awareness of quantity food purchasing including field trips to various purveyors and speakers.				
<b>FSDT1122</b>	<b>Beverage Selection &amp; Management</b>	L	20	-	2
	Instruction given in responsible alcohol service techniques and to enhance the knowledge of liquor laws. Discussion on how to taste or drink wine, food with wine, proper maintenance of wine, different varietals, production of wine, beer and spirits, maintenance of alcohol inventories, cost control and profitability.				
<b>FSDT1126</b>	<b>Food Operations and Management</b>	L	30	-	3
	<i>Prerequisites: FSDT1102 or FSDT1602 and FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119. Corequisite: FSDT1127.</i>				
	Course work in menu planning, menu descriptions, recipe writing, waste studies, portion and production controls, forecasting, and pricing. Banquet operations management.				
<b>FSDT1127</b>	<b>Food Operations and Management Lab</b>	L	-	60	2
	<i>Prerequisites: FSDT1102 or FSDT1602 and FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119. Corequisite: FSDT1126.</i>				
	Applying principles of management function, including menu planning, inventory, purchasing, forecasting, pricing, cashiering, food production, and scheduling.				
<b>FSDT1130</b>	<b>Food Service Management</b>	L	45	-	4.5
	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.				
<b>FSDT1138</b>	<b>Food Cost Control</b>	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.				
<b>FSDT1150</b>	<b>Selection of Protein Products</b>	L	30	-	3
	<i>Prerequisites: FSDT1104</i>				
	Coursework in identification, selection and purchasing of primal, subprimal, and retail cuts of meat, poultry, and fish.				
<b>FSDT1204</b>	<b>Artistry for the Baker</b>	L	10	20	1.5
	<i>Prerequisite: FSDT1105.</i>				
	Cake decorating using basic techniques, buttercream frosting and royal icing.				
<b>FSDT1208</b>	<b>Advanced Culinary Fundamentals I</b>	L	20	-	2
	<i>Prerequisites: FSDT1104, FSDT1105. Corequisite: FSDT1110, 1111 and 1209.</i>				
	Knife skills, sharpening techniques, French terminology, herb and spice identification, garnish, fabrication of poultry, game, seafood, cheese classification and origins, leading sauces and soups.				
<b>FSDT1209</b>	<b>Advanced Culinary Fundamentals I Lab</b>	L	-	30	1
	<i>Prerequisites: FSDT1104, FSDT1105. Corequisite: FSDT1110, 1111 and 1208.</i>				
	Practice in preparation of specialty food products related to topics discussed in FSDT1208.				
<b>FSDT1214</b>	<b>Advanced Culinary Fundamentals II</b>	L	20	-	2
	<i>Prerequisites: FSDT1110, 1111, 1208, 1209. Corequisite: FSDT1215</i>				
	Beef identification, moist-heat, dry-heat and combination cooking methods. Derivative sauces, pan sauces, vegetables, starch and grains, liquors origins and flavors, braising and stewing, mystery baskets, ice carving and tableside cooking.				
<b>FSDT1215</b>	<b>Advanced Culinary Fundamentals II Lab</b>	L	-	30	1
	<i>Prerequisites: FSDT1104, 1105, 1110, 1111, 1208 and 1209. Corequisite: FSDT1214.</i>				
	Advanced practicum preparation of specialty food products related to topics discussed in FSDT1214.				
<b>FSDT1218</b>	<b>Baking/Pastry Fundamentals I</b>	L	10	30	2
	<i>Corequisites: FSDT1104 and FSDT1105.</i>				
	Formulas and techniques for breads, laminate doughs, quick breads, yeast and cake doughnuts, pies, cake mixing and assembling, and fancy cookies.				

		Location	Class	Lab	Credits
<b>FSDT1219</b>	<b>Baking/Pastry Fundamentals II</b>	L	10	30	2
	<i>Prerequisite: FSDT1218.</i>				
	Students will learn various techniques for pastries and prepare quality finished products comparable to those done by professional Pastry Chefs in the industry.				
<b>FSDT1304</b>	<b>Medical Nutrition Therapy I</b>	L	15	-	1.5
	<i>Prerequisites: FSDT1350.</i>				
	Introduction to medical nutrition therapy and its importance. Includes working with the healthcare team, nutrition screening and education, continuous quality improvement and menu planning.				
<b>FSDT1350</b>	<b>Basic Nutrition</b>	B/L	45	-	4.5
	The study of nutrients, digestion, absorption, metabolism, fitness, consumer concerns, food safety, nutrition throughout the life cycle, including cultural influences on food selection. Nutrition in relation to disease and world hunger is explored.				
<b>FSDT1360</b>	<b>Lifetime Fitness</b>	L	20	-	2
	Study of lifetime physical fitness and wellness relating to fitness components, nutrition, physical conditioning, stress management and behavior modification.				
<b>FSDT1508</b>	<b>Advanced Baking Fundamentals</b>	L	10	30	2
	<i>Prerequisite: FSDT1218</i>				
	Advanced techniques in baking. Baker's percentages, advanced bread baking and alternative baking techniques, Viennoiserie-laminate and non-laminate products and advanced techniques in quick breads, cookies, pies/tarts and cakes.				
<b>FSDT1509</b>	<b>Advanced Pastry Fundamentals</b>	L	10	30	2
	<i>Prerequisites: FSDT1219 and FSDT1508.</i>				
	Advanced techniques in pastries. Petit fours, confections, chocolate and chocolate work, frozen desserts, plated desserts, sugar work and other pastry techniques needed by successful pastry chefs in the food service industry.				
<b>FSDT1515</b>	<b>Advanced Cake and Design</b>	L	10	30	2
	<i>Prerequisites: FSDT1219 and FSDT1508.</i>				
	Advanced cake decorating, including classic and modern techniques. Shaped and carved cakes, fondant, marzipan, pastillage, royal icing and cumulating to a fully design and finished wedding cake.				
<b>FSDT1524</b>	<b>Artisan Breads</b>	L	10	30	2
	<i>Prerequisites: FSDT1219 and FSDT1508.</i>				
	Advanced techniques and procedures used for producing quality artisan style breads and bread art used in bakeshops in the food service industry.				
<b>FSDT1602</b>	<b>Sanitation and Safety</b>	L	20	-	2
	Lecture focuses on sanitation as it relates to the food service industry. Covers microbiology of foodborne illnesses, their causes and preventative measures; personal hygiene in food service; and principle of purchasing, receiving, storage, preparation and service, HACCP; creating a clean and sanitary facility and equipment; safety practices; and overall sanitation management with a focus on sanitation.				
<b>FSDT1604</b>	<b>Food Preparation Fundamentals I</b>	L	20	60	4
	Basic food service/preparation food science. Standardized recipes, terminology, weights and measures, identification of small utensils and preparation. Knife skills and techniques Science & Preparation of foods: stocks, sauces, soups, meats, poultry and fish. Prepare foods in quantity to sell.				
<b>FSDT1610</b>	<b>Food Preparation Fundamentals II</b>	L	20	60	4
	<i>Prerequisite: FSDT1101, FSDT1604 or Permission</i>				
	Basic food service/preparation food science. Techniques, Science, & Preparation of foods: Vegetables, eggs and breakfast, starches, fruits, hors d'oeuvres, salads, baking techniques, garnishing, quick breads, pastry, cakes, cookies and yeast breads.				
<b>FSDT1887</b>	<b>School Food Service</b>	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.				

		Location	Class	Lab	Credits
<b>FSDT1890</b>	<b>Food Service Management Skills</b>	L	40	-	4
Covers management responsibilities including: state and federal employment laws, staffing needs, performance standards, employee scheduling, performance reviews, maintaining department budget, recipe cost, change and diversity, recruitment, interviewing, employee unions, communication, manager's role, staff development, and personal professionalism.					
<b>FSDT1951</b>	<b>FIM Co-op I</b>	L	-	20	.5
<i>Corequisites: FSDT1100 &amp; 1104.</i>					
This course explores the food service industry. This includes mission statements and organization, customer satisfaction, food delivery systems, standardized recipes, food quality, ergonomics and production schedules. Students will complete tasks mandated by the Association of Nutrition & Foodservice Professionals. The instructor will be a Certified Dietary Manager or Registered Dietitian and will act as preceptor.					
<b>FSDT1952</b>	<b>FIM Co-op II</b>	L	-	40	1
<i>Corequisites: FSDT1102 &amp; 1110.</i>					
Study of sanitation as it relates to the food service industry including: foodborne illness identification, personal hygiene, food safety systems such as HACCP, facility sanitation, sanitation regulations, crisis management, independent study projects, food science and production, and baking techniques. Students will complete tasks mandated by the Association of Nutrition & Foodservice Professionals. The instructor will be a Certified Dietary Manager or Registered Dietitian and will act as preceptor.					
<b>FSDT1953</b>	<b>FIM Co-op III</b>	L	-	40	1
<i>Corequisite: FSDT1350.</i>					
Understand the concepts of nutrients, digestion and nutrition through the lifecycle. Includes cultural influences on food selection. Alternative therapies and menu planning will be explored. Students will complete tasks mandated by the Dietary Managers association. Students will complete tasks mandated by the Association of Nutrition & Foodservice Professionals. The instructor is a Registered Dietitian and will act as the preceptor.					
<b>FSDT1954</b>	<b>FIM Co-op IV</b>	L	-	60	1.5
<i>Corequisites: FSDT1304 &amp; 1890.</i>					
Covers a variety of management responsibilities including employment laws, staffing concepts, budgets, recipe costing, unions, managing change and diversity, communication, staff development and personal professionalism. Medical nutrition therapy and its importance including an introduction to communication in counseling, role of diet histories, basic therapeutic diets, supplemental nutrition and nutrition screening will be included. Students will complete preceptor tasks mandated by the Association of Nutrition & Foodservice Professionals. The instructor is a Registered Dietitian and will act as the preceptor.					
<b>FSDT2140</b>	<b>Banquet Operations &amp; Management</b>	L	15	105	5
<i>Prerequisites: FSDT1126, FSDT1127, FSDT1138.</i>					
This class is a culmination of all classes the students have had until now. Menu research and development, planning a menu systematically, in correct menu form, descriptive copy. The student uses managerial skills they have learned to produce and manage the kitchen and dining room staff for a fine dining experience that is open to the public. Other production areas include positions as Sous Chef, Patisserie Chef, Garde Manger and working the dishroom.					
<b>FSDT2142</b>	<b>Menu Writing &amp; Development</b>	L	20	-	2
<i>Prerequisites: FSDT1110 and FSDT1111.</i>					
Merchandising, customer relations, menu planning, menu mechanics and a profile of the industry. Development of a restaurant menu.					
<b>FSDT2146</b>	<b>Equipment &amp; Layout</b>	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.					
<b>FSDT2154</b>	<b>Food Service/Hospitality Seminar</b>	L	10	-	1
<i>Prerequisite: FSDT2140 or by permission of advisor.</i>					
Presentation and discussion of current food industry topics, goals, job seeking skills and discussion of student's practicum and cooperative work experience.					
<b>FSDT2220</b>	<b>Buffet Decorating &amp; Catering</b>	L	10	30	2
<i>Prerequisites: FSDT1208 and FSDT1214 or FSDT2510.</i>					
Students will research, plan and prepare menus and foods made in class for three buffets which are open to the public. Basic fundamentals of buffet planning, execution, evaluation and costing, edible and nonedible show pieces.					

		Location	Class	Lab	Credits
<b>*FSDT2222</b>	<b>International Cuisine</b>	L	20	30	3
	<i>Prerequisites: FSDT1104 and FSDT1105.</i>				
	Exploration of foods from countries and regions worldwide. History and makeup of these foods and their origins.				
<b>FSDT2224</b>	<b>Culinary Restaurant Fundamentals</b>	L	20	30	3
	<i>Prerequisite: FSDT1114, FSDT1115, FSDT1208, FSDT1209 and FSDT1215.</i>				
	Running a full-service restaurant. Work and understand all capacities of a working restaurant. Job descriptions include chef de cuisine, cook, garde manger, server and dishwasher.				
<b>FSDT2225</b>	<b>Baking/Pastry Restaurant Fundamentals</b>	L	20	30	3
	<i>Prerequisite: FSDT1114, FSDT1115 and FSDT2510.</i>				
	Running a full service restaurant. Work and understand all capacities of a working restaurant. Job descriptions include pastry chef/baker, server and dishwasher.				
<b>FSDT2226</b>	<b>Culinary Nutrition</b>	L	20	-	2
	<i>Prerequisites: FSDT1350 and FSDT1110.</i>				
	The marriage of gourmet cooking and nutrition. Adopting recipes to meet nutritional modifications. Preparing and evaluating menu items in lab.				
<b>FSDT2228</b>	<b>Garde Manger</b>	L	10	30	2
	<i>Prerequisite: FSDT1208 and FSDT1214.</i>				
	Students will make cheese, sausages, smoked meats, forcemeats, galantines, terrines, pate and pate en croute, banquet platters.				
<b>FSDT2240</b>	<b>Culinary Industry Proficiency – Written</b>	L	5	-	.5
	<i>Prerequisites: FSDT1126, FSDT1127, FSDT1214, FSDT1215, FSDT2140 or permission of advisor.</i>				
	Comprehensive written exam designed to reflect industry standards to prove our students are skilled and prepared to enter the work force.				
<b>FSDT2241</b>	<b>Industry Proficiency Hands On – Culinary Arts Focus</b>	L	-	15	.5
	<i>Prerequisites: FSDT1126, FSDT1127 and FSDT2140, or by permission of advisor.</i>				
	Comprehensive hands on exam designed to reflect industry standards for professional chefs. This exam is used to prove that our students are skilled and prepared to enter the work force.				
<b>FSDT2242</b>	<b>Industry Proficiency Hands On – Baking/Pastry Focus</b>	L	-	15	.5
	<i>Prerequisites: FSDT1126, FSDT1127 and FSDT2140, or by permission of advisor.</i>				
	Comprehensive hands on exam designed to reflect industry standards for professional pastry chefs and bakers. This exam is used to prove that our students are skilled and prepared to enter the work force.				
<b>FSDT2243</b>	<b>Industry Proficiency Hands On – Dietetic Technician, Food Service Management and Lodging Focuses</b>	L	-	15	.5
	<i>Prerequisites: FSDT1126, FSDT1127 and FSDT2140, or by permission of advisor.</i>				
	Comprehensive hands on exam designed to reflect industry standards to prove our students are skilled and prepared to enter the work force.				
<b>FSDT2244</b>	<b>Dietetic Technician Industry Proficiency - Written</b>	L	5	-	.5
	<i>Prerequisites: FSDT1126, FSDT1127, FSDT2140 Corequisites: FSDT2318, FSDT2319</i>				
	Comprehensive written exam designed to reflect industry standards to prove our students are skilled and prepared to enter the work force.				
<b>FSDT2245</b>	<b>Baking/Pastry Industry Proficiency - Written</b>	L	5	-	.5
	<i>Prerequisites: FSDT1126, FSDT1127, FSDT2140, FSDT2510</i>				
	Comprehensive written exam designed to reflect industry standards to prove our students are skilled and prepared to enter the work force.				
<b>FSDT2246</b>	<b>Food Service Management Industry Proficiency - Written</b>	L	5	-	.5
	<i>Prerequisites: FSDT1126, FSDT1127, FSDT2140</i>				
	Comprehensive written exam designed to reflect industry standards to prove our students are skilled and prepared to enter the work force.				

**COURSE DESCRIPTIONS | Page 252 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>FSDT2510</b>	<b>Pastry Design</b>	<b>L</b>	<b>10</b>	<b>30</b>	<b>2</b>
<i>Prerequisites: FSDT1508 and FSDT1509.</i>					
Show students the techniques for proper restaurant quality plated desserts and individual sized desserts for buffets and banquets. Showpieces and decorations for events, including chocolate, sugar and pastillage.					
<b>FSDT2550</b>	<b>Bakeshop</b>	<b>L</b>	<b>60</b>	<b>-</b>	<b>2</b>
<i>Prerequisite: FSDT2510</i>					
Running a full service bakeshop. Real life experiences in bakery and pastry production, ordering, marketing, retail, sales and customer service.					
<b>FSDT2900</b>	<b>Food Service Internship</b>	<b>L</b>	<b>-</b>	<b>220</b>	<b>5.5</b>
<i>Prerequisite: Special permission of program supervisor.</i>					
Students are assigned to work 16 hours per week at a food service facility providing experience in planning, organizing and managing the production and service of quality food in quantity. Individual objectives are established for each student.					
<b>FSDT2901</b>	<b>Cooperative Experience</b>	<b>L</b>	<b>-</b>	<b>220</b>	<b>5.5</b>
<b>FSDT</b>			<b>-</b>	<b>80</b>	<b>2</b>
<b>FSDT</b>			<b>-</b>	<b>120</b>	<b>3</b>
<b>FSDT</b>			<b>-</b>	<b>160</b>	<b>4</b>
<b>FSDT</b>			<b>-</b>	<b>240</b>	<b>6</b>
<b>FSDT</b>			<b>-</b>	<b>480</b>	<b>12</b>
<i>Prerequisite: Special permission of program supervisor.</i>					
Students are assigned to a food service facility at a pay scale agreed to by both student and food service facility. Experience in planning, organizing, preparing, and managing the production and service of quality food in quantity. Individual objectives are established for each student.					
<b>FSDT2903</b>	<b>Cooperative Experience for Baking/Pastry</b>	<b>L</b>	<b>-</b>	<b>220</b>	<b>5.5</b>
<i>Prerequisite: Special permission of program supervisor</i>					
Students are assigned to a food service facility at a pay scale agreed to by both student and food service facility. Experience in planning, organizing, preparing, and managing the production and service of quality food in quantity. Individual objectives are established for each student.					
<b>FSDT2904</b>	<b>Internship for Baking/Pastry</b>	<b>L</b>	<b>-</b>	<b>220</b>	<b>5.5</b>
<i>Prerequisite: Special permission of the program supervisor</i>					
Students are assigned to a food service facility at a pay scale agreed to by both student and food service facility. Experience in planning, organizing, preparing, and managing the production and service of quality food in quantity. Individual objectives are established for each student.					
<b>FSDT2999</b>	<b>Special Project</b>	<b>L</b>	<b>-</b>	<b>-</b>	<b>.5-4</b>
<i>Prerequisite: Permission of program chair and instructor.</i>					
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.					

## GDMA • Graphic Design | Media Arts

<b>GDMA1120</b>	<b>Drawing/Illustration I</b>	<b>Q</b>	<b>40</b>	<b>60</b>	<b>6</b>
<i>Prerequisite: Program permission.</i>					
This course provides a foundation in basic perceptual, expressive and compositional aspects of drawing with an emphasis on perception and realistic rendering (learning to see with accuracy). A variety of black and white drawing media will be explored.					
<b>GDMA1122</b>	<b>Introduction to Graphic Design</b>	<b>Q</b>	<b>40</b>	<b>15</b>	<b>4.5</b>
<i>Prerequisite: Program permission.</i>					
This course is concerned with the basic principles of graphic design. Emphasis is placed on basic design processes and communication principles. Development of creative ideas, evaluation of diverse methods used to produce functional graphic translations will be explored. An introduction to basic technical procedures will also be studied.					

Location	Class	Lab	Credits
----------	-------	-----	---------

**GDMA1126      Typography I**

*Prerequisite: Program permission.*

This course provides a comprehensive introduction to effective type usage. The course builds upon the extensive language and practice of typography and its application. Typographic principles are combined with a general history, both aesthetic and technical. The impact of legibility and readability will be investigated in relation to a student's choice of selecting and applying type and integration with related design elements.

**Q            40            15            4.5**

**GDMA1136      Computer Graphics I**

*Prerequisite: Program permission.*

Computer Graphics I begins with an introduction to the Macintosh computer and operating system, then moves to the basics of working with Adobe InDesign, Adobe Photoshop, and Adobe Illustrator. This course teaches page layout, methods of formatting and controlling type, working with raster-based and vector-based images, plus methods for efficient file management and production.

**Q            40            60            6**

**GDMA1230      Typography II**

*Prerequisite: GDMA1126.*

This course examines typographic issues which emphasize the basic typographic areas of: historical, technical, and formal. Students study letterform and typographic usage as well as research and writing about typographic design. Project content includes typographic history, letterform development, and changing technology. This course provides students with a fundamental working knowledge of effective typographic methodology.

**Q            40            15            4.5**

**GDMA1234      Computer Graphics II**

*Prerequisite: GDMA1136.*

Computer Graphics II focuses on digital illustration, advanced layout methods, and image manipulation. Students work with Adobe InDesign, Adobe Photoshop, Adobe Illustrator and Acrobat. Projects include photo retouch, photo correction, compositing, illustration, creating informational charts and graphs, and graphics preparation for web.

**Q            40            60            6**

**GDMA1238      Drawing/Illustration II**

*Prerequisite: GDMA1120.*

This course examines ways to incorporate drawings and illustrations into graphic design work by exploring various media including pencil, ink, watercolor, and experimental materials alongside with conversion to vector art. Projects will include traditional animation, expressive line making and hand lettering.

**Q            30            45            4.5**

**GDMA1240      Publication Design**

*Prerequisite: GDMA1126.*

The aesthetics of type and image is the core of graphic design. Virtually all aspects of the printed word and image are investigated and considered. The class focuses on the process by which visual communication ideas are developed, edited, and presented. Projects include magazine, newsletter, brochure, poster and financial/annual report design with an emphasis on the structure of layout, typography and image.

**Q            40            15            4.5**

**GDMA1343      Video Production/Editing**

*Prerequisite: GDMA1234*

This course introduces students to the basic principles of video shooting and techniques of video production and editing using the latest editing and post-production software with an emphasis on video use for the Internet.

**Q            40            15            4.5**

**GDMA1354      Color Theory**

*Prerequisite: GDMA1234.*

This course is a study of color beginning with the color theories of Munsell, Albers, and others. Exercises to develop a sensitivity to color phenomena and color characteristics are studied. Mixing and matching of pigmented color as well as other sources of color are explored. Emphasis is placed on color as a tool for use in RGB and CMYK color applications for the graphic designer.

**Q            30            45            4.5**

**GDMA1356      Photography & Digital Imaging**

*Prerequisite: GDMA1136.*

This course is an introduction to photography as a creative medium. An exploration of the technical issues related to camera operation, control of light, lenses, film/recording and digital scanning will be emphasized. In addition to learning technical skills, the focus of the course will be devoted to the wide variety of creative image making strategies employed by photographers over the past 180 years using digital methods. A portion of this course will include the use of Photoshop as an image manipulation tool.

**Q            40            60            6**



		Location	Class	Lab	Credits
<b>GDMA1455</b>	<b>Design Portfolio Development</b>	<b>Q</b>	<b>40</b>	<b>60</b>	<b>6</b>
	<i>Prerequisite: GDMA1230.</i>				
	In this course students will study and explore and plan strategies for the development of their personal design portfolios. An emphasis will be placed on development of creative problem solving and demonstrating effective visual communication in unique and personal ways. Pro bono design projects will be an important element of this course.				
<b>GDMA1456</b>	<b>Environmental Design</b>	<b>Q</b>	<b>40</b>	<b>15</b>	<b>4.5</b>
	<i>Prerequisite: GDMA1230.</i>				
	In this course students will use the environmental sign to explore the aesthetics of sign and symbol. Students will explore and create applications in 2D and 3D environmental and exhibition design with an emphasis on effective communication. An emphasis will be placed on function and craft (execution).				
<b>GDMA1457</b>	<b>Interactive Design</b>	<b>Q</b>	<b>40</b>	<b>15</b>	<b>4.5</b>
	<i>Prerequisite: GDMA1485.</i>				
	Interactive Design focuses on development of strong concepts for interactive applications such as kiosks, DVD menus, and portable device applications. This will include the process of developing and effectively communicating an idea through sketches, storyboards, illustrations, and presentations.				
<b>GDMA1460</b>	<b>3-D Package Design</b>	<b>Q</b>	<b>40</b>	<b>15</b>	<b>4.5</b>
	<i>Prerequisite: GDMA1465.</i>				
	In this course students begin with an analysis of contemporary packaging and address the functional and aesthetic requirement of 3D package design. Production / technical requirements are also examined. Students will explore the creative potential for application of a diverse range of mediums and materials. An emphasis will be placed on function and craft (execution).				
<b>GDMA1465</b>	<b>Corporate Identity Design</b>	<b>Q</b>	<b>40</b>	<b>60</b>	<b>6</b>
	<i>Prerequisite: GDMA1230.</i>				
	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.				
<b>GDMA1485</b>	<b>Web Design I</b>	<b>Q</b>	<b>40</b>	<b>60</b>	<b>6</b>
	<i>Prerequisite: GDMA1234.</i>				
	Beginning web skills include site planning fundamentals, understanding web standards, content organization, and visual evaluation of web design. Students are introduced to the fundamentals of HTML & CSS as well as the effective use of graphics and type in web design.				
<b>GDMA2567</b>	<b>Web Design II</b>	<b>Q</b>	<b>40</b>	<b>60</b>	<b>6</b>
	<i>Prerequisite: GDMA1485.</i>				
	Web Design II focuses on the aesthetic considerations of web design by applying the basic elements and principles of design and introduces the integration of interactivity on the web through the use of JQuery, CSS3 and HTML5. Students will learn how to use JQuery in conjunction with HTML5 to create simple animations and dynamic navigation.				
<b>GDMA2568</b>	<b>Digital Marketing</b>	<b>Q</b>	<b>40</b>	<b>15</b>	<b>4.5</b>
	<i>Prerequisite: GDMA2567.</i>				
	Digital Marketing explores and evaluates the potential for digital technology, especially the Internet, to enhance the marketing of goods and services. Emphasis is on understanding the various methods and styles used to market on the Internet, and on integrating the digital environment into other elements of the marketing mix. Topics will include building an online strategy, social media and online communities, email marketing, rich media advertising, and viral marketing.				
<b>GDMA2575</b>	<b>Graphic Design Portfolio I</b>	<b>Q</b>	<b>40</b>	<b>105</b>	<b>7.5</b>
	<i>Prerequisite: GDMA1455.</i>				
	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.				

Location	Class	Lab	Credits
----------	-------	-----	---------

**GDMA2595 Professional Design Practices**

*Prerequisites: GDMA2575*

In this course students learn the professional practices, expectations, and standard technical requirements required of qualified entry-level designers. Students will explore topics ranging including client and design team relationships, maintaining schedules and managing budgets, navigating standard agreement forms, and pitching your ideas. The intention of this course is to further students' training through real-world professional scenarios outside of the aesthetic and technical considerations of design work.

**Q 30 - 3**

**GDMA2662 Web Design III**

*Prerequisite: GDMA2567.*

Web Design III will familiarize students with working with a client on a web based project while further exploring advanced topics in web design such as the use of databases, eCommerce, (CMS) Content Management Systems, and (SEO) Search Engine Optimization.

**Q 40 60 6**

**GDMA2664 Graphic Design Portfolio II**

*Prerequisite: GDMA2575.*

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.

**Q 40 120 8**

**GDMA2665 Web Design IV**

*Prerequisite: GDMA2662.*

Students will focus attention on producing a visually compelling and skillfully created portfolio website for presenting themselves, and their work, to prospective employers. Each site must be fully functional and posted. The successful creation of a personal graphic design web site is a requirement for graduation.

**Q 40 60 6**

**GDMA2900 Graphic Design Internship**

*Prerequisite: Final Quarter. 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.

**Q - 80 2**

**GDMA2999 Directed Independent Study in Graphic Design**

*Must have permission of instructor and division dean.*

**Q - - 1-5**

## GEOG • Geography

**GEOG1000/**

**GIST1000**

**Exploring Our World: Fundamentals of Geospatial Science**

**O 45 - 4.5**

Introduction to the fundamental concepts of Geographic Information. Science and Technology including Geographic Information Systems (GIS), Global Positioning Systems (GPS), cartography, remote sensing, geovisualization and interpretation, Internet mapping, and spatial statistics. Exploration of how geospatial technologies are used in addressing human and environmental issues. Explores how geospatial technologies and tools are used in data collection, analysis, presentation, and problem solving.

**\*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.

Location	Class	Lab	Credits
----------	-------	-----	---------

## GEOL • Geology

### \*GEOL1010 Physical Geology

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. Lab must be taken concurrently.

**B/L 45 30 6**

### \*GEOL1060 Environmental Geology

The processes of physical geology have a direct bearing on the environmental conditions that exist on Earth. In this course we will examine how geologic events impact the natural environment, and how anthropogenic events impact both the processes of geology and the world wide environment. Topics to be considered include an introduction to the geologic structure and processes of the Earth, soil, air, and water pollution and remediation, and global climate change. No lab required.

**L 45 - 4.5**

## GERM • German

### \*GERM1010 Beginning German I

Prerequisite: German Placement test recommended.

Introduction to contemporary German. Stresses oral and written communication, reading and aural comprehension. Technology is incorporated to enhance language skills.

**L 75 - 7.5**

### \*GERM1020 Beginning German II

*Prerequisite: GERM1010 or equivalent score on German Language placement exam.*

Continuation of GERM1010. Students will continue learning vocabulary and developing skills to express themselves. Students will explore the German culture through a variety of topics and will use listening, speaking, reading and writing skills to express themselves in German. Technology is incorporated to enhance language skills.

**L 75 - 7.5**

### \*GERM2010 Second Year German I

*Prerequisite: GERM1020 or appropriate score in placement exam.*

Intensive and extensive reading and viewing of moderately difficult German prose, authentic reading selections supported with self-contained grammar sections. Technology is incorporated to enhance language skills.

**L 45 - 4.5**

### \*GERM2020 Second Year German II

*Prerequisite: GERM2010 or appropriate score in placement exam.*

Additional intensive and extensive reading and viewing of moderately difficult German prose, authentic reading selections supported with self-contained grammar sections. Technology is incorporated to enhance language skills.

**L 45 - 4.5**

### \*GERM2100 Accelerated Second-Year German

*Prerequisite: GERM1020 or appropriate score in placement exam.*

An accelerated class that covers the same material as GERM2010 and GERM2020 and counts as GERM2010-GERM2020 in satisfying the general education requirements for language learners. The class emphasizes an interactive, proficiency-oriented approach to learning language and culture. Technology is incorporated in this class to enhance language skills.

**L 90 - 9**

## GIST • Geographic Information Systems Technician

These program courses are only available online.

### GIST1000/

#### GEOG1000 Exploring Our World: Fundamentals of Geospatial Science

Introduction to the fundamental concepts of Geographic Information. Science and Technology including Geographic Information Systems (GIS), Global Positioning Systems (GPS), cartography, remote sensing, geovisualization and interpretation, Internet mapping, and spatial statistics. Exploration of how geospatial technologies are used in addressing human and environmental issues. Explores how geospatial technologies and tools are used in data collection, analysis, presentation, and problem solving.

**O 45 - 4.5**

#### GIST1110 Introduction to Geospatial Technology

Introduction to the fundamentals of Geospatial Technology, including Geographic Information Systems (GIS), Global Positioning Systems (GPS), cartography, and remote sensing, through a series of hands-on computer-based exercises. Students will learn how to utilize geospatial technology to address social and environmental issues.

**O 45 - 4.5**

#### GIST1120 Spatial Analysis and Modeling

*Prerequisite: GIST1110*

An introduction to problem-solving and decision-making using geospatial analysis techniques. Students will learn to effectively solve spatial problems and make decisions by working with a variety of data and methods using the spatial analysis tools in ArcGIS software. Workflow diagrams and processes will be designed to create models used to run a series of geo-processing tools to produce desired results.

**O 45 - 4.5**

Location	Class	Lab	Credits
----------	-------	-----	---------

**GIST1130 Data Acquisition & Management**

*Prerequisite: GIST1110*

An introduction to defining data needs and evaluating whether a given dataset matches those needs. Students will explore some common geographic data formats used in ArcGIS and learn about sources of data and maps that can be incorporated into a GIS project. The student will learn the advanced functionality and versatility of using geodatabases. The student will demonstrate how to design and build a geodatabase, migrate existing data to a geodatabase and edit data stored in a geodatabase.

**O 45 - 4.5**

**GIST1140 GIS Capstone**

*Prerequisite: GIST1110, GIST1120, and GIST1130.*

This course employs design principles to create and edit effective visual representations of data (e.g. maps, graphs and diagrams) in different formats (e.g. hardcopy, digital, web) to complete projects that integrate the knowledge and skills learned in the three prerequisite GIS courses. In the final project students will create a project proposal and research design and carry it through to implementation, results, and analysis. Students will use the GIS functionality found within ESRI ArcGIS software as a tool to complete their projects.

**O 45 - 4.5**

**GIST1900 Internship**

*Prerequisites: GIST1140*

Unpaid, on-the job experience with the student's sponsoring Internship employer. The course monitors students as they progress in their GIS Internship and encourages reading and research that may aid in their GIS career development. Students will apply the skills and knowledge acquired in previous quarters. Students will initiate the process for securing and scheduling an approved Internship employer.

**O - 180 4.5**

**GIST1901 Cooperative Experience**

*Prerequisites: GIST1140*

Paid, on-the job experience with the student's sponsoring Cooperative Experience employer. The course monitors students as they progress in their GIS Cooperative Experience and encourages reading and research that may aid in their GIS career development. Students will apply the skills and knowledge acquired in previous quarters. Students will initiate the process for securing and scheduling an approved Cooperative Experience employer.

**O - 180 4.5**

## GLST • Global Studies

**\*GLST2980 Global Studies**

*Corequisite: GLST2970*

This Study-Aboard course will consist of interdisciplinary lecture topics designed to address areas of cultural, historical, and major political concepts and controversies that have developed in the target country (ies). The course is under the guidance of the global studies coordinator. Students will read literature, and original documents from the target country and will visit actual sites of historical and cultural significance. Students will be exposed to national, comparative, and international culture and politics.

**L 30 - 3.0**

**\*GLST2970 Introduction to Global Studies**

Introduction to the key concepts of Global Education and how they relate to the student of the 21<sup>st</sup> century. In addition, this course will ask the following questions: Where do I come from? How has my community changed? How do I proceed? Students will also receive information about the Global Education Student World Denizen project.

**L 15 - 1.5**

## HIMS • Health Information Management Systems

**HIMS1102 CPT Coding**

*Prerequisites: The following courses must be passed with a minimum grade of C: BIOS1000 or BIOS1140 or BIOS1220, and MEDA1210 or HLTH1060 and MEDA 1404 (or by permission).*

Study and application of the HCPCS coding systems and their uses in various reimbursement schemes. Practical application of coding principles provided throughout by use of exercises and patient records.

**L 45 - 4.5**

**HIMS1105 ICD-10-CM Coding**

*Prerequisites: The following courses must be passed with a minimum grade of C: BIOS1000 or BIOS1140 or BIOS1220 and MEDA1210 or HLTH1060 AND MEDA1404 (or by permission).*

Student will study and apply ICD-10-CM principles in both the inpatient and outpatient setting. Study of the prospective payment system and the coder's role in that system. Practical experience provided through the use of exercises and patient records.

**L 60 - 6**

Location	Class	Lab	Credits
----------	-------	-----	---------

## HIST • History

<b>*HIST1000</b>	<b>Western Tradition I</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>*HIST1010</b>	<b>Western Tradition II</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Development of Western civilizations from the Reformation to the present, including examination of the political, social, economic, cultural, and religious components.					
<b>*HIST1820</b>	<b>Survey of Asian History</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Survey of Asian history. Political, social, cultural and economic development of China, Japan and Southeast Asia from ancient to modern times.					
<b>HIST2010</b>	<b>American History I</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
A survey of American history from the Age of Discovery through the Civil War or Reconstruction. Emphasis is on the political, economic, cultural, and social issues in the development of the American nation.					
<b>HIST2020</b>	<b>American History II</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
A survey of American history from the end of the Civil War to the present. Emphasis is on the political, economic, cultural, and social issues that arise in America's development as a global power.					
<b>*HIST2100</b>	<b>World History to 1500 CE</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Survey of the major political, social, cultural and economic developments of African, American, Asian, European, and Middle Eastern societies from the origins of civilization to the Early-Modern era (1500). Emphasis is placed on the comparison, interaction, and diversity of the world's major regions.					
<b>*HIST2110</b>	<b>World History since 1500 CE</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Survey of the major political, social, cultural and economic developments of African, American, Asian, European, and Middle Eastern societies from the Early-Modern era to the present. Emphasis is placed on the comparison, interaction, and diversity of the world's major regions.					
<b>HIST2450</b>	<b>History of the Civil War and Reconstruction</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
The American Civil War is the most important and defining event in United States history. The purpose of this class is to explore the sectional crisis and the war and Reconstruction and its impact on American institutions and society.					
<b>*HIST2510</b>	<b>History of Rome</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
From the foundation of Rome to the dawn of the Byzantine Empire (6th century CE), the course covers the expansion of Rome, the development of Roman political institutions and military organization, the evolution of Roman social and religious life, and Roman intellectual, artistic, and technological achievements.					
<b>*HIST2604</b>	<b>World War II</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
World War II is one of the most significant events of the 20th century and a defining moment not only in the history of the world, but also the United States. The purpose of this class is to explore its origins, the significant events of the war itself, and its impact on world affairs. This class takes primarily a political, military, and diplomatic approach to the study of World War II.					
<b>*HIST2960</b>	<b>Survey of African American History</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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

<b>HLTH1010</b>	<b>Introduction to Health</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>HLTH1020</b>	<b>Concepts in Health Sciences</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Experience health careers at a personal level. Explore the essential skills necessary for success in a health career. Includes a review of the science courses needed, the healthcare industry, diseases and disorders, healthcare technology, health rules and regulations, and employability.					

Location	Class	Lab	Credits
----------	-------	-----	---------

**HLTH1060 Comprehensive Medical Terminology** L 45 - 4.5  
 This course establishes a solid foundation of prefixes, suffixes, word roots, abbreviations, medical terms and symbols. It emphasizes understanding the medical vocabulary as it applies to the anatomy, physiology, pathology, diagnostic procedures, and therapeutic procedures of the human body.

## HMRS • Human Services

**HMRS1100 Communication Skills in Human Services** L 35 30 4.5  
 This is an introductory course in basic interpersonal communication skills. Students acquire and demonstrate attending/active listening skills through videotaped role plays, in-class role plays, case studies and other experiential exercises.

**HMRS1101 Human Services Concepts** L 45 - 4.5  
 Theory, practice and trends in the Human Services field including history and standards, theoretical approaches, helping relationship, human systems, diversity and assessment.

**HMRS1102 Counseling Theories & Techniques** L 35 30 4.5  
*Prerequisite: HMRS1100*  
 The study of functional theories, principles, and techniques of counseling: active listening, reflective feedback, summarizing, self-disclosing, displaying empathy, confronting, establishing rapport, and problem solving.

**HMRS1105 Critical Thinking in Human Services** L 45 - 4.5  
 Study of critical thinking in verbal and non-verbal problems, using photographs, cartoons, descriptive assignments, report assignments, analyses, and arguments. Course will use reading and writing assignments to connect critical thinking concepts to everyday problems. A practical application of materials will be presented.

**HMRS1109 Pre-Practicum Education** L 20 75 4.5  
*Prerequisites: HMRS1100 or HMRS1102 and HMRS1105. Program Permission required to register. Declared in Human Services, Health Statement and TB.*

Methods of approaching clients, basic communication, and employee values and skills. Pre-Practicum Education is a pre-service training course, which serves as a prerequisite to all practicum education experiences and employment in the field of Human Services. This course focuses on personal and professional goals as they relate to the five minimum competencies of the Human Services Program. Students will adhere to a written dress code as well as the five minimum competencies. Students will demonstrate ethics and assertiveness; critical thinking skills, basic communication skills, cultural competency, confidentiality, universal precautions, goal writing, group demonstrations, resume writing and job interviewing skills, etiquette training, role plays attend practicum site visits and learn how to work with diverse populations.

**HMRS1110 Practicum and Seminar 1** L 10 105 4.5  
*Prerequisites: HMRS1109, Current AHA Healthcare Provider CPR, First Aid, Human Services declared and permission.*  
 Under direct supervision, work with selected clients and demonstrate acquired skills and principles studied in the classroom and Pre-Practicum Education. A required Seminar meets five times per quarter. Student and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field.

**HMRS1202 Behavior Therapy** L 45 - 4.5  
 An introduction to the field of behavior therapy including definition, model, process, assessment, reinforcement, and punishment.

**HMRS1210 Practicum and Seminar 2** L 10 105 4.5  
*Prerequisites: HMRS1110, Current AHA Healthcare Provider CPR, First Aid, Human Services declared and permission.*  
 Under indirect supervision work with selected clients and demonstrate acquired skills and principles studied in the classroom and previous Practicum experience. A required Seminar meets five times per quarter. Student and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field.

**HMRS1302 Crisis Intervention** L 45 - 4.5  
*Prerequisite: HMRS1102 or HMRS1100.*  
 An introduction to ethical prevention and intervention strategies. Using case studies and scenarios, students will identify risk factors that contribute to crisis situations and distinguish between intervention and prevention strategies.

**HMRS1310 Practicum and Seminar 3** L 10 105 4.5  
*Prerequisites: HMRS1110, HMRS1210, Current AHA Healthcare Provider CPR, First Aid, and Human Services declared and permission.*  
 Under indirect supervision work with selected clients and demonstrate acquired skills and principles studied in the classroom and previous Practicum experience. A required Seminar meets five times per quarter. Student and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field.

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>HMRS1311</b>	<b>Practicum A &amp; D and Seminar 1</b>	<b>L</b>	<b>-</b>	<b>150</b>	<b>5</b>
<i>Prerequisites: HMRS1110, HMRS1210. Current AHA Healthcare Provider CPR, First Aid, Human Services declared and permission.</i>					
Observing and demonstrating the counseling experience in the field of alcoholism/drug abuse. Under supervision of a Licensed Drug and Alcohol Counselor, students perform all twelve core functions required for the State of Nebraska certification. A required Seminar meets five times per quarter. Students will discuss the application of theory to practice, share resources, and discuss trends in the field. This practicum experience builds upon HMRS1210 Practicum 2.					
<b>*HMRS1320</b>	<b>Multicultural Competency</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: HMRS1105</i>					
Understanding of self in viewing culture, including dominant and non-dominant culture, power, and privilege. Overview of various cultures and groups.					
<b>HMRS1355</b>	<b>Stress Management &amp; Self Care in Human Services</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Methods used to alleviate stress and burnout, increase relaxation, self-care awareness, and secondary traumatic stress.					
<b>*HMRS1357</b>	<b>Multicultural Counseling</b>	<b>L</b>	<b>35</b>	<b>30</b>	<b>4.5</b>
<i>Prerequisites: HMRS1102 or HMRS1100, and HMRS1320.</i>					
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.					
<b>HMRS1402</b>	<b>Group Theory &amp; Process</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: HMRS1100 or HMRS1102.</i>					
The study and practice of group theories, processes, dynamics, techniques, methods and group counseling and facilitation.					
<b>HMRS1403</b>	<b>Assessment, Case Planning/Management &amp; Professional Ethics for A &amp; D</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
This course will address standards of conduct and professional behavior expectations for counselors. Ethical standards to be studied may include non-discrimination, responsibilities and integrity, competence, moral standards, client welfare, legal issues, client relationships, inter-professional relationships, remuneration and societal obligations. In addition, learning will address the process of collecting client data for making decisions regarding alcohol/drug disorder diagnosis, level of care placement, treatment and referral. An introduction to assessment tools including The Addiction Severity Index (ASI) and The Substance Abuse Subtle Screening Inventory (SAASI) will be conducted. Students will study and practice record keeping, development of alcohol/drug assessment summaries, treatment plans, progress notes, discharge plans and clinical case reviews including case management activities to bring together services, agencies and resources to achieve client treatment goals while adhering to confidentiality as it relates to these areas.					
<b>HMRS1404</b>	<b>Introduction to Social Work</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Introduction to field of professional social work, including roles, philosophy, ethics values, skills and knowledge base needed. Areas of practice and career expectations are explored.					
<b>HMRS1405</b>	<b>Case Management &amp; Ethics for Human Services</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>HMRS1410</b>	<b>Practicum and Seminar 4</b>	<b>L</b>	<b>10</b>	<b>105</b>	<b>4.5</b>
<i>Prerequisites: HMRS1110, HMRS 1210, HMRS 1310, Current AHA Healthcare Provider CPR, First Aid, Human Services declared and permission.</i>					
Under indirect supervision work with selected clients and demonstrate acquired skills and principles studied in the classroom and previous Practicum experience. A required Seminar meets five times per quarter. Student and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field.					
<b>HMRS1411</b>	<b>Practicum A &amp; D and Seminar 2</b>	<b>L</b>	<b>-</b>	<b>150</b>	<b>5</b>
<i>Prerequisites: HMRS1110, HMRS1210, HMRS 1311, Current AHA Healthcare provider CPR, First Aid Human Services declared and permission.</i>					
While obtaining the counseling experience in the field of alcoholism/drug abuse, the students will be providing client contact while under the direct and indirect supervision of the site supervisor. Under supervision of a Licensed Drug and Alcohol Counselor, students perform all twelve core functions required for the State of Nebraska certification. A required Seminar meets five times per quarter. Students will discuss the application of theory to practice, discuss co-lead groups, practice writing progress notes/documentation, and discuss trends in the field. This practicum experience builds upon previous A & D practicum experience.					

## COURSE DESCRIPTIONS | Page 261 | SCC College Catalog | 2016-2017

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>HMRS2360</b>	<b>Gender and Society</b>	L	45	-	4.5
Historical and contemporary gender and society topics will be explored. The course will also examine the complexity and diversity of gendered experiences in terms of race and ethnicity, cultural context, social class, sexual orientation, and physical ability/disability.					
<b>HMRS2361</b>	<b>Domestic Abuse</b>	L	45	-	4.5
Understanding victim/survivor-centered advocacy, types of domestic violence, community interventions and resources.					
<b>HMRS2362</b>	<b>Child Abuse</b>	L	45	-	4.5
Definitions of child maltreatment (emotional, physical, sexual), cultural factors, recognition of abuse/neglect, family dynamics, reporting obligations, treatment interventions and community resources.					
<b>HMRS2363</b>	<b>Death, Dying, Grieving &amp; Loss</b>	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.					
<b>HMRS2366</b>	<b>Mental Health &amp; Family Dynamics</b>	L	45	-	4.5
A look at family dynamics including family strategies, functioning and developmental stages. Impact and magnitude of how mental illness affects family systems will be discussed. Specific focus on symptoms, interventions and treatment of mental health as well as the effects on family patterns.					
<b>HMRS2503</b>	<b>Intellectual and Developmental Disabilities</b>	L	45	-	4.5
Study of characteristics, causes, and factors which influence the delivery of services to people who have intellectual and developmental disabilities.					
<b>HMRS2510</b>	<b>Practicum and Seminar 5</b>	L	10	105	4.5
<i>Prerequisites: HMRS1110, HMRS 1210, HMRS 1310, HMRS 1410, Current AHA Healthcare provider CPR, First Aid, Human Services declared and permission.</i>					
Under indirect supervision, students will work with selected clients and demonstrate acquired skills and principles studied in the classroom and previous practicum experience. A required seminar meets five times per quarter. Student and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field.					
<b>HMRS2511</b>	<b>Practicum A &amp; D and Seminar 3</b>	L	-	150	5
<i>Prerequisites: HMRS1110, HMRS 1210, HMRS 1311, HMRS 1411, Current AHA Healthcare provider CPR, First Aid, Human Services declared and permission.</i>					
While obtaining the counseling experience in the field of alcoholism/drug abuse, the students will be providing client contact while under the direct and indirect supervision of the site supervisor. Under supervision of a Licensed Drug and Alcohol Counselor, students perform all twelve core functions required for the State of Nebraska certification. A required Seminar meets five times per quarter. Students will discuss the application of theory to practice, discuss co-lead groups, practice writing progress notes/documentation, and discuss trends in the field. This practicum experience builds upon previous A & D practicum experience.					
<b>HMRS2517</b>	<b>Medical &amp; Psychosocial Aspects of Alcohol/Drug Use, Abuse &amp; Addiction</b>	L	45	-	4.5
The study of physiological, psychological, and sociological aspects of alcohol/drug use, abuse and dependence. The education includes drug classification and basic pharmacology of drugs and their effects, as well as the processes of dependence, addiction and withdrawal covering signs, symptoms and behavior patterns.					
<b>HMRS2518</b>	<b>Clinical Treatment Issues in Chemical Dependency</b>	L	45	-	4.5
The study of treatment issues specific to chemical dependency including denial, resistance, minimization, family dynamics, relapse, cross-addiction, co-occurring disorders, spirituality, and influences of self-help groups while taking into consideration the needs of the individual's gender, culture and lifestyle.					
<b>HMRS2521</b>	<b>Applied Behavior Analysis</b>	L	45	-	4.5
Review of Behavior Therapy application includes exposure therapy, modeling and skills training, cognitive restructuring, behavioral medicine, and psychological disorders.					
<b>HMRS2523</b>	<b>Human Sexuality</b>	L	45	-	4.5
An introduction to human sexuality from the psychological, physiological and sociological points of view. The course will also examine attitudes and values consistent with the Human Services field.					

**COURSE DESCRIPTIONS | Page 262 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.



Location	Class	Lab	Credits
----------	-------	-----	---------

**HMRS2610      Practicum and Seminar 6**      **L      10      105      4.5**  
*Prerequisites: HMRS1110, HMRS1210, HMRS1310, HMRS1410, HMRS2510. Current AHA Healthcare provider CPR, First Aid, Human Services declared and permission.*

Under indirect supervision, students will work with selected clients and demonstrate acquired skills and principles studied in the classroom and previous practicum experience. A required Seminar meets five times per quarter. Student and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field.

**HMRS2611      Practicum A & D and Seminar 4**      **L      -      150      5**  
*Prerequisites: HMRS1110, HMRS1210, HMRS1311, HMRS1411, HMRS2511. Current AHA Healthcare provider CPR, First Aid, Human Services declared and permission. While obtaining the counseling experience in the field of alcoholism/drug abuse the students will be providing client contact while under the direct and indirect supervision of the site supervisor. Under supervision of a Licensed Drug and Alcohol Counselor, students perform all twelve core functions required for the State of Nebraska certification. A required Seminar meets five times per quarter. Students will discuss the application of theory-to-practice, discuss co-lead and lead groups, conduct individual counseling sessions, complete progress notes/documentation/reports/treatment plans, and discuss trends in the field. This practicum experience builds upon previous A & D practicum experience.*

## HORT • Horticulture

**HORT1130      Introduction to Horticulture**      **B      45      -      4.5**  
 Introductory course designed to feature basic aspects and techniques of the horticulture industry. Emphasis will be placed on making the student aware of the different fields with the industry and the proper growing environment for indoor and outdoor horticulture crops.

**HORT1131      Plant Science**      **B      45      45      6**  
 Principles & Practices of production and maintenance of turf and horticultural plants.

**HORT1133      Herbaceous Plant Identification**      **B      20      25      3**  
 Study and Identification of a variety of herbaceous horticulture plants used in landscape design, greenhouses, and nurseries in the Midwest.

**HORT 1134      Woody Landscape Plant ID**      **B      21      27      3**  
 Study and identification of a variety of woody horticulture plants used in landscape design, greenhouses and nurseries in the Midwest.

**HORT1136      Plant Propagation**      **B      21      27      3**  
 Introductory study of plant propagation and reproduction. Areas of focus include vegetative reproduction, cross pollination and grafting procedures.

**HORT1154      Greenhouse Management**      **B      21      27      3**  
 Study of greenhouse operations including ventilation, lighting, and temperature control. Focuses on economic considerations of operating and maintaining a greenhouse.

**HORT1155      Basic Landscaping**      **B      45      -      4.5**  
*Prerequisite: HORT1132.*  
 Introduction to landscape design and construction using techniques that combine color, plant species, and symmetrical and asymmetrical balance.

**HORT1190      Management of Turfgrass Pests**      **B      45      -      4.5**  
 Study of chemical, biological, and cultural methods of managing weeds, diseases, and insect pests of turfgrass plants.

**HORT1215      Basic Horticulture Equipment Maintenance**      **B      6      90      3**  
 Basic study of proper maintenance and repair of horticulture equipment including blade sharpening, small engine repair and scheduled maintenance.

**HORT1216      Horticulture Business Management**      **B      45      -      4.5**  
 Introduction to management principles in horticulture. Various topics will be discussed that are crucial to the management of a horticultural based business. Students will discuss the start-up of a horticultural based business and the financial knowledge needed to run such a business.

		Location	Class	Lab	Credits
<b>HORT1239</b>	<b>Arboriculture</b>	<b>B</b>	<b>21</b>	<b>27</b>	<b>3</b>
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.					
<b>HORT1242</b>	<b>Turfgrass Management</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>HORT1245</b>	<b>Landscape Construction</b>	<b>B</b>	<b>21</b>	<b>27</b>	<b>3</b>
Principles of landscape construction will be explored. General understanding of the use and installation of retaining walls, paver, flagstone and landscape lighting.					
<b>HORT2215</b>	<b>Advanced Horticulture Equipment Maintenance</b>	<b>B</b>	<b>6</b>	<b>90</b>	<b>3</b>
<i>Prerequisites: HORT1215</i> Prepares the student to understand, diagnose and repair horticulture equipment. Emphasis will be on electrical and hydraulic components.					
<b>HORT2219</b>	<b>Pesticide Certification</b>	<b>B</b>	<b>28</b>	<b>20</b>	<b>3</b>
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.					
<b>HORT2265</b>	<b>Irrigation &amp; Water Management</b>	<b>B</b>	<b>42</b>	<b>54</b>	<b>6</b>
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.					
<b>HORT2286</b>	<b>Advanced Landscaping</b>	<b>B</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: HORT1155.</i> Detailed study of advanced techniques using the elements of color, form, texture and mass by using plant material retaining walls and structures.					
<b>HORT2288</b>	<b>Golf Course and Sports Management</b>	<b>B</b>	<b>44</b>	<b>52</b>	<b>6</b>
<i>Prerequisites: HORT1242, AGRI 1135, AGRI 2219. Corequisite: HORT2265.</i> Study of management practices as they pertain to golf course and sports field maintenance and upkeep. Including mowing, fertilization, irrigation, pest management and equipment maintenance and operation.					
<b>HORT2292</b>	<b>Landscape Maintenance</b>	<b>B</b>	<b>21</b>	<b>27</b>	<b>3</b>
General understanding of procedures for reviving and maintaining existing landscapes, using annual and perennial plant species.					
<b>HORT2295</b>	<b>Advanced Golf Course Management</b>	<b>B</b>	<b>20</b>	<b>180</b>	<b>8</b>
Detailed and hands on study of golf course management practices as they pertain to course renovation and maintenance. Including irrigation scheduling, facility maintenance, and reclaimed water usage.					
<b>HORT2296</b>	<b>Advanced Sports Turf Management</b>	<b>B</b>	<b>20</b>	<b>180</b>	<b>8</b>
<i>Prerequisites: HORT2288</i> Detailed and hands on study of sports field management practices as they pertain to renovation and maintenance. Including irrigation scheduling, facility maintenance, and reclaimed water usage.					
<b>HORT2999</b>	<b>Individual Special Project</b>	<b>B</b>	<b>-</b>	<b>-</b>	<b>.5-4.5</b>
Selected educational experiences that provide intensive study in a topic area above and beyond the regular curriculum. Credit hours will vary. Must have permission of instructor and program chair.					

## HUMS • Humanities

<b>*HUMS1100</b>	<b>Introduction to Humanities</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: Eligible for ENGL1010 or instructor's approval.</i> This is a survey course focusing on art, music, theatre, film, dance, architecture, and philosophy. It examines the unfolding of global humanistic traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. The course gives the students criteria from which to evaluate their own times and situation and in addition, enriches students' historical perspectives. It shows how the various arts intersect, influence and are influenced by their times.					

Location	Class	Lab	Credits
----------	-------	-----	---------

**\*HUMS1200 Contemporary Arts & Ideas** **B/L 45 - 4.5**  
*Prerequisite: Eligible for ENGL1010 or instructor's approval.*  
 Global and multicultural survey of the literature, philosophy and fine arts of architecture, drama, music, painting, and sculpture from 1550 through the 21st century. Emphasis on the effect of revolutionary artistic styles on society. Includes attendance at live performances and art galleries.

## HVAC • Heating, Ventilation, Air Conditioning & Refrigeration Technology

**HVAC1109 Electrical Fundamentals** **M 42 8 4**  
 Study of basic electricity for use in the HVAC/R trades, including DC fundamentals, focusing on AC electrical theory, understanding AC electrical circuits, interpreting AC electrical wiring schematics, and usage of test instruments.

**HVAC1131 Refrigeration Theory I** **M 50 - 5**  
 Basic refrigeration fundamentals with emphasis on heat energy, heat transfer, temperature, pressure, refrigerants, refrigerant oils, stratospheric ozone, greenhouse effect, and EPA Section 608 guidelines and hermetic refrigeration compressors.

**HVAC1132 Piping Practices** **M - 100 3**  
 Study of materials and methods used in the installation and service of refrigeration, air conditioning and plumbing equipment. Copper and steel pipe soldering, brazing, copper-tube bending, and installation procedures performed by students. Industrial safety, hazard communications, HVACR standards, and material safety data sheets are studied.

**HVAC1133 Plumbing Theory/Print Reading** **M 50 - 5**  
 Introduction to blueprint reading, plumbing tools, materials, and practices for residential applications.

**HVAC1226 Refrigeration Laboratory I** **M 40 60 6**  
*Prerequisite: HVAC1109, HVAC1131 AND HVAC1132.*  
 Basic refrigeration service fundamentals with emphasis on physically constructing, leak checking, evacuating, electrical wiring, start up and performing system checks on a basic refrigeration system.

**HVAC1230 Electrical Principles & Practices** **M 10 40 2**  
 Study of controls and their application. This includes series and parallel circuits, electrical symbols and schematics, Ohm law, Kirchoff's voltage and current laws, and control transformers as applied to HVACR systems Assembly of an electrical lab trainer offered.

**HVAC1234 Plumbing Code** **M 50 - 5**  
*Prerequisite: HVAC1133.*  
 Study of uniform plumbing code. Piping practices, pipe fittings and plumbing fixtures. Drains waste and vent systems are designed and applied to residential structures.

**HVAC1237 Refrigeration Theory II** **M 50 - 5**  
*Prerequisites: HVAC1109 and HVAC1131.*  
 Study of basic mechanical components used in the operation of basic refrigeration systems.

**HVAC1251 Hydronic Theory** **M 35 15 4**  
 Study of the classifications and descriptions of hydronics systems and the component parts which make up a hydronic heating system including a description of each part, its function and how it is rated.

**HVAC1330 Residential HVAC Systems & Controls I** **M 40 10 4**  
*Prerequisite: HVAC1230.*  
 Emphasis on control circuits and electrical schematics, HVAC sensors, furnace components and central air conditioning components. Basic HVAC system installation, maintenance and operating sequences are discussed. Safety rules for HVAC technicians are also presented.

**HVAC1331 Manual J/Manual D** **M 40 60 6**  
 Calculations of heat loss and heat gain for residential structures. Procedures in accordance with ACCA Manual J. Design of heating and air conditioning systems, types of systems, equipment selection and air distribution. Systems designed using ACCA Manual D.

**HVAC1336 Sheet Metal Lab** **M - 100 3**  
 Introduction to pattern development and fabrication of sheet metal fittings used in the HVAC/R industry. Layout techniques include radial line development and triangulation.

### COURSE DESCRIPTIONS | Page 265 | SCC College Catalog | 2016-2017

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>HVAC1343</b>	<b>Refrigeration Theory III</b> <i>Prerequisites: HVAC1226, HVAC1230, &amp; HVAC1237.</i>	M	35	15	4
	Emphasis on commercial refrigeration controls, electrical wiring schematics, theory applications of different refrigeration systems, methods of defrost, basic operation of cuber and flaker ice machines.				
<b>HVAC1363</b>	<b>Heat Pump Principles</b> <i>Prerequisite: HVAC1230.</i>	M	50	-	5
	The study of components, controls, system design, installation, troubleshooting, start-up, standard service procedures, wiring diagrams and annual operating costs.				
<b>HVAC1434</b>	<b>Refrigeration Laboratory II</b> <i>Prerequisite: HVAC1343.</i>	M	-	100	3
	Laboratory application of refrigeration theory. Exposure to the electrical and mechanical operation of refrigeration systems associated with walk-in coolers and freezers, open freezer case, ice machines, reach-in freezers and coolers, computer diagnostic programs, and electrical wiring panels.				
<b>HVAC1440</b>	<b>Mechanical Code</b>	M	20	-	2
	Study of the Mechanical Code and its application to the installation and maintenance of heating, air conditioning and ventilation systems.				
<b>HVAC1447</b>	<b>Commercial HVAC Fundamentals &amp; Practices I</b> <i>Prerequisite: HVAC1330.</i>	M	50	-	5
	Basic commercial/industrial air conditioning control applications. electrical-mechanical, electronic-mechanical, and pneumatic (air) actuated control components. Building operation supervisory systems are briefly discussed.				
<b>HVAC1450</b>	<b>EPA Refrigerant Certification</b>	M	20	-	2
	Study of the EPA HVAC/R requirements and procedures for Type I, II, III, and Universal Certification. Upon completion, each student will be required to pass to Type I and Type II of an EPA approved test. Type III is optional.				
<b>HVAC1452</b>	<b>Residential Install Lab</b> <i>Prerequisites: HVAC1234 and 1336.</i>	M	-	70	2
	Application of theory and technical courses to practical situations including installation of plumbing, heating and air conditioning equipment. Primary project is a residence constructed on the College campus.				
<b>HVAC1461</b>	<b>Residential HVAC Systems &amp; Controls II</b> <i>Prerequisite: HVAC1330.</i>	M	50	-	5
	Study of high efficiency, condensing gas fired furnaces. Includes special control applications and different mechanical devices such as humidifiers, electronic air cleaners, and programmable thermostats. Firing rates, efficiency measuring, venting and installation procedures studied. Solid state controls discussed to the extent practical.				
<b>HVAC2600</b>	<b>HVAC/R Lab</b> <i>Prerequisite: HVAC1461.</i>	M	-	100	3
	Lab setting employing the use of residential and light commercial equipment, training panels and interactive computer programs to acquire experience with wiring, function, operation and troubleshooting of heating, ventilation, air conditioning and refrigeration equipment.				
<b>HVAC2610</b>	<b>Troubleshooting Techniques Lab</b> <i>Prerequisite: HVAC1461.</i>	M	-	50	1.5
	Application of servicing and troubleshooting residential and light commercial HVAC/R equipment, both mechanically and electrically. Emphasis is placed on the "hands-on" use of service instruments from the Carrier Corporation Manual, HVAC Servicing Procedures. Additionally, creating electrical ladder (schematics) and wiring training panels and troubleshooting fault simulators will be emphasized. Troubleshooting actual units brought into the shop and service calls off campus will be included as practical.				
<b>HVAC2649</b>	<b>Commercial HVAC Fundamentals &amp; Practices II</b> <i>Prerequisite: HVAC1447.</i>	M	50	-	5
	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.				

**COURSE DESCRIPTIONS | Page 266 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

Location	Class	Lab	Credits
----------	-------	-----	---------

**HVAC2650 Troubleshooting Techniques** **M 35 15 4**  
*Prerequisite: HVAC1461.*

Theory and application of servicing and troubleshooting as specifically applied to air conditioning and heating systems, both mechanically and electrically.

**HVAC2900 Internship** **M 20 400 12**  
*Prerequisites: HVAC1434 and HVAC1452.*

On-the-job experience performing heating, air conditioning, refrigeration, sheet metal, heat pumps or plumbing with HVACR employers. Application of skills and knowledge acquired in previous quarters. This work experience is a non-paid employment situation. Meeting with supervising instructor three times throughout the quarter. Students will return to campus at the end of the quarter to evaluate their cooperative experience and prepare for full-time employment. Daily performance logs, training site appraisals, instructor assessments, student's cooperative experience and self-summary reports required.

**HVAC2901 Cooperative Experience** **M 20 400 12**  
*Prerequisites: HVAC1434 and HVAC1452.*

On-the-job experience performing heating, air conditioning, refrigeration, sheet metal, heat pumps or plumbing with HVACR employers. Application of skills and knowledge acquired in previous quarters. This work experience is paid employment. Meeting with supervising instructor three times throughout the quarter. Students will return to campus at the end of the quarter to evaluate their cooperative experience and prepare for full-time employment. Daily performance logs, training site appraisals, instructor assessments, student's cooperative experience and self-summary reports required.

## INFO • Computer Information Technology

**INFO1005 Microsoft Office Applications** **L 10 30 2**

Skills in Microsoft Office Word, Excel, Access, and PowerPoint. This course does not count for SCC General Education requirements or for the Computer Information Technology program. It is intended only for transfer to UNL College of Business Administration for a course with a grade of pass/no pass.

**INFO1010 Computer Literacy** **L 40 15 4.5**

Introduces computer hardware concepts related to system unit, input/output, storage, and communications devices. Additional topics include the Windows operating system for desktop and file management, use of productivity software, and use of a Web browser for research and e-mail. Course does not count toward Computer Information Technology program course requirements.

**INFO1121 Microsoft Word & PowerPoint** **L 10 15 1.5**

*Prerequisite: Prior computer coursework or experience.*

Introduction to Word and PowerPoint. Basic word processing skills to create, edit and format documents. Create, organize, and view presentations with text and graphics.

**INFO1131 Microsoft Excel** **L 10 15 1.5**

*Prerequisite: Prior computer coursework or experience.*

Practical experience using Excel spreadsheet. Learn basic and intermediate commands to create and format spreadsheet data.

**INFO1151 Information Technology Fundamentals** **L 45 - 4.5**

*Prerequisite: Appropriate placement scores or ENGL0960, or by permission*

Fundamentals of computer concepts and terminology. Topics include hardware components, software overview, business and social aspects of computers, and computer Internet researching.

**INFO1161 Windows Operating Systems** **L 40 15 4.5**

*Prerequisite: Prior computer coursework or experience*

Introduction to features and capabilities of Microsoft Windows, including disk organization, file management, accessory applications, system customization, and maintenance. Command prompt commands for file management and batch file creation.

**INFO1211 Microsoft Access** **L 20 30 3**

*Prerequisite: Prior computer coursework or experience*

Introduction to database creation and manipulation using Microsoft Access. Topics include tables, relationships, forms, reports, and queries.

**INFO1214 Program Design & Problem Solving** **L 40 15 4.5**

*Prerequisites: INFO1151, INFO1161, and either appropriate math placement score or MATH0950, or by permission.*

Fundamental concepts of structured programming techniques. Topics include top-down design, hierarchy charts, flow charts, pseudocode.

		Location	Class	Lab	Credits
<b>INFO1221</b>	<b>MVS Environment</b>	L	15	15	2
	<i>Prerequisite: INFO1214</i>				
	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.				
<b>INFO1311</b>	<b>Database Concepts</b>	L	30	-	3
	<i>Prerequisites: INFO1151, INFO1161 and INFO1211 or by permission</i>				
	Introduction to database management concepts. Topics include database terminology, data modeling and normalization. Students are introduced to SQL.				
<b>INFO1314</b>	<b>Java</b>	L	30	45	4.5
	<i>Prerequisites: INFO1214 and MATH1040 or higher, or by permission.</i>				
	This course introduces the Java programming language with object-oriented principles. Students develop and test Java applications.				
<b>INFO1334</b>	<b>C#.NET</b>	L	30	45	4.5
	<i>Prerequisites: INFO1214 and MATH1040 or higher.</i>				
	Introduction to object-oriented programming using C#. Students are introduced to the .NET framework.				
<b>INFO1337</b>	<b>IBM i Environment</b>	L	15	15	2
	<i>Prerequisite: INFO1214</i>				
	The course will introduce the IBM i operating system navigation and Control Language commands. Physical and logical files are illustrated using SEU, PDM and DFU.				
<b>INFO1381</b>	<b>Data Communications &amp; Networking</b>	L	40	15	4.5
	<i>Prerequisites: INFO1151 and INFO1161.</i>				
	Introduction to data communications and network terminology. Concepts related to network services, data transmission, and protocols.				
<b>INFO1391</b>	<b>TCP/IP</b>	L	30	-	3
	<i>Prerequisite: INFO1381.</i>				
	An in-depth coverage of all the salient models, protocols, services, and standards that govern TCP/IP.				
<b>INFO1414</b>	<b>Advanced Java</b>	L	30	45	4.5
	<i>Prerequisites: INFO1311 and INFO1314, or by permission</i>				
	Comprehensive study of advanced Java stressing objective-oriented principles. Topics include inheritance and interfaces, exception handling, collection classes, Swing components, file processing, Java Database Connectivity and threads.				
<b>INFO1425</b>	<b>JavaScript &amp; jQuery</b>	L	20	30	3
	<i>Prerequisites: INFO1214, INFO1431 and MATH1040 or higher, or by permission</i>				
	Client-side web programming using JavaScript; includes an introduction to jQuery library and functions.				
<b>INFO1428</b>	<b>COBOL</b>	L	30	45	4.5
	<i>Prerequisites: INFO1221 and MATH1040 or higher.</i>				
	An introduction to the COBOL language. Hands on exercise in coding basic business applications and business reporting functions.				
<b>INFO1431</b>	<b>Web Page Fundamentals</b>	L	20	30	3
	<i>Prerequisites: INFO1151 and INFO1161, or by permission.</i>				
	Overview of basic web page design. Create and edit web pages including text, images, Hyperlinks, tables, forms, cascading style sheets.				
<b>INFO1433</b>	<b>Microsoft Outlook</b>	L	10	30	2
	<i>Prerequisites: INFO1121, INFO1151, and INFO1161.</i>				
	Fundamental features of Microsoft Outlook. Students send, receive and manage email; organize schedules and events; create and manage contacts lists; and create and maintain to-do lists.				
<b>INFO1434</b>	<b>Advanced C#.NET</b>	L	30	45	4.5
	<i>Prerequisites: INFO1311 and INFO1334, or by permission.</i>				
	Advanced programming in C#.NET stressing object-oriented programming techniques.				

		Location	Class	Lab	Credits
<b>INFO1441</b>	<b>Advanced Windows Operating System</b> <i>Prerequisite: INFO1381</i>	L	20	30	3
	Implement and use Windows advanced features to connect, manage, and troubleshoot Windows systems in a workgroup and domain environment.				
<b>INFO1443</b>	<b>Help Desk Concepts</b> <i>Prerequisites: ENGL1010, INFO1121, INFO1151, INFO1161, and INFO1211.</i>	L	10	30	2
	Terminology, structure, and tools related to help desk operations.				
<b>INFO1456</b>	<b>Hardware Installation &amp; Troubleshooting</b> <i>Prerequisites: INFO1151, INFO1161, and MATH1040 or higher or by permission.</i>	L	30	45	4.5
	Fundamental concepts of computer hardware installation and maintenance. Troubleshoot hardware related problems.				
<b>INFO1463</b>	<b>Advanced Hardware Troubleshooting</b> <i>Prerequisite: INFO1456.</i>	L	20	30	3
	Diagnose and correct computer hardware problems. Assemble a PC system unit.				
<b>INFO1491</b>	<b>Network Security Fundamentals</b> <i>Prerequisites: INFO1391 and INFO1441, or by permission.</i>	L	30	-	3
	Examination of information security basics focusing on the threats, trends, and ramifications related to the security practices and procedures on an Enterprise network.				
<b>INFO1493</b>	<b>Advanced Microsoft Access</b> <i>Prerequisite: INFO1211.</i>	L	10	60	3
	Advanced database techniques using Access.				
<b>INFO1511</b>	<b>Advanced Database Concepts</b> <i>Prerequisite: INFO1311.</i>	L	20	30	3
	Advanced topics in database management. Students learn SQL in a command-line interface to create and manage databases, tables, relationships, constraints, indexes and views. Stored procedures and triggers are introduced.				
<b>INFO1514</b>	<b>Mobile Device Programming</b> <i>Prerequisite: INFO1414 or INFO1434.</i>	L	30	45	4.5
	Develop applications and web sites for mobile devices. Students work in both the Android and Apple platforms.				
<b>INFO1515</b>	<b>Database Administration</b> <i>Prerequisite: INFO1311.</i>	L	20	30	3
	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.				
<b>INFO1522</b>	<b>Web Layout</b> <i>Prerequisite: INFO1431.</i>	L	10	60	3
	Students expand web site development skills and explore the concept of responsive web design. Students develop standard-based web pages using basic design principles, HTML5 page layout, enhanced HTML5 elements and CSS3.				
<b>INFO1525</b>	<b>Web Server Scripting</b> <i>Prerequisites: INFO1511, INFO1522 and either INFO1414 or INFO1434</i>	L	30	45	4.5
	Skills needed to develop and implement web sites based on dynamic content using PHP server-side scripting.				
<b>INFO1541</b>	<b>Social &amp; Ethical Issues in Information Technology</b> <i>Prerequisites: ENGL1010, INFO1121, and INFO1151.</i>	L	20	-	2
	Study of ethical and social implications of computer technology.				
<b>INFO1575</b>	<b>Windows PowerShell Fundamentals</b> <i>Prerequisites: INFO1214 and INFO1441.</i>	L	10	30	2
	Introduction to the PowerShell Console, basic Cmdlets, and scripts to automate tasks.				

**COURSE DESCRIPTIONS | Page 269 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>INFO1585</b>	<b>Virtualization Management</b> <i>Prerequisite: INFO2585.</i>	L	10	30	2
	Skills necessary to setup and manage the virtual environment. Create, setup, and manage host clusters, virtual networks, and virtual hardware.				
<b>INFO2514</b>	<b>Java Server Programming</b> <i>Prerequisite: INFO1414</i>	L	30	45	4.5
	Skills needed to develop and implement server-side applications using Java servlets, JSPs and JDBC database techniques using Eclipse.				
<b>INFO2523</b>	<b>Support Techniques</b> <i>Prerequisite: INFO2543 or by permission.</i>	L	40	15	4.5
	Use of troubleshooting techniques and support tools to provide technical assistance to computer users.				
<b>INFO2528</b>	<b>Advanced COBOL</b> <i>Prerequisites: INFO1428 and INFO2678</i>	L	30	45	4.5
	Advanced programming concepts include embedded SQL (DB2), multi-level tables, random file maintenance, variable length records, sort/merge, subprograms and alternate index processing (VSAM).				
<b>INFO2531</b>	<b>Linux Operating System</b> <i>Prerequisites: INFO1151 and INFO1161.</i>	L	15	15	2
	Basics of Linux command line and shell scripting. Topics include creating file structures, setting file permissions, text editing with vi and nano, text processing, and system processes.				
<b>INFO2533</b>	<b>Microsoft SharePoint for End Users</b> <i>Prerequisites: INFO1121, INFO1131, INFO1151, INFO1161 and INFO1211.</i>	L	10	30	2
	Use of Microsoft's enterprise collaboration software for sharing information and managing documents.				
<b>INFO2534</b>	<b>ASP.NET Using C#</b> <i>Prerequisite: INFO1434.</i>	L	30	45	4.5
	Server-side object-oriented programming for the web using C# and the .NET framework.				
<b>INFO2543</b>	<b>Workplace Communication Skills</b> <i>Prerequisites: ENGL1010, INFO1121, INFO1131, INFO1214, INFO1311, INFO1381, and INFO2531.</i>	L	15	15	2
	Skills and techniques necessary in an IT work environment including communications, teaming, customer service, and conflict management.				
<b>INFO2544</b>	<b>Object-Oriented Analysis &amp; Design</b> <i>Prerequisites: INFO1414, INFO1434 and INFO1525. Co-requisite: INFO1425</i>	L	20	30	3
	Students learn to analyze and design extensible object-oriented software. Students work in teams to apply these techniques to a specific PC/web-based programming project.				
<b>INFO2558</b>	<b>Systems Analysis &amp; Design</b> <i>Prerequisites: INFO1425, INFO1428 and INFO2514. Co-requisite: INFO2528</i>	L	25	25	3
	Techniques covered are both the Waterfall Systems Development Life Cycle methodology and Agile Development approach. Data is gathered through client interview, system requirements are defined, Data Flow Diagrams are created, tasks and dependencies are identified and schedules using a Microsoft Project Gantt Chart. Designs are created for a website, supporting COBOL output reports, database tables and file structures. These design plans will be used by the same team of students for the INFO2638 Integrated Platforms Capstone course.				
<b>INFO2574</b>	<b>Advanced Programming Using VB</b> <i>Prerequisites: INFO1314, INFO1334 and either INFO1414 or INFO1434.</i>	L	30	45	4.5
	Fast-paced course in object-oriented Visual Basic.NET				
<b>INFO2581</b>	<b>Network Security Systems</b> <i>Prerequisites: INFO1491, INFO2531, and INFO2585</i>	L	40	15	4.5
	Introduces various methodologies and devices used to secure and defend networks.				



		Location	Class	Lab	Credits
<b>INFO2582</b>	<b>Advanced Network Security</b>	L	40	15	4.5
	<i>Prerequisite: INFO2581</i>				
	A continuation of the analysis, deployment, and configuration of security defenses, countermeasures, and devices used on enterprise networks and critical information systems.				
<b>INFO2585</b>	<b>Windows Server Administration</b>	L	40	15	4.5
	<i>Prerequisites: INFO1391, INFO1441 and INFO1456, or by permission.</i>				
	Skills needed for managing a Windows network including configuring, administering, and troubleshooting user accounts, groups, and network security. Students create, configure, and manage network printing and file and web services in an Active Directory environment.				
<b>INFO2586</b>	<b>Security Operations &amp; Ethics</b>	L	20	30	3
	<i>Prerequisites: ENGL1010, INFO1214, INFO1311 and INFO2581</i>				
	An examination of security architectures, secure system administration, risk management, security auditing, incident handling, disaster recovery, and legal aspects involved in securing computer networks and systems.				
<b>INFO2596</b>	<b>Computer &amp; Digital Forensics</b>	L	20	30	3
	<i>Prerequisite: INFO2582</i>				
	An introduction to computer forensics providing practical experience with the tools and techniques used in the investigative process.				
<b>INFO2611</b>	<b>CIT Practicum</b>	L	-	90	3
	<i>Prerequisite: Permission of Program Chair.</i>				
	Students spend 90 hours at a work site applying computer knowledge and skills in career interest area. Exact nature of work varies. Individual objectives established for each student.				
<b>INFO2631</b>	<b>Linux Network Administration</b>	L	40	15	4.5
	<i>Prerequisites: INFO1391, INFO1456 and INFO2531.</i>				
	Skills needed for managing a Linux-based network, including installation, using resources, security and setting up users. Students create, configure, and manage network web, ftp, mail, DNS, and DHCP services.				
<b>INFO2638</b>	<b>Integrated Platforms Capstone</b>	L	-	135	4.5
	<i>Prerequisites: INFO2528 and INFO2558.</i>				
	This capstone course applies programming skills using languages acquired in CIT- Application Development/Integrated Platforms courses. Student teams utilize designs created in the INFO2558-Systems Analysis and Design course to produce a total Information System. Students are responsible for creating their own test data, coding and testing the programming operations, creating system and program documentation and weekly progress reporting. A formal team presentation on the completed information system is required.				
<b>INFO2644</b>	<b>PC &amp; Web Platforms Capstone</b>	L	20	75	4.5
	<i>Prerequisites: INFO1425, INFO2534 and INFO2544.</i>				
	Students work in teams to implement a programming project based on the design developed in the previous Object-Oriented Analysis & Design course. Teams use an iterative approach in which ongoing analysis and design is a key focus. In addition, students develop an individual programming project of their choice that can be used to showcase their skills to potential employers.				
<b>INFO2670</b>	<b>Desktop Support</b>	L	40	15	4.5
	<i>Prerequisites: INFO2543 and INFO2585.</i>				
	Skills and knowledge to support end users in a Microsoft Windows environment.				
<b>INFO2678</b>	<b>DB2 &amp; SQL</b>	L	20	30	3
	<i>Prerequisite: INFO1221 and INFO1311</i>				
	An introductory course of IBM's DB2 Database Management System accessed with SQL (Structured Query Language) using DB2/SPUFI through TSO/ISPF.				
<b>INFO2680</b>	<b>XML and Web Services</b>	L	15	15	2
	<i>Prerequisite: INFO2514 or INFO2534.</i>				
	The basic concepts of XML are presented as well as an introduction to web services. XML concepts include IML Schema, XPath, XSLT, XQuery, and database manipulation of XML. Web service concepts include SAX, AJAX, JSON, SOAP, WSDL, and REST.				

Location	Class	Lab	Credits
----------	-------	-----	---------

**INFO2691 Enterprise Security Capstone** L 15 45 3  
*Prerequisite: INFO2586 Co-requisite: INFO2596*  
 Project-based course using cyber security techniques and best practices to secure and maintain computing systems and network infrastructures.

**INFO2695 Advanced Windows Server** L 20 30 3  
*Prerequisite: INFO2585.*  
 In-depth coverage of planning, implementing, configuring, maintaining, and troubleshooting an Active Directory infrastructure using Windows Server.

**INFO2697 Networking Capstone** L 15 45 3  
*Prerequisites: INFO2631 and INFO2695.*  
 Project-based course implementing and maintaining network infrastructures.

## INSU • Insurance

**INSU1100 Fundamentals of Insurance I** L 45 - 4.5  
 Focuses on the basic concepts in risk management and insurance to include: legal principles in risk and insurance, life, health, property and liability insurance; annuities, retirement and financial services.

**INSU1120 Principles of Underwriting and Claims** L 45 - 4.5  
*Prerequisite: INSU1100.*  
 This course is designed to provide a knowledge foundation about insurance underwriting and claims. Students will learn to evaluate information for usefulness and profitability of risk and to select proper underwriting techniques for implementing, monitoring, and correcting decisions. Students will learn the claims investigation process and dispute resolution techniques.

**INSU1150 Fundamentals of Insurance II** L 45 - 4.5  
*Prerequisite: INSU1100.*  
 Focuses on the advance concepts in risk management and insurance to include: employee group life, health and retirement plans and commercial property and liability insurance, financial services and insurance company operations and regulations.

## JDAT • John Deere Tech

**JDAT1140 John Deere Fundamentals & Safety** M 45 30 5.5  
 The proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, tap, dies, screw extractors, thread restoration, tube fittings, and fasteners. Safety, product labels and material safety data sheets, and handling of hazardous materials will be explained. Safe forklift operation will be covered.

**JDAT1142 John Deere Orientation** M 30 45 4.5  
 This course provides an introduction to the John Deere product line, manuals, time management, engine classifications, and serial numbers. Warranty, shop tickets, and John Deere service department policy and procedures are explained as well as an introduction to John Deere Service ADVISOR.

**JDAT1146 John Deere Electrical/Electronics I** M 84 36 9  
*Prerequisites: JDAT1140 and JDAT1142.*  
 Basic electrical principles and applications of magnetism, electromagnetism, and the safe utilization of electrical test meters are covered. The design, construction, and safe operation and testing of lead acid batteries is part of this class. Principles of operation, testing, and repair of ignition systems, cranking systems, and charging systems are included.

**JDAT1242 John Deere Engine Repair** M 90 120 13  
*Prerequisite: JDAT1146.*  
 This course deals with basic physical principles, operation and construction of two- and four-stroke cycle engines. It includes ignition timing of four-stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines. This course also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems. Also covered is the basic theory, construction and operation of the engine valve train and the cylinder head, including valve timing and adjustments of actual John Deere engines. Basic repair procedures and operation of valve and seal reconditioning will be performed on actual cylinder heads. Also included are design, construction, operation, and service methods for the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. Lab activities include disassembly, inspection, measurements, reassembly, and adjustments performed on John Deere engines. Shop safety is stressed during lab activities.

		Location	Class	Lab	Credits
<b>JDAT1244</b>	<b>John Deere Fuel Systems</b>	<b>M</b>	<b>42</b>	<b>18</b>	<b>4.5</b>
	<i>Prerequisite: JDAT1146.</i>				
	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, timing of fuel injection pumps and injection system flush is also covered.				
<b>JDAT1246</b>	<b>John Deere Tractor Performance</b>	<b>M</b>	<b>20</b>	<b>10</b>	<b>2</b>
	<i>Prerequisite: JDAT1146.</i>				
	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.				
<b>JDAT1440</b>	<b>John Deere Heating/Air Conditioning</b>	<b>M</b>	<b>30</b>	<b>36</b>	<b>4</b>
	<i>Prerequisite: JDAT1901.</i>				
	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.				
<b>JDAT1441</b>	<b>John Deere Tillage &amp; Seeding Equipment</b>	<b>M</b>	<b>26</b>	<b>22</b>	<b>3</b>
	<i>Prerequisite: JDAT1901.</i>				
	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.				
<b>JDAT1442</b>	<b>John Deere Electrical/Electronics II</b>	<b>M</b>	<b>66</b>	<b>36</b>	<b>7.5</b>
	<i>Prerequisite: JDAT1901.</i>				
	Review of electrical fundamentals and safe operation of meters is included. An introduction to combine and tractor electrical systems are included as well as troubleshooting techniques for circuit diagnosis using electrical schematics. Testing electrical circuits with meters is part of the lab exercises. Basic CAN BUS and AMS components are included.				
<b>JDAT1443</b>	<b>John Deere Harvesting Equipment</b>	<b>M</b>	<b>60</b>	<b>30</b>	<b>7</b>
	<i>Prerequisite: JDAT1901.</i>				
	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.				
<b>JDAT1901</b>	<b>Dealer Cooperative Experience</b>	<b>M</b>	<b>-</b>	<b>480</b>	<b>12</b>
	<i>Prerequisite: JDAT1242, 1244, 1246.</i>				
	On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in previous quarters. Supervised by Southeast Community College-Milford Campus John Deere Tech Instructors.				
<b>JDAT2541</b>	<b>John Deere Power Trains I</b>	<b>M</b>	<b>114</b>	<b>39</b>	<b>12</b>
	<i>Prerequisite: JDAT1440, 1441, 1442, 1443.</i>				
	Theory, function, and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Designs, construction, operation, and service methods of bearings, seals, and shafts. 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 John Deere Equipment. Syncro-range, quad- range, powershift and IVT transmission, repair, adjustment, and diagnostics.				
<b>JDAT2543</b>	<b>John Deere Hydraulics I</b>	<b>M</b>	<b>114</b>	<b>39</b>	<b>12</b>
	<i>Prerequisite: JDAT1440, 1441, 1442, 1443.</i>				
	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 John Deere Equipment. Theory 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.				
<b>JDAT2741</b>	<b>John Deere Power Trains II</b>	<b>M</b>	<b>30</b>	<b>64</b>	<b>5</b>
	<i>Prerequisite: JDAT2901.</i>				
	This course will cover the complete powertrain system, diagnostics, tests, and adjustments of the John Deere tractors, sprayers and harvesting equipment.				

Location	Class	Lab	Credits
----------	-------	-----	---------

**JDAT2743 John Deere Hydraulics II** **M 30 63 5**  
*Prerequisite: JDAT2901.*  
 This course will cover the complete hydraulic system, diagnostics, tests, and adjustments of all hydraulic equipment that John Deere Ag produces.

**JDAT2748 John Deere Electrical/Electronics III** **M 33 33 4**  
*Prerequisite: JDAT2901.*  
 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 33 21 3.5**  
*Prerequisite: JDAT2901.*  
 Operation, theory, testing, and repairs of precision farming tools to include Global Positioning Systems as used for Ag Management Solutions. Included are parallel tracking (guidance systems), yield mapping/monitoring, field documentation (acre counters, fuel consumption, periodical maintenance of machine, etc.), map-based seeding, Accu-depth (tillage machines), and Crop Verifeye (tracing crop from planting to harvest).

**JDAT2901 Dealer Cooperative Experience** **M - 480 12**  
*Prerequisite: JDAT2541, 2542.*  
 On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in previous quarters. Supervised by Southeast Community College- Milford Campus John Deere Tech Instructors.

## JDCE • Deere Construction & Forestry Equipment Tech

*Please note: Students must be admitted into the program and each JDCE course must be taken in sequence and completed with a minimum grade of C to progress through the program.*

**JDCE1130 Deere Orientation** **M 30 45 4.5**  
 This course provides an introduction to the John Deere product line, manuals, time management, engine classifications, and serial numbers. Warranty, shop tickets, and John Deere service department policy and procedures are explained as well as an introduction to John Deere Service ADVISOR and Parts Pro.

**JDCE1131 Deere Fundamentals** **M 45 30 5.5**  
 The proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube fittings, and fasteners. Safety, product labels, and material safety data sheets, and handling of hazardous materials will be explained. Safe forklift operation will be covered.

**JDCE1133 Deere HVAC** **M 40 50 5.5**  
 Theory, operation, and repair of Deere heating, ventilation, and air-conditioning systems. Includes proper operation of recovery/recycling equipment and leak detection equipment. Retrofit procedures for converting a system from R-12 to R-134A refrigerant. Operation and repair of Climate Control as used on Deere Construction and Forestry Equipment is included. Safety is stressed in this course.

**JDCE1134 Deere Electrical/Electronics I** **M 84 36 9**  
 Basic electrical principles and applications of magnetism, electromagnetism, and the safe utilization of electrical test meters are covered. The design, construction, and safe operation and testing of lead acid batteries is part of this class. Principles of operation, testing, and repair of ignition systems, cranking systems, and charging systems are included. Safety is stressed in this course.

**JDCE1340 Deere Theory of Engine Operation** **M 60 30 7**  
 Study of basic physical principles, operation and construction of two- and four-stroke cycle engines. Ignition timing of four-stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines. This course also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems. This course also deals with the performance of Deere engines. Engine performance test equipment, procedures, results, and corrections will be covered. Safety is stressed.

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>JDCE1341</b>	<b>Deere Fuel Systems</b>	<b>M</b>	<b>30</b>	<b>18</b>	<b>3.5</b>
Operation, theory, testing, and repair methods for spark ignition engine fuel systems along with normal and abnormal combustion theory. Fuel production, testing, storage, and handling are also covered. The theory of diesel fuel injection system includes the injection pump, and nozzle components, fuel flow, and fuel filtering systems. Maintenance procedures including proper removal, installation, and timing of fuel injection pumps is also covered. Safety is stressed.					
<b>JDCE1342</b>	<b>Deere Engine Repair</b>	<b>M</b>	<b>50</b>	<b>112</b>	<b>8.5</b>
Basic theory, construction, and operation of engine valve train and cylinder head. Valve timing and adjustments of Deere engines. Design, construction, operation, and service methods for the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. Crankshaft lubricants, lubrication systems, and oil filtration systems. Disassembly, inspection, measurements, reassembly, and adjustments performed on Deere diesel engines. Safety is included.					
<b>JDCE1343</b>	<b>Deere Electrical/Electronics II</b>	<b>M</b>	<b>50</b>	<b>60</b>	<b>7</b>
Review of electrical fundamentals including cranking motors, alternators, and ignition systems. An introduction to basic electronics is part of this course along with procedures and use of a digital multi-meter in electrical circuits. Techniques of circuit diagnosis using electrical schematics. Function, operation and testing of semiconductors and transistors. Microprocessor operation, including inputs and outputs. Testing of machine circuits including lighting, accessory, instrumentation, and gauges. Lab projects include the repair procedures and testing of cranking motors and alternators. Safety is stressed in this course.					
<b>JDCE1441</b>	<b>Deere Advanced Fuel Systems &amp; Engine Diagnostics</b>	<b>M</b>	<b>40</b>	<b>60</b>	<b>6</b>
Review of Deere fuel injection systems including the theory, operation, fuel flow, diagnostics, repair procedures and adjustments of the common rail fuel system. Correct procedures for the diagnosis of engine malfunctions are discussed in the classroom. Lab projects are utilized to allow the student to experience engine problems and make the necessary repairs and/or adjustments to correct these malfunctions. Safety training is included.					
<b>JDCE1901</b>	<b>Dealer Cooperative Experience</b>	<b>M</b>	<b>-</b>	<b>480</b>	<b>12</b>
<i>Prerequisite: JDCE1342.</i>					
On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous terms. Supervised by Southeast Community College – Milford Campus Deere Construction Equipment instructor. Safety rules/ procedures are included in this course.					
<b>JDCE2550</b>	<b>Deere Mechanical Power Trains</b>	<b>M</b>	<b>60</b>	<b>40</b>	<b>7</b>
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.					
<b>JDCE2551</b>	<b>Deere Hydraulics</b>	<b>M</b>	<b>50</b>	<b>30</b>	<b>6</b>
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.					
<b>JDCE2552</b>	<b>Deere Hydrostatic Drives</b>	<b>M</b>	<b>50</b>	<b>40</b>	<b>6</b>
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.					
<b>JDCE2760</b>	<b>Deere Back Hoes/Landscape Loaders</b>	<b>M</b>	<b>26</b>	<b>16</b>	<b>3</b>
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Back Hoes/Landscape Loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety is stressed.					
<b>JDCE2761</b>	<b>Deere Excavators</b>	<b>M</b>	<b>45</b>	<b>18</b>	<b>5</b>
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Excavators utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.					
<b>JDCE2762</b>	<b>Deere Crawler Dozers/Loaders</b>	<b>M</b>	<b>45</b>	<b>15</b>	<b>5</b>
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere crawler dozers/loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.					
<b>JDCE2763</b>	<b>Deere Motor Graders</b>	<b>M</b>	<b>32</b>	<b>16</b>	<b>3.5</b>
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere motor graders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be Included.					

## COURSE DESCRIPTIONS | Page 275 | SCC College Catalog | 2016-2017

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

Location	Class	Lab	Credits
----------	-------	-----	---------

**JDCE2764 Deere Four Wheel Drive Loaders** **M 35 20 4**  
 Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere four wheel drive loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.

**JDCE2765 Deere Skid Steer Loaders** **M 15 9 1.5**  
 Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere skid steer loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.

**JDCE2901 Dealer Cooperative Experience** **M - 480 12**  
*Prerequisite: JDCE2552.*  
 On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor.

## JOUR • Journalism

**JOUR1810 Introduction to Mass Media** **B/L 45 - 4.5**  
*Prerequisite: Eligible for ENGL1010.*  
 Survey of new and traditional media roles and procedures, including social media, film, music, and news. Introduction to newswriting style and new media news production, including writing assignments for campus media outlet.

**JOUR1820 Media Writing** **B/L 45 - 4.5**  
*Prerequisite: Eligible for ENGL1010.*  
 Study of basic newsgathering and news writing techniques for a multimedia environment with an emphasis on publishing in campus and other digital and social media outlets.

**JOUR1840 Advanced Media Writing** **B/L 45 - 4.5**  
*Prerequisite: Grade of C or higher in JOUR1820.*  
 Study of advanced techniques of news gathering and news writing in a new media environment with an emphasis on investigative reporting to be published in the campus news source and/or other publications as assigned. Emphasis is on publishable work. Includes assigned work in news writing, photography, audio production, video production, and page design and makeup.

**JOUR1850 Citizen Journalism and Social Media** **B/L 45 - 4.5**  
*Prerequisite: Eligible for ENGL1010.*  
 Citizen Journalism & Social Media will explore social media usage to report ongoing events and document a personal worldview. Students will study the utilization of social media as an agent for personal engagement and social change and learn how to operate as a citizen journalist.

**JOUR1860 Sports Journalism** **B/L 45 - 4.5**  
*Prerequisite: Eligible for ENGL1010.*  
 Study of sports journalism introducing students to sports writing careers and the techniques and writing styles used in the profession. Students will have opportunities to cover sporting events using both new and traditional media techniques. Students will become familiar with the characteristics and terminology of a variety of sports covered by sports journalists.

**JOUR1880 Multimedia Reporting** **B/L 45 - 4.5**  
*Prerequisite: Grade of C or higher in JOUR1820 or instructor permission.*  
 Study of audio-visual technology used by contemporary journalists with an emphasis on audio and video production and editing and page composition to be published in the campus news source and/or other publications as assigned. Emphasis is on publishable work. Includes assigned work in news writing, photography, audio production, video production and page design and makeup.

**JOUR2750/ PHOT2750 Photojournalism** **B/L 30 30 4.5**  
*Prerequisite: Grade of C or higher in PHOT1760 or instructor permission.*  
 Study and practice of photojournalism for various digital and social media outlets. Areas of focus include news, features, sports, studio photography and photo essays. Technical aspects include screening and editing prints using Photoshop software.

**JOUR2780 Public Relations** **B/L 45 - 4.5**  
*Prerequisite: Eligible for ENGL1010.*  
 Study of strategies, problems, and procedures in public relations across media platforms. Practice in solving public relations problems. Preparation of public relations material for new media dissemination.

Location	Class	Lab	Credits
----------	-------	-----	---------

**JOUR2880 Multimedia Editing** **B/L 45 - 4.5**  
*Prerequisite: Grade of C or higher in JOUR 1880.*  
 Advanced study of news writing, photography, and print and online page composition to be published in the campus news source and/or other new media publications as assigned. Intended to be a capstone course for journalism students. Includes assigned work in news writing, photography, audio production, video production and print and online page design. Emphasis is on publishable work. May be taken more than once for credit.

**JOUR2900 News Media/Journalism Internship** **B/L - 180 4.5**  
*Prerequisites: Permission of instructor.*  
 Internship in news media field or location where news media knowledge and skills are the primary requirements. Guidance from professional staff in employment simulation.

## LIBR • Library Science

LIBR courses are offered in partnership with Central Community College, please see the Academic Transfer program for articulated samples and for contact information.

## LPNS • Practical Nursing

**LPNS1011 Holistic Health Concepts 1** **B/L 40 60 6**  
*Prerequisite: Admission to Practical Nursing Program.*  
 Introduction of concepts for practical nursing skills, development and family dynamics related to human flourishing encompassing nursing, patient and family categories of care.

**LPNS1012 Nursing Care Concepts 1** **B/L 30 90 6**  
*Prerequisite: Admission to Practical Nursing Program.*  
 Introduction of health/illness concepts and exemplars with application to patient care utilizing the nursing process related to human flourishing and nursing judgment encompassing nursing, patient, family and healthcare system categories of care.

**LPNS1013 Health Systems Concepts 1** **B/L 20 - 2**  
*Prerequisite: Admission to Practical Nursing Program.*  
 Introduction of concepts to guide practical nursing practice related to human flourishing, nursing judgment, professional identity, and spirit of inquiry encompassing nursing and healthcare system categories of care.

**LPNS1021 Holistic Health Concepts 2** **B/L 40 60 6**  
*Prerequisites: LPNS1011, LPNS1012, LPNS1013.*  
 Continue to introduce concepts for practical nursing related to human flourishing and nursing judgment encompassing nursing, patient and family categories of care.

**LPNS1022 Nursing Care Concepts 2** **B/L 37 70 6**  
*Prerequisites: LPNS1011, LPNS1012, LPNS1013.*  
 Continue to introduce health/illness concepts and exemplars with application to patient care utilizing the nursing process related to human flourishing and nursing judgment and professional identity encompassing nursing, patient, family, and healthcare system categories of care.

**LPNS1023 Health Systems Concepts 2** **B/L 20 - 2**  
*Prerequisites: LPNS1011, LPNS1012, LPNS1013.*  
 Continue to introduce concepts to guide nursing practice related to human flourishing, nursing judgment, professional identity, and spirit of inquiry encompassing nursing and healthcare system categories of care.

**LPNS1031 Holistic Health Concepts 3** **B/L 40 60 6**  
*Prerequisites: LPNS1021, LPNS1022, LPNS1023.*  
 Expand on the health/illness concepts and exemplars across the lifespan with application to patient care utilizing the nursing process. The focus is on concepts related to human flourishing and nursing judgment encompassing in the nursing, patient/ family categories of care.

**LPNS1032 Nursing Care Concepts 3** **B/L 25 110 6**  
*Prerequisites: LPNS1021, LPNS1022, LPNS1023.*  
 Expand on the health/illness concepts and exemplars across the lifespan with application to patient care utilizing the nursing process. The focus is on concepts related to human flourishing, nursing judgment, and spirit of inquiry encompassing patient/ family, nursing and healthcare system categories of care.

		Location	Class	Lab	Credits
<b>LPNS1033</b>	<b>Health Systems Concepts 3</b>	B/L	20	-	2
	<i>Prerequisites: LPNS1021, LPNS1022, LPNS1023.</i>				
	Expand on concepts related to human flourishing, nursing judgment, and professional identity encompassing patient/family, nursing and healthcare system categories of care.				
<b>LPNS1041</b>	<b>Holistic Health Concepts 4</b>	B/L	57	10	6
	<i>Prerequisites: LPNS1031, LPNS1032, LPNS1033.</i>				
	A continuation of health/illness concepts and exemplars across the lifespan with application to patient care utilizing the nursing process. The focus is on concepts related to human flourishing encompassing patient/family and nursing categories of care.				
<b>LPNS1042</b>	<b>Nursing Care Concepts 4</b>	B/L	25	110	6
	<i>Prerequisites: LPNS1031, LPNS1032, LPNS1033.</i>				
	A continuation of the study of health/illness concepts and exemplars across the lifespan with application to patient care utilizing the nursing process. The focus is on concepts related to human flourishing and professional identity, and nursing judgment encompassing patient/family, nursing and healthcare system categories of care.				
<b>LPNS1043</b>	<b>Health Systems Concepts 4</b>	B/L	20	-	2
	<i>Prerequisites: LPNS1031, LPNS1032, LPNS1033.</i>				
	Further development of the concepts related to human flourishing, nursing judgment, professional identity, and spirit of inquiry encompassing patient/family, nursing and healthcare system categories of care.				
<b>LSCE • Land Surveying/GIS/Civil Engineering Technology</b>					
<b>LSCE1120</b>	<b>Plane Surveying</b>	M	40	60	6
	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.				
<b>LSCE1126</b>	<b>Basic Civil CAD</b>	M	60	40	7
	This course introduces computer aided drafting (CAD) and examines the hardware that makes up a CAD workstation. It also covers the operating system (Microsoft Windows) that enables the equipment to function as a unit. The course shows how to use AutoCAD to set up drawings and construct lines, circles, arcs, other shapes, geometric constructions, and text. Students will use display and editing techniques as well to obtain information about their drawings and work with drawing files. This course also introduces recommended drafting standards for students to use for properly preparing drawings with AutoCAD. This course also covers basic hand-lettering skills, drawing media, and the use of a civil engineering scale.				
<b>LSCE1130</b>	<b>Analysis for Land Surveyors</b>	M	45	-	4.5
	This is a course that analyses the basic structure for the land surveying technician in the following areas: Field Data Acquisition to include taping, Electronic Distance Measurement, Leveling and Compass surveying. This course also includes plane surveying to include the basic knowledge of traversing, area of a traverse, partitioning of land, horizontal curves, and vertical curves.				
<b>LSCE1220</b>	<b>Engineering Surveying</b>	M	40	60	6
	<i>Prerequisites: LSCE1120, BSAD1010 or INFO1010, and LSCE1130</i>				
	Studies related to surveying as carried out in traversing, traverse computations, area and volume. Measuring horizontal and vertical angles using a variety of different instruments and readouts. Solving practical surveying problems using basic trigonometry. Field note forms. Safety practices. Continuation of study and application of surveying mathematics.				
<b>LSCE1226</b>	<b>Civil CAD II</b>	M	50	50	6.5
	<i>Prerequisites: LSCE1126, BSAD1010 or INFO1010, and LSCE1130</i>				
	This course examines dimensioning, blocks, attributes, section views, external references, multiview layouts, command aliases, scripts, and object linking and embedding. Students will learn how to use AutoCAD to dimension drawings, create section lines and graphic patterns, design symbols and attributes for multiple use, and create sheet sets. Student drawings will be plotted or printed. This course also covers recommended drafting standards and practices for students to use for properly preparing drawings with AutoCAD. This course also introduces the students into the basic use of the Survey Pro RECON data collector software.				
<b>LSCE1232</b>	<b>Highway Plan Reading</b>	M	15	35	2.5
	Programmed study that teaches the fundamentals of reading and interpreting a complete set of highway plans.				



		Location	Class	Lab	Credits
<b>LSCE1320</b>	<b>Route &amp; Construction Surveying</b>	<b>M</b>	<b>30</b>	<b>70</b>	<b>5</b>
	<i>Prerequisites: LSCE1220, LSCE1232, and MATH1050 or higher.</i>				
	Field work for topographic details using total station equipment and electronic data collected. Study of circular and vertical curves as employed in construction projects. Lab work includes setting out circular curves and learning safety practices. Unit of study also covers sanitary sewer networks and principles of hydraulics.				
<b>LSCE1326</b>	<b>Civil CAD III</b>	<b>M</b>	<b>50</b>	<b>100</b>	<b>8</b>
	<i>Prerequisite: LSCE1226 and MATH1050 or higher.</i>				
	This course introduces Civil 3D software, drawings of subdivision plats and computer aided drafting projects. This course provides the applications of design and layout of a basic plan set. Using Civil 3D surface information, design cross section templates and apply to road design. Determine cut and fill projections. Applying and interviewing for placement, basic preparation for the on-the-job experience, and the explanation of the process used for school supervision and evaluation of the cooperative experience. The HP50 COGO routines will be used to determine triangle solutions, basic traverse solutions, collecting points, and staking points.				
<b>LSCE1900</b>	<b>Internship</b>	<b>M</b>	<b>-</b>	<b>480</b>	<b>12</b>
	<i>Prerequisites: LSCE2520, LSCE2526, SPCH1090, SPCH1110, or SPCH2810</i>				
	On-the-job experience doing surveying, drafting, or materials testing/inspection with employers. Application of skills and knowledge acquired in previous quarters.				
<b>LSCE1901</b>	<b>Cooperative Experience</b>	<b>M</b>	<b>-</b>	<b>480</b>	<b>12</b>
	<i>Prerequisites: LSCE2520, LSCE2526, SPCH1090, SPCH1110, or SPCH2810</i>				
	On-the-job experience doing surveying, drafting, or materials testing/inspection with employers. Application of skills and knowledge acquired in previous quarters.				
<b>LSCE2520</b>	<b>Geodetic Surveying</b>	<b>M</b>	<b>90</b>	<b>60</b>	<b>11</b>
	<i>Prerequisites: LSCE1320.</i>				
	Study of control surveys, state plane coordinates, Photogrammetry, and Global Positioning Systems. Application of field work using GPS for construction staking. Applications of trigonometry are used to solve surveying problems. Continuation of study and application of surveying mathematics.				
<b>LSCE2526</b>	<b>Principles of Land Development</b>	<b>M</b>	<b>60</b>	<b>40</b>	<b>7</b>
	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. This class also includes the topics of job costing, economic analysis, ethics for surveyors, and land surveying project management. Students will complete the Nebraska Department of Roads Bridge Plan Reading self-paced course.				
<b>LSCE2620</b>	<b>Boundary Control &amp; Legal Principles</b>	<b>M</b>	<b>60</b>	<b>40</b>	<b>7</b>
	<i>Prerequisite: LSCE2520 and SPCH1090, SPCH1110 or SPCH2810.</i>				
	Study of the advanced methods and equipment for making survey measurements. Using a property description, students conduct a record history search. Field search for locating survey point and field-to-finish subdivision project will be completed along with processing the data and drawing the subdivision using AutoCAD Civil 3D. This course will also include legal descriptions of plots of land and methods for describing boundaries and locating property. Using a property description, students conduct a record history search at the county courthouse. Field search for locating survey points is also completed. 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.				
<b>LSCE2626</b>	<b>Advanced Civil CAD</b>	<b>M</b>	<b>20</b>	<b>30</b>	<b>3</b>
	<i>Prerequisites: LSCE2526, and SPCH1090, 1110 or 2810.</i>				
	Using Land Desktop software, complete drawings using survey field notes, legal descriptions, and city plat drawings. Draw up a boundary survey. Continuation in the use of the Surveying Pro RECON software. Continuation in the use of ERSI GIS 10.1 software and HP50 DC50 software.				
<b>LSCE2646</b>	<b>Civil CAD 3D</b>	<b>M</b>	<b>25</b>	<b>75</b>	<b>5</b>
	<i>Prerequisite: LSCE1326</i>				
	Study of advanced civil computer aided design. Use of engineering software, Autodesk Civil 3D and ERSI GIS software to draft a complete subdivision set of plans from field to finish. , Surveying field projects in electronic data collection are downloaded into the computer using AutoCAD Civil 3D and/or Trimble Business Center.				

Location	Class	Lab	Credits
----------	-------	-----	---------

**LSCE2667 Public Land Survey Systems** **M 50 - 5**  
*Prerequisite: LSCE2520 and SPCH1090, 1110 or 2810.*  
 Study of the Public Land system of division and the security of legal title to land. The study on how cadastral surveys are made in conformance with statutory law and its judicial interpretation. Discussion will also include The Bureau of Land Management's mission to sustain the health and productivity of the public lands for the use and enjoyment of present and future generations.

## LTCA • Long Term Care Administration

These program courses are only available online.

**LTCA1000 Introduction to Long Term Care** **O 45 - 4.5**  
 This course is the study of individuals who benefit from an integrated continuum of long term care. It is the study of the functions of a long term care facility and its organizational management. The history of long term care also will be examined.

**LTCA1020 Death, Dying, Grieving, Loss and Hospice** **O 45 - 4.5**  
 This is the study of the process of loss and grief from the perspective of long term care. Recognizing loss, stages of grieving, dying, hospice and death will be examined.

**LTCA1030 Dietary Management** **O 30 - 3**  
 This course focuses on the administrator's role in planning, organizing and ensuring quality dietary services in long term care. Topics include compliance with the Food Code, staffing, purchasing and inventory control, person –directed dining, safety and emergency preparedness.

**LTCA1040 Assisted Living Administration I** **O 45 - 4.5**  
 This course is an introduction to the profession of assisted living provider. It includes an overview of the role of assisted living in long term care, services provided, social service needs, financial management, administration requirements, gerontology, and the rules, regulations and standards of practice. This course meets the basic education regulatory requirement for assisted living administrators in Nebraska (contact LTCA advisor to see if this meets your state's requirements).

**LTCA1050 Long Term Care Administration** **O 45 - 4.5**  
 This course explores the roles and responsibilities of a long term care administrator. Emphasis will be on human resources, labor laws, risk management, physical environment compliance, and design.

**LTCA1080 Gerontology** **O 45 - 4.5**  
 This course is an introduction to the study of aging and explores different aspects of aging including social, physiological, cognitive and psychological, sensory and functional changes. It also examines issues of importance to older persons including pharmacology, nutrition, health and health literacy, sexuality, housing and policy issues. Demographic trends and changes in society resulting from an aging population are also discussed.

**LTCA1090 Assisted Living Administration II** **O 45 - 4.5**  
*Prerequisites: LTCA1040*  
 This course is a continuation of Assisted Living Administration I and delves further into management practices related to resident care, human resources, organization, physical environment and business/finance. Case studies and projects are included in each area to help students develop the skills needed to perform tasks of the assisted living administrator/executive director.

**LTCA2000 Physical Environment and Safety in Long Term Care** **O 45 - 4.5**  
 Standards and regulations for buildings, grounds, equipment and maintenance including ADA, OSHA, LSC and NFPA; roles and requirements of environmental staff (maintenance, housekeeping and laundry) including preventive maintenance, potential hazards, safety and infection control; emergency preparedness and response including All Hazards Disaster Planning and the Incident Command System; creating a home-like environment; environmental safety and security, quality assurance and performance improvement.

**LTCA2010 Foundations of Leadership** **O 45 - 4.5**  
 This course studies the importance of leadership with an emphasis on the role of a long term care administrator. Students complete the Strengths Finder 2. Assessment and weekly journal writing that culminates in the creation of a personal leadership development plan. Course content also discusses specific leadership practices related to recruiting, hiring and retaining team members; implementing and managing change; accountability; and working effectively with others.

**LTCA2020 Marketing and Public Relations for Long Term Care** **O 45 - 4.5**  
 This course provides strategies on how to market a long term care facility through marketing principles and public relations within the community.

Location	Class	Lab	Credits
----------	-------	-----	---------

**LTC2030 Ethics in Health Administration** **O 45 - 4.5**  
 This course defines ethics, ethics theory and application. The principles of autonomy, beneficence, nonmaleficence and justice are discussed in relation to health care. Students develop a personal ethics code and case study discussions apply ethics to the administrative functions of planning, organizing, staffing, influencing and controlling.

**LTC2040 Financial Management for Long Term Care** **O 45 - 4.5**  
 This course is designed to provide knowledge of accounting principles for long term care facilities, including payroll, accounts payable, accounts receivable, budgeting, resident trust funds, operation planning, financial planning, and related regulations.

**LTC2050 Rules, Regulations and Standards for Long Term Care** **O 45 - 4.5**  
 This course is an overview of the legislation process, including Medicaid and Medicare, the long term care survey and enforcement process, state regulations, laws governing a long term care administrator, and HIPAA regulations.

**LTC2060 Assisted Living Practicum** **O - 90 3**  
 This course provides students with hands-on experience in leadership and management practices related to resident care, human resources, organization, physical environment and business/finance in an assisted living facility. Students will demonstrate competence in all content areas and pass an entry-level competency examination at the conclusion of this course.

**LTC2070 Nursing Home Administrators Licensing Exam Review Course** **O 45 - 4.5**  
 This course is designed to help students who are preparing to take the Nursing Home Administrator (NHA) licensing examination offered through the National Association of Long Term Care Administrator Boards (NAB). Test specifications and testing procedures are reviewed. Practice exams at the beginning and end of the course help students identify areas for further study. Group discussions share knowledge and skills in subject areas including Resident Centered Care and Quality of Life; Human Resources; Finance; Environment; Leadership and Management.

## MACH • Precision Machining and Automation Technology

**MACH1100 Basic Machine Tool** **M 25 60 4.5**  
*Prerequisite: Current declared Academic Transfer – STS option or currently enrolled at UNL in AG or STS education focus. Note: this class does not meet program requirements for Machine Tool.*

Theory and operation in basic Machine Tool procedures with lathes, milling machines and drill presses.

**MACH1121 Manufacturing Processes** **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.

**MACH1131 Manufacturing Processes II for Electromechanical** **M 20 80 4.5**  
*MACH1121 and MACH1131 are taken simultaneously.*  
 The basic operation of the lathe, milling machine, and grinder are covered. The laboratory experience will include metrology, use of basic hand tools, metal sawing, drilling and tapping, milling, turning, threading and grinding.

**MACH1156 Blueprint Reading & Drawing** **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.

**MACH1173 Machine Tool Lab I** **M 15 60 3.5**  
*Prerequisite: MACH1121 or special permission.*  
 Basic operation of the lathe, milling machine, and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

**MACH1174 Machine Tool Lab II** **M 10 60 3**  
*Prerequisite: MACH1173.*  
 Continuation of MACH 1173.

**MACH1223 Machine Tool Lab III** **M 5 75 3**  
*Prerequisite: MACH1174.*  
 Practice using Machine Tools. Drill press, lathe, milling machine, surface grinder and cylindrical grinder.

**MACH1224 Machine Tool Lab IV** **M 5 115 4**  
*Prerequisite: MACH1223.*  
 Continuation of MACH1223.

		Location	Class	Lab	Credits
<b>MACH1225</b>	<b>Materials of Industry</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
Introduction to materials (steel, irons, etc.) used in industry. Properties, uses, specifications, availability, heat treatment and tool steel.					
<b>MACH1241</b>	<b>Machinery's Handbook</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
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.					
<b>MACH1250</b>	<b>Computer Aided Drafting (CAD)</b>	<b>M</b>	<b>20</b>	<b>30</b>	<b>3</b>
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.					
<b>MACH1324</b>	<b>Machine Tool Lab V</b>	<b>M</b>	<b>10</b>	<b>190</b>	<b>7</b>
<i>Prerequisite: MACH1224</i>					
Practice using Machine Tools. Lathe, milling machine, surface grinder, cylindrical, and cutter grinder. Projects for lab work. Introduction to die and mold construction.					
<b>MACH1349</b>	<b>CNC I</b>	<b>M</b>	<b>45</b>	<b>30</b>	<b>5.5</b>
Basic theory and laboratory work in basic programming, operation and maintenance of CNC machines. Operation and maintenance of Coordinate Measuring Machines (C.M.M.).					
<b>MACH1370</b>	<b>Precision Machining Processes Using Math Concepts</b>	<b>M</b>	<b>25</b>	<b>-</b>	<b>2.5</b>
<i>Prerequisite: MATH1050 or MATH1040.</i>					
Use of trigonometry for design and shop problems. Electronic calculator is used for most assigned problems.					
<b>MACH1428</b>	<b>Machine Tool Lab VI</b>	<b>M</b>	<b>10</b>	<b>140</b>	<b>5.5</b>
<i>Prerequisite: MACH1324.</i>					
Advanced projects to improve proficiency on Machine Tools.					
<b>MACH1451</b>	<b>CNC II</b>	<b>M</b>	<b>55</b>	<b>45</b>	<b>7</b>
<i>Prerequisite: MACH1349.</i>					
Advanced programming, operation, and setup of CNC machines.					
<b>MACH1454</b>	<b>CAM</b>	<b>M</b>	<b>40</b>	<b>10</b>	<b>4</b>
<i>Prerequisite: MACH1250.</i>					
Introduction to the fundamentals of Computer Aided Manufacturing. Various functions and methods of 3D AND 2D CAM programming will be covered.					
<b>MACH2510</b>	<b>Automation Fundamentals</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
<i>Prerequisites: MACH1121 through MACH1454.</i>					
Fundamentals of automation and automation equipment.					
<b>MACH2520</b>	<b>Automated Equipment Design</b>	<b>M</b>	<b>10</b>	<b>40</b>	<b>2</b>
<i>Prerequisites: MACH1121 through MACH1454.</i>					
Design a piece of automated equipment to be built in the Automated Equipment Design Lab.					
<b>MACH2530</b>	<b>Die Design</b>	<b>M</b>	<b>10</b>	<b>40</b>	<b>2</b>
<i>Prerequisites: MACH1121 through MACH1454.</i>					
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.					
<b>MACH2532</b>	<b>Die Making Lab</b>	<b>M</b>	<b>10</b>	<b>190</b>	<b>7</b>
<i>Prerequisites: MACH1121 through MACH1454.</i>					
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.					
<b>MACH2535</b>	<b>Mold Theory</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
<i>Prerequisites: MACH1121 through MACH1454.</i>					
Fundamental processes and basic construction of plastic molds (compression, transfer, and injection), molds for die casting (pressure molding of nonferrous alloys) and rubber molds.					

**COURSE DESCRIPTIONS | Page 282 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>MACH2536</b>	<b>Automated Equipment Design Lab</b>	<b>M</b>	<b>10</b>	<b>190</b>	<b>7</b>
	<i>Prerequisites: MACH1121 through MACH1454.</i>				
	Construct an automated piece of equipment that was designed in the Automated Equipment Design class.				
<b>MACH2537</b>	<b>Injection Mold Design I</b>	<b>M</b>	<b>10</b>	<b>40</b>	<b>2</b>
	<i>Prerequisites: MACH1121 through MACH1454.</i>				
	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.				
<b>MACH2538</b>	<b>Mold Making Lab</b>	<b>M</b>	<b>10</b>	<b>190</b>	<b>7</b>
	<i>Prerequisites: MACH1121 through MACH1454.</i>				
	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.				
<b>MACH2547</b>	<b>Die Theory</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
	<i>Prerequisites: MACH1121 through MACH1454.</i>				
	Study of the design and construction of shearing, blanking, piercing, cutoff, bending, and forming. Punch presses and die sets.				
<b>MACH2641</b>	<b>Advanced CNC Fundamentals</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
	<i>Prerequisites: MACH1121 through MACH1454</i>				
	Theory class covering advanced CNC techniques and CNC support equipment.				
<b>MACH2650</b>	<b>Special Machining Applications</b>	<b>M</b>	<b>10</b>	<b>60</b>	<b>3</b>
	<i>Prerequisite: Program Chair Permission.</i>				
	Course requirements and objectives arranged by the program chair.				
<b>MACH2651</b>	<b>CNC Design and Programming</b>	<b>M</b>	<b>10</b>	<b>40</b>	<b>2</b>
	<i>Prerequisites: MACH1121 through MACH1454.</i>				
	Design and plan a production run using a fixturing device for the CNC equipment.				
<b>MACH2660</b>	<b>Advanced CNC Lab</b>	<b>M</b>	<b>10</b>	<b>190</b>	<b>7</b>
	<i>Prerequisites: MACH1121 through MACH1454.</i>				
	Build and run a CNC production project.				

## MATH • Mathematics

<b>MATH0900</b>	<b>Math Fundamentals</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	Covers basic computational skills for review or initial mastery. Topics include fractions and decimals; ratios, proportion, and percent; operations with numbers; problem solving and estimation; basic study skills for mathematics.				
<b>MATH0901</b>	<b>Math Fundamentals Module I</b>	<b>B/L</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
	<i>Prerequisite: Appropriate score on math placement test</i>				
	Review of operations with whole numbers, study of order of operations, exponents, factors, GCF, LCM/LCD, operations with fractions and mixed numbers				
<b>MATH0902</b>	<b>Math Fundamentals Module II</b>	<b>B/L</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
	<i>Pre/Corequisite: A grade of "B" or higher in MATH0901 OR co-enrollment in MATH0901.</i>				
	Study of decimals, order of operations with fractions and decimals, converting fractions to decimals and decimals to fractions, operations with positive and negative integers, and an introduction to variables and algebraic expressions.				
<b>MATH0903</b>	<b>Math Fundamentals Module III</b>	<b>B/L</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
	<i>Pre/Corequisite: A grade of "B" or higher in MATH0902 OR co-enrollment in MATH0902.</i>				
	Study of basic linear equations, ratios, rates, proportions, percents.				
<b>MATH0950</b>	<b>Beginning Algebra</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisite: A grade of "C" or higher in MATH0900 or a grade of "B" or higher in MATH0903 or appropriate score on the math placement test.</i>				
	Study of operations with integers, solve linear equations and inequalities, solve linear absolute value equations and inequalities, write equations and graphing lines and linear inequalities, solve systems of equations, the Laws of Exponents, and operations with polynomials.				

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>MATH0951</b>	<b>Beginning Algebra Module I</b>	<b>B/L/M</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
<i>Pre/Corequisite: A grade of "C" or higher in MATH0900 or a grade of "B" or higher in MATH0903 or appropriate score on the math placement test OR co-enrollment in MATH0903.</i>					
Study of operations with integers, solve linear equations and inequalities and their applications.					
<b>MATH0952</b>	<b>Beginning Algebra Module II</b>	<b>B/L/M</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
<i>Pre/Corequisite: A grade of "B" or higher in MATH0951 OR co-enrollment in MATH0951.</i>					
Solve linear absolute value equations and inequalities, write equations and graphing lines and linear inequalities in two variables.					
<b>MATH0953</b>	<b>Beginning Algebra Module III</b>	<b>B/L/M</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
<i>Pre/Corequisite: A grade of "B" or higher in MATH0952 OR co-enrollment in MATH0952.</i>					
Solve systems of equations, study of the Laws of Exponents, and operations with polynomials.					
<b>MATH0980</b>	<b>Geometry</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: A grade of "C" or higher in MATH0950 or a grade of "B" or higher in MATH0953 or appropriate score on the math placement test.</i>					
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.					
<b>MATH0999</b>	<b>College Prep Mathematics</b>	<b>L</b>	<b>60</b>	<b>-</b>	<b>6</b>
<i>Prerequisite: Appropriate score on math placement test.</i>					
This is an accelerated foundational math course. It will cover key mathematics topics to prepare students for first-year college-level mathematics courses. Topics include foundational-algebra skills and critical math-thinking skills.					
<b>MATH1020</b>	<b>Technical Math</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: A grade of "C" or higher in MATH0950 or a grade of "B" or higher in MATH0953 or appropriate score on the math placement test.</i>					
This course provides the practical mathematics skills needed in a wide variety of occupational areas, including plumbing, welding, transportation, electrical/electronics, construction, machine technology, agriculture, HVAC, health, and many more. Students will receive a direct practical approach that emphasizes careful, complete explanations and actual on-the-job applications.					
<b>MATH1040</b>	<b>Business Math</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: A grade of "C" or higher in MATH0950 or a grade of "B" or higher in MATH0953 or appropriate score on the math placement test.</i>					
This course is for the student who needs specific math skills to address financial problems and/or applications. Students will learn mathematics as it relates to retail, payroll, financial analysis, interest earned, and money management. Students may use a calculator and computer to solve a variety of applications.					
<b>MATH1050</b>	<b>Thinking Mathematically</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: A grade of "C" or higher in MATH0950 or a grade of "B" or higher in MATH0953 or appropriate score on the math placement test.</i>					
This course is designed to help student think mathematically. It will cover various topics including critical thinking, logic, geometry, advanced algebra skills, basic trigonometry, statistics and other contemporary topics.					
<b>MATH1080</b>	<b>Algebra &amp; Trigonometry</b>	<b>L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: A grade of "C" or higher in MATH0950 or a grade of "B" or higher in MATH0953 or appropriate score on the math placement test.</i>					
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.					
<b>MATH1100</b>	<b>Intermediate Algebra</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: A grade of "C" or higher in MATH0950 or MATH0999 or a grade of "B" or higher in MATH0953 or appropriate score on the math placement test.</i>					
Study of 2nd year algebra at a college level with emphasis on: Techniques for simplifying algebraic expressions, and solving algebraic equations and inequalities, functions their properties and graphs, complex numbers, graphs of quadratic functions, and systems of equations. May not fulfill the math requirement for associate degrees - check with transfer institution.					

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>MATH1101</b>	<b>Intermediate Algebra Module I</b>	<b>B/L</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
<i>Pre/Corequisite(s): A grade of "C" or higher in MATH0950 or MATH0999 or a grade of "B" or higher in MATH0953 or appropriate score on math placement test OR co-enrollment in MATH0953.</i>					
Study of factoring polynomials, solving polynomial equations by factoring, simplifying, multiplying, and dividing rational expressions.					
<b>MATH1102</b>	<b>Intermediate Algebra Module II</b>	<b>B/L</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
<i>Pre/Corequisite: A grade of "B" or higher in MATH1101 OR co-enrollment in MATH1101.</i>					
Study of 2nd year algebra at a college level with emphasis on: Techniques for simplifying algebraic expressions, and solving algebraic equations and inequalities, functions their properties and graphs, complex numbers, graphs of quadratic functions, and systems of equations. May not fulfill the math requirement for the associate degrees-check with transfer institution.					
<b>MATH1103</b>	<b>Intermediate Algebra Module III</b>	<b>B/L</b>	<b>15</b>	<b>-</b>	<b>1.5</b>
<i>Pre/Corequisite: A grade of "B" or higher in MATH1102 OR co-enrollment in MATH1102.</i>					
Study of operations with radical expressions, solving radical equations, solving quadratic equations, complex numbers, graphing quadratic functions.					
<b>MATH1150</b>	<b>College Algebra</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisites: A grade of "C" or higher in MATH1100 or a grade of "B" or higher in MATH1103 or appropriate score on the math placement test.</i>					
This course is the study of relations, functions and their graphs, equations and inequalities, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities.					
<b>MATH1180</b>	<b>Elementary Statistics</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisites: A grade of "C" or higher in MATH1100 or a grade of "B" or higher in MATH1103 or appropriate score on the math placement test.</i>					
The practical application of statistical thinking to contemporary issues; collection and organization of data; probability distributions; statistical inference; estimation; and hypothesis testing.					
<b>MATH1200</b>	<b>Trigonometry</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: "C" or higher in MATH1150 or appropriate score on the math placement test.</i>					
A study of trigonometry in preparation for advanced math and science coursework. Use definitions of trigonometric functions to establish properties, create graphs, establish identities and formulae, and define inverse trigonometric functions. Use trigonometric functions and their inverses to solve trigonometric equations, and applications. Graphing in polar coordinates, and vector arithmetic.					
<b>MATH1300</b>	<b>Precalculus</b>	<b>B/L</b>	<b>75</b>	<b>-</b>	<b>7.5</b>
<i>Prerequisites: A grade of "C" or higher in MATH1100 or a grade of "B" or higher in MATH1103 or appropriate score on the math placement test.</i>					
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.					
<b>MATH1400</b>	<b>Applied Calculus</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: "C" or higher in MATH1150 or MATH1300 or appropriate score on the math placement test.</i>					
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.					
<b>MATH1600</b>	<b>Analytic Geometry &amp; Calculus I</b>	<b>B/L</b>	<b>75</b>	<b>-</b>	<b>7.5</b>
<i>Prerequisites: A grade of "C" or higher in MATH1200 or MATH1300 or equivalent, or appropriate score on the math placement test.</i>					
This course is a study of analytical geometry and single variable calculus. Topics include limits, continuity, derivatives, applications of derivatives, integrals, and applications of integrals.					
<b>MATH1700</b>	<b>Calculus &amp; Analytic Geometry II</b>	<b>B/L</b>	<b>75</b>	<b>-</b>	<b>7.5</b>
<i>Prerequisite: A grade of "C" or higher in MATH1600 or equivalent.</i>					
Continuation of MATH1600. Study of antiderivatives, methods of integration; numerical methods, coordinates and conics, differential equations, Taylor series, and an introduction to differentiation and integration of vector valued functions. A graphing calculator or use of mathematical software may be required.					

Location	Class	Lab	Credits
----------	-------	-----	---------

**MATH2030 Contemporary Mathematics** **B/L 45 - 4.5**  
*Prerequisites: A grade of "C" or higher in MATH1100, or a grade of "B" or higher in MATH1103 and one year of geometry or equivalent, or appropriate score on math placement test.*

Applications of quantitative reasoning and methods to problems and decision making in the areas of management, statistics, social choice, and size and growth. Topics include networks, critical paths, sampling, central tendency, inference, voting methods, power indices, fair division, growth and form, symmetry and patterns, and tiling.

**MATH2080 Calculus & Analytic Geometry III** **B/L 60 - 6**  
*Prerequisite: MATH1700.*

Study of calculus and analytic geometry for functions of two or more variables. Coordinates, three-dimensional vectors, three-dimensional analytic geometry, differentiation and integration of functions of many variables, and integration in vector fields. Use of some mathematical software may be required.

**MATH2200 Differential Equations** **B/L 45 - 4.5**  
*Prerequisite: MATH2080.*

Introduction to the theory and applications of differential equations using differential equations to model physical problems and techniques to solve linear differential equations, elementary existence theorems, solving systems of linear differential equations, and using Laplace transforms to solve initial value problems.

## MEDA • Medical Assisting

All required courses must be passed with a minimum grade of C+.

**MEDA1101 Basic Medical Terminology** **L 20 - 2**

A basic study of word parts, medical terms, and abbreviations as it pertains to major body systems.

**MEDA1102 Administrative Medical Assisting** **L 30 - 3**  
*Prerequisites: Declared Medical Assisting program student. BIOS1140, and INFO1010 or BSAD1010.*

Study of medical office administrative practices. Includes: Patient scheduling, medical records, billing, collections, and daily financial practices. Incorporates both paper and electronic applications.

**MEDA1202 Communication in Allied Health** **L 30 - 3**

For students in the healthcare field to identify effective communication skills, including verbal and nonverbal communication, threats and barriers to communication, and effective communication with health care peers and professionals. Communication differences related to multicultural differences, life stage development and life altering illness will be explored.

**MEDA1203 Medical Law & Ethics** **L 30 - 3**

Study of medical law, ethics and bioethics for the medical office employee. Business management and general liability for the medical office included.

**MEDA1205 Exam Room 1** **L 50 30 6**  
*Prerequisites: BIOS1140, and MEDA1210 or HLTH1060.*

Content incorporates cognitive knowledge in the performance of psychomotor and affective competencies in the following areas: infection control and medical asepsis, patient history and documentation, vital signs and measurements, physical examination, OB-GYN, pediatrics, male reproductive system, gerontology, examinations and procedures of body systems, assisting with office and ambulatory surgery, rehabilitation and therapeutic modalities, and nutrition and health and disease.

**MEDA1301 Exam Room 2** **L 65 60 8.5**  
*Prerequisites: MEDA1102, MEDA1202, MEDA1203, MEDA1205, MEDA1406, and MEDA1407.*

Content incorporates cognitive knowledge in the performance of psychomotor and affective competencies in the following areas: basic pharmacology, calculation of medication dosage and medication administration, electrocardiography, regulatory guidelines in the medical laboratory, introduction to the medical laboratory, phlebotomy (venipuncture and capillary puncture), hematology, urinalysis, basic microbiology, and specialty laboratory tests.

**MEDA1401 Practicum** **L - 240 8**  
*Prerequisites: MEDA1301, MEDA1404, and MEDA1405. Corequisite: MEDA1402.*

An unpaid, supervised practicum of 240 hours in an ambulatory healthcare setting, performing psychomotor and affective competencies.



Location	Class	Lab	Credits
----------	-------	-----	---------

**MEDA1402 Senior Seminar** L 30 - 3  
*Prerequisites: MEDA1301, MEDA1404, and MEDA1405,*  
 An informal course which includes: reviewing and critiquing clinical procedures with correlation of classroom theory, a review of the certification exam course content, completion of the CMA (AAMA) exam, preparation of a cover letter, résumé, and participation in a mock job interview.

**MEDA1404 Medical Diseases** L 45 - 4.5  
*Prerequisites: MEDA1101 or MEDA1210 or HLTH1060 and BIOS1000 or BIOS1140 (or by permission).*  
 Introduction to etiology, signs and symptoms, diagnosis and treatments of disease as related to the body systems. Includes introduction to immunity, infectious diseases, neoplasm, heredity and nutrition as they relate to the disease process.

**MEDA1405 Insurance for the Medical Office** L 30 - 3  
*Prerequisites: MEDA1101 or MEDA1210 or HLTH1060 and BIOS1000 or BIOS1140 (or by permission).*  
 Apply third party guidelines and managed care policies and procedures. Demonstrate basic knowledge of national diagnosis and procedure coding systems. Demonstrate accurate completion of insurance claim forms.

**MEDA1406 Basic Pharmacology** L 20 - 2  
 An introduction to legal aspects, state and federal regulations, medication resource material, abbreviations and measurements, classifications of medications including desired effects, and adverse reactions, including the relationship between body systems and medications used for treatment in each system.

**MEDA1407 Medical Calculations** L 10 - 1  
*Prerequisites: ACT score of 18 or appropriate math assessment.*  
 Medical dosage calculations with metric, apothecary and household systems, conversions between systems and dosage preparation.

**MEDA1409 Limited Radiography Prep 1** L 25 15 3  
*Prerequisite: MEDA1205 or permission. Corequisite: MEDA1301 or permission.*  
 A clinic-based comprehensive study of limited radiography that will present the fundamentals of radiation, including procedures and techniques, as well as methods of minimizing radiation exposure to patients and personnel. Procedures include chest and extremities only.

**MEDA1410 Limited Radiography Prep 2** L 25 15 3  
*Prerequisite: MEDA1301 or permission. Corequisite: MEDA1401 or permission.*  
 A continued clinic-based study of limited radiography, including a comprehensive exam preparation for the Nebraska Limited Radiographer Examination.

## MEDT • Medical Laboratory Technology

**MEDT1100 Procedures in Phlebotomy** L 30 - 3  
 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 Medical Laboratory Procedures** L 15 30 2.5  
*Prerequisite: Admission to the Medical Laboratory Technology Program.*  
 Introduction to medical laboratory procedures. Basic laboratory techniques and skills required in the field of medical laboratory technology. Laboratory safety, equipment, quality control, and basic techniques used in the medical laboratory.

**MEDT1201 Medical Laboratory Measurements** L 20 - 2  
*Prerequisites: MATH1100 (or higher) 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.

**MEDT1213 Medical Microbiology I** L 20 60 4  
*Prerequisite: MEDT1101 or by permission.*  
 The study of routine procedures in Medical Microbiology, emphasizing the isolation and identification of common pathogenic bacteria. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture.

		Location	Class	Lab	Credits
<b>MEDT1313</b>	<b>Medical Microbiology II</b>	L	20	60	4
	<i>Prerequisite: MEDT1213.</i>				
	Advanced study of Medical Microbiology theory and procedures; culturing, isolating and identifying microorganisms from human specimens, utilizing microscopic, biochemical and serological techniques. Antibiotic susceptibility testing of pathogenic bacteria. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture.				
<b>MEDT1332</b>	<b>Hematology I</b>	L	20	60	4
	<i>Prerequisite: MEDT1101 or by permission.</i>				
	Study of routine laboratory procedures of the hematology laboratory. Identification of normal cellular constituents of blood. Quality control in the hematology laboratory. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture.				
<b>MEDT1413</b>	<b>Medical Microbiology III</b>	L	20	60	4
	<i>Prerequisite: MEDT1313.</i>				
	Advanced study of Medical Microbiology theory and procedures; culturing, isolating and identifying microorganisms, parasites and fungi from human specimens, utilizing microscopic, biochemical and serological techniques. Laboratory is concurrent with lecture.				
<b>MEDT1432</b>	<b>Hematology II</b>	L	20	60	4
	<i>Prerequisite: MEDT1332.</i>				
	Study of advanced hematology procedures, disease states, and the identification of abnormal cellular constituents of the blood. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture.				
<b>MEDT2125</b>	<b>Instrumental Analytical Chemistry</b>	L	30	-	3
	<i>Prerequisites: CHEM1090 or equivalent. Corequisite: MEDT2135.</i>				
	Introduction to instrumental analytical chemistry emphasizing molecular spectroscopy, atomic spectroscopy, gas chromatography, high performance liquid chromatography and potentiometry.				
<b>MEDT2135</b>	<b>Instrumental Analytical Chemistry Laboratory</b>	L	-	30	1
	<i>Prerequisites: CHEM1090 or equivalent. Corequisite: MEDT2125.</i>				
	Laboratory course to accompany MEDT2125. Practice concepts learned in MEDT2125.				
<b>MEDT2512</b>	<b>Urinalysis</b>	L	10	30	2
	<i>Prerequisite: MEDT1432.</i>				
	Study of normal and abnormal chemical and cellular constituents of urine. Skills and laboratory techniques corresponding to the theoretical information presented in the lecture. Laboratory is concurrent with lecture.				
<b>MEDT2532</b>	<b>Immunochemistry I</b>	L	10	30	2
	<i>Prerequisite: MEDT1432.</i>				
	Study of the basic theories and procedures of routine blood bank testing. Blood grouping and antibody detection and identifying the genetics of the clinically important blood groups, and functions of the immune system. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture.				
<b>MEDT2552</b>	<b>Medical Laboratory Chemistry I</b>	L	20	60	4
	<i>Prerequisites: MEDT2125 and MEDT2135, and MEDT1201.</i>				
	Study of theory and application of clinical chemistry procedures. Manual and automated testing, disease states and quality control. Skills and laboratory techniques corresponding to theoretical information presented in lecture. Laboratory is concurrent with lecture.				
<b>MEDT2561</b>	<b>Immunology</b>	L	20	-	2
	<i>Prerequisites: MEDT1413 or by permission.</i>				
	Introduction to immunology: immune system, antigens, antibodies, complement, and reactions of antigens and antibodies. Relationships to diseases that are immunologically involved.				
<b>MEDT2581</b>	<b>Hemostasis</b>	L	10	-	1
	<i>Prerequisite: MEDT1432.</i>				
	Principles of blood coagulation and basic coagulation procedures.				
<b>MEDT2582</b>	<b>Immunology/Hemostasis Laboratory</b>	L	10	30	2
	<i>Prerequisites: MEDT1413 and MEDT1432. Must be taken concurrently with the lectures. Laboratory which accompanies MEDT2561 and MEDT2581.</i>				
	Skills and laboratory techniques corresponding to the theoretical information presented in the lectures.				

**COURSE DESCRIPTIONS | Page 288 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

Location	Class	Lab	Credits
----------	-------	-----	---------

**MEDT2632 Immunohematology II** L 20 60 4  
*Prerequisite: MEDT2532.*  
 Continuation of immunohematology, including theory and application of blood banking practices and procedures. Compatibility testing, transfusion reactions, and special testing procedures. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture

**MEDT2652 Medical Laboratory Chemistry II** L 20 60 4  
*Prerequisite: MEDT2552.*  
 Advanced study in the theory and application of clinical chemistry procedures. Manual and automated testing, disease states and quality control. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture.

**MEDT2681 Preclinical Orientation I** L 20 - 2  
*Prerequisite: Sixth quarter standing.*  
 Introduction to the hospital and clinic laboratories where the students might receive their clinical experiences. Professional ethics, patient confidentiality, laboratory safety, and phlebotomy skills reviewed.

**MEDT2690 Clinical Education I** L - 60 2  
*Corequisite: MEDT2681.*  
 Phlebotomy experience and additional learning opportunities within a clinic and/ or hospital laboratory. Application of theory and skills acquired in classroom and laboratory courses. Experience with LIS (Laboratory Information Systems).

**MEDT2701 Clinical Education II** L - 300 10  
*Prerequisite: MEDT2690.*  
 Continuation of laboratory experience and training opportunities within hospital and clinic laboratory. Rotation throughout departments of the clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.

**MEDT2702 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 Preclinical Orientation II** L 35 15 4  
*Prerequisites: MEDT2681 and MEDT2690.*  
 Review of clinical laboratory theory and technical skills for Clinical Education II and III. Requirements and clinical rotation schedules are presented. Special topics presented.

**MEDT2801 Clinical Education III** L - 300 10  
*Prerequisite: MEDT2701.*  
 Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.

**MEDT2802 Seminar II** L 20 - 2  
*Must be taken concurrently with MEDT2801.*  
 Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.

## MFGT • Manufacturing Engineering Technology

**MFGT1125 Materials of Industry** M 50 - 5  
 Introduction to materials (steel, irons, etc.) used in industry. Properties, uses, specifications, availability, and heat treatment. Special attention given to tool steel.

**MFGT1144 Engineering Drawing & Design I** M 20 130 6  
 Basic industrial drafting; Drawing instruments, lettering, geometric construction, orthographic projections, dimensioning and sectioning, auxiliary views, detail and assembly drawings.

**MFGT1250 Engineering Drawing & Design II** M 20 55 3.5  
*Prerequisite: MFGT1144, MFGT1350*  
 Continuation of MFGT1144 covering precision dimensioning, an introduction to geometric dimensioning and tolerancing, pictorial drafting, sheet metal layout, threads and fastening devices, welding symbols and drawings, and a team approach to product design.

		Location	Class	Lab	Credits
<b>MFGT1333</b>	<b>Fluid Power for Manufacturing</b>	<b>M</b>	<b>40</b>	<b>10</b>	<b>4</b>
	<i>Prerequisite: MATH1050, MFGT1250, MFGT1413.</i>				
	Theory and operation of automation components, and automation design. Electro- mechanical items such as relays, solenoids, and actuators and many of the fluid power and mechanical devices that are common to automated equipment will be explored. Schematics for fluid power systems will be studied and how to design, build, and control an automated device.				
<b>MFGT1350</b>	<b>AutoCAD for Manufacturing</b>	<b>M</b>	<b>20</b>	<b>30</b>	<b>3</b>
	Fundamentals of the proper use of the AutoCAD software using current American Society Mechanical Engineers (ASME) standards; AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting. Students will learn to use the AutoCAD software to explore, document and validate their designs before they are built.				
<b>MFGT1354</b>	<b>Die Design</b>	<b>M</b>	<b>40</b>	<b>60</b>	<b>6</b>
	<i>Prerequisites: MFGT1250, MFGT2559.</i>				
	Design of shearing, blanking, piercing, cutoff, bending, and forming dies. Study of the parts and components used in these dies. Punch presses and die sets are also covered.				
<b>MFGT1362</b>	<b>Lean Facilities Planning</b>	<b>M</b>	<b>20</b>	<b>30</b>	<b>3</b>
	<i>Prerequisites: MFGT1250, MFGT1350.</i>				
	Study of time and motion, manufacturing flow, material handling, Just-in-time manufacturing, best practices for use of available facilities and equipment, packaging, shipping, receiving, and employee protective equipment.				
<b>MFGT1380</b>	<b>Manufacturing Engineering Processes Using Math Concepts</b>	<b>M</b>	<b>25</b>	<b>-</b>	<b>2.5</b>
	<i>Prerequisite: MATH1050 or MATH1080.</i>				
	Using trigonometry to solve design and production problems. An electronic calculator is used for all of the assigned problems.				
<b>MFGT1413</b>	<b>Electrical Fundamentals</b>	<b>M</b>	<b>40</b>	<b>-</b>	<b>4</b>
	<i>Prerequisite: MATH1050.</i>				
	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.				
<b>MFGT1421</b>	<b>Manufacturing Processes I</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
	The theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.				
<b>MFGT1429</b>	<b>CNC for Automation</b>	<b>M</b>	<b>20</b>	<b>45</b>	<b>3.5</b>
	<i>Prerequisites: MFGT1421, MFGT2670.</i>				
	Basic programming of Computer Numerical Control Machines is studied. Manual programming and programming with Mastercam X are covered.				
<b>MFGT1456</b>	<b>Manufacturing Processes II</b>	<b>M</b>	<b>20</b>	<b>80</b>	<b>4.5</b>
	<i>Prerequisite: MFGT1421.</i>				
	Basic operation of the lathe, milling machine and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.				
<b>MFGT1458</b>	<b>Electrical Concepts for Manufacturing</b>	<b>M</b>	<b>10</b>	<b>25</b>	<b>1.5</b>
	<i>Prerequisites: MFGT1250, MFGT1350.</i>				
	Study of electrical systems as used in industry for design and trouble-shooting of manufacturing machinery. This includes the layout of sensors, switches, relays and other electrical hardware as applied to electrical diagrams. Uses American Standard Association and National Electrical Component Association Standards.				
<b>MFGT2200</b>	<b>Hazardous Materials Refresher</b>	<b>L</b>	<b>6</b>	<b>2</b>	<b>.5</b>
	OSHA 29 CFR 1910.120 requires annual refresher training of sufficient content and duration to maintain employees' competencies. All participants need to have completed either a 24-hour initial training or an 8-hour refresher in the previous 12 months. This course is offered through the Continuing Education Division at SCC and is not a program-level course.				
<b>MFGT2549</b>	<b>Quality Assurance &amp; SPC</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
	<i>Prerequisite: MATH1050.</i>				
	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 DESCRIPTIONS | Page 290 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>MFGT2559</b>	<b>Geometric Dimensioning &amp; Tolerancing</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
	<i>Prerequisite: MFGT1144.</i>				
	Study and application of current methods, symbols, and principles of geometric dimensioning and tolerancing as per ASME Y14.5-2009.				
<b>MFGT2566</b>	<b>Tooling Design</b>	<b>M</b>	<b>35</b>	<b>65</b>	<b>5.5</b>
	<i>Prerequisites: PHYS1017 or PHYS1150, MFGT2559, MFGT2680.</i>				
	Design and development steps for Tooling Design using parametric solid modeling techniques: machining fixtures, weld fixtures, drill jigs, robotic welding fixtures, and the piece part products of these various tools.				
<b>MFGT2620</b>	<b>Programmable Logic Controllers in Work Cell Design</b>	<b>M</b>	<b>20</b>	<b>30</b>	<b>3</b>
	<i>Prerequisite: MFGT1413.</i>				
	An introduction to logic functions, the programmable logic controller (PLC) and their uses in machine control.				
<b>MFGT2625</b>	<b>Robotics &amp; Industrial Automation I</b>	<b>M</b>	<b>25</b>	<b>-</b>	<b>2.5</b>
	<i>Prerequisites: MFGT2620.</i>				
	Exploration of the general and technical aspects of industrial robots, providing a comprehensive overview of robotics systems and the subsystems that comprise them.				
<b>MFGT2630</b>	<b>Robotics &amp; Industrial Automation II</b>	<b>M</b>	<b>15</b>	<b>60</b>	<b>3.5</b>
	<i>Prerequisite: MFGT1333. Corequisite: MFGT2625.</i>				
	A continuation of Robotics and Industrial Automation I. Design of workstations, and all of the components that make up an automated system. Most methods of programming robotic systems will be covered.				
<b>MFGT2635</b>	<b>Plastics: Design &amp; Engineering</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
	Study of the physical, chemical, and mechanical properties of plastics. Study of molding techniques and processes. Product design considerations and guidelines.				
<b>MFGT2643</b>	<b>Engineering Statics &amp; Strength of Materials</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
	<i>Prerequisites: PHYS1017 or PHYS1150, MFGT1380.</i>				
	Study of resultant and equilibrant of forces, moments, simple stresses, properties of materials, practical design guidelines, bolted, riveted, and welded joints, centroids, moments of inertia, and torsion.				
<b>MFGT2668</b>	<b>Product &amp; Machine Design</b>	<b>M</b>	<b>5</b>	<b>95</b>	<b>3.5</b>
	<i>Prerequisites: PHYS1017 or PHYS1150, MFGT2559, MFGT2670.</i>				
	Analysis of practical design and production problems. Development of manufacturing and inspection procedures and the necessary equipment needed to manufacture specific products or components. Previously learned skills and concepts applied in the development of economical designs.				
<b>MFGT2670</b>	<b>Autodesk® Inventor</b>	<b>M</b>	<b>35</b>	<b>65</b>	<b>5.5</b>
	<i>Prerequisite: BSAD1010, MFGT1250, MFGT1350.</i>				
	Course devoted to the needs of the experienced AutoCAD user. Autodesk Inventor software is used extensively for the creation of adaptive parametric solid model parts and assemblies. Students will become familiar with creating parametric detail and assembly drawings with parts lists, simulating assembly motion for analysis, using Finite Element Analysis to solve stress analysis and using Inventor Studio for photo realistic images.				
<b>MFGT2672</b>	<b>Mechanisms</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
	<i>Prerequisites: MFGT1250, MFGT1380.</i>				
	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.				
<b>MFGT2680</b>	<b>Solid Works</b>	<b>M</b>	<b>20</b>	<b>30</b>	<b>3</b>
	<i>Prerequisite: MFGT2670.</i>				
	This course introduces the advanced user to SolidWorks® software. SolidWorks® software is used extensively for the creation of adaptive parametric solid model parts, assemblies, and drawings to industrial standards.				

## MSTT • Motorcycle, ATV and Personal Watercraft Technology

<b>MSTT1000</b>	<b>Shop Procedures &amp; Hand Tools</b> <i>Corequisite: PHYS1150.</i>	L	45	30	5.5
	Effective use of parts and service information resources. Proper use and care of hand and power tools. Safety practices and procedures. Use of precision measuring instruments.				
<b>MSTT1001</b>	<b>Introduction to Motorcycle Technology</b>	L	30	-	3
	This course is an introduction to the motorcycle and ATV repair field. Technician expectations, tools, safety and basic vehicle systems are covered.				
<b>MSTT1112</b>	<b>Basic Engine Theory</b> <i>Corequisite: PHYS1150 &amp; MSTT1000.</i>	L	35	65	5.5
	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.				
<b>MSTT1113</b>	<b>Metric Measure</b>	L	33	-	3
	Introduction to metric system (SI). Practice in measurements of area, volume, weight and capacity. Proper use of metric precision measuring equipment.				
<b>MSTT1120</b>	<b>Wheels &amp; Tires</b> <i>Prerequisite: MSTT1000.</i>	L	25	35	3
	Theory and maintenance of stamped steel, spoked and magnesium wheels. Inspection, service, repair and balance of various tire designs.				
<b>MSTT1125</b>	<b>Electrical Concepts</b> <i>Corequisite: PHYS1150.</i>	L	55	15	6
	Basic electrical and electronic principles, Ohm's law, magnetism and electromagnetism as applied to the motorcycle, ATV, and personal watercraft are covered. The proper and effective use of analog and digital meters.				
<b>MSTT1126</b>	<b>Electrical Circuits</b> <i>Prerequisite: MSTT1125 and PHYS1150.</i>	L	55	45	7
	Theory of electrical starting and changing system circuits for motorcycles, ATV's and personal watercraft. Troubleshooting and repair of electrical circuits are also included.				
<b>MSTT1128</b>	<b>Frames, Suspensions, &amp; Brakes</b> <i>Prerequisite: PHYS1150. Corequisite: MSTT1120.</i>	L	40	55	5.5
	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 disc and drum brake systems. New motorcycle set up and pre-delivery is included.				
<b>MSTT1132</b>	<b>Fuel &amp; Ignition Systems</b> <i>Prerequisite: MSTT1126.</i>	L	40	30	5
	Introduction to carburetion and fuel injection systems used on motorcycles, ATV's, and personal watercraft.				
<b>MSTT1133</b>	<b>Periodic Maintenance and Emission Controls</b> <i>Prerequisite: MSTT1120, MSTT1126 &amp; MSTT1128.</i>	L	40	110	7.5
	Proper procedures for completion of scheduled maintenance and minor engine and chassis service. This course also includes the diagnosis and troubleshooting of engine performance problems and emission control systems.				
<b>MSTT1138</b>	<b>Personal Watercraft</b> <i>Prerequisite: MSTT1112 &amp; MSTT1126. Corequisite: MSTT1132.</i>	L	25	18	3
	Proper repair and maintenance of various types of personal watercraft with special attention to steering, cooling systems, fuel delivery, and propulsion operation and repair.				
<b>MSTT1140</b>	<b>Transmission and Final Drives</b> <i>Prerequisite: MSTT1112 &amp; MSTT1132. Corequisite: MSTT1143.</i>	L	30	20	3.5
	Theory of clutches, gear ratios, drive trains for constant mesh and automatic transmissions as used on motorcycles and ATV's.				

		Location	Class	Lab	Credits
<b>MSTT1143</b>	<b>Motorcycle Engine Machining and Rebuild</b>	L	40	90	7
	<i>Prerequisite: MSTT1112, MSTT1132.</i>				
	Disassembly, machining operations and reassembly procedures of two-cycle and four- cycle motorcycle, ATV and personal watercraft engine.				
<b>MSTT1146</b>	<b>Rideability and Electrical Update</b>	L	40	60	6
	<i>Prerequisite: MSTT1133.</i>				
	Advanced electrical update and review covering all systems and diagnosis relating to engine performance and emissions.				
<b>MSTT1901</b>	<b>Rideability and Electrical Update with Coop</b>	L	40	90	6
	<i>Prerequisite: MSTT1133 and a minimum 2.0 grade point average.</i>				
	Advanced electrical update and review of all systems and diagnosis relating to engine performance and emission. Lab time is split approximately 50% Coop work experience at a local repair facility.				
<b>MUSC • Music</b>					
<b>*MUSC1010</b>	<b>Introduction to Music (Music Appreciation)</b>	B/L	45	-	4.5
	An introduction and overview of the history of Western art music, from the Middle Ages to modern times. Includes the elements of music, historical style periods, and major composers and selected works.				
<b>MUSC1015/1020, 2010/2020, 2030/2040</b>	<b>Individual Instruction in Voice</b>	B/L	-	-	1.5
	A study and performance of standard literature in various styles; includes a combination of private and small group instruction. Lab hours consist of required individual practice time. At the instructor's discretion, students may perform in both informal and formal recital settings.				
<b>MUSC1260</b>	<b>Class Piano I</b>	B	-	30	1.5
	Beginning fundamentals of piano performance. Scales, fingering, sight-reading and transposing included. Assumes no prior knowledge of music.				
<b>MUSC1261</b>	<b>Guitar I</b>	B/L	-	30	1.5
	Beginning fundamentals of guitar playing. Playing solo and ensemble, harmonizing, scales, tablature, picking and strumming patterns, and composing included. Music of classical and popular style. Assumes no prior knowledge of music.				
<b>MUSC1262/1272</b>	<b>Guitar Ensemble</b>	B	-	30	1.5
	<i>Prerequisite: MUSC1261 or MUSC2521. Corequisite: MUSC1271 or any section of Individual Instruction in Guitar</i>				
	Study and performance of standard guitar ensemble literature. At the director's discretion, students play in formal and informal performance settings.				
<b>MUSC1270</b>	<b>Class Piano II</b>	B	-	30	1.5
	<i>Prerequisite: MUSC1260 or permission of instructor.</i>				
	Continuation of MUSC1260 Class Piano I. Increasing technical facility and functional skills, playing by ear, and adding improvisation and harmonization skills.				
<b>MUSC1271</b>	<b>Guitar II</b>	B/L	-	30	1.5
	Continuation of MUSC1261 Guitar I. Increasing technical facility and functional skills, playing by ear and adding improvisation and harmonization skills. Learn to play ensemble pieces, note reading skills beyond first position, and the development of arpeggio style playing.				
<b>MUSC1410/1420, 2390/2400, 2410/2420</b>	<b>College Choir</b>	B/L	-	30	1.5
	Study and performance of standard choral literature for mixed voices. At the director's discretion, students sing in formal and informal performance settings.				
<b>MUSC1430, 1440, 2430, 2440</b>	<b>Vocal Ensemble: After the Storm</b>	B/L	-	30	1.5
	Participation by audition only. Corequisite: MUSC1410				
	A select vocal group with a performance emphasis. Participants sing in a variety of styles and participate in required performances both on and off campus.				

		Location	Class	Lab	Credits
<b>MUSC1610</b>	<b>Music Theory I</b>	<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
Introduction to the fundamentals of music, notation, rhythm, meter, scales, keys, intervals, triads, seventh chords, inversion and figured bass. Sight singing, dictation and keyboard.					
<b>MUSC1611</b>	<b>Individual Instruction in Music Theory Module I</b>	<b>B/L</b>	<b>15</b>	<b>10</b>	<b>2</b>
Introduction to the fundamentals of music, notation, rhythm, meter. Includes some beginning sight singing, dictation, and keyboarding. Students complete the full requirements for MUSC1610 Music Theory I in three separate modules (MUSC1611, MUSC1612, and MUSC1613), taught in an individual lesson format.					
<b>MUSC1612</b>	<b>Individual Instruction in Music Theory Module II</b>	<b>B/L</b>	<b>15</b>	<b>10</b>	<b>2</b>
<i>Prerequisite: MUSC1611 or instructor permission.</i>					
Introduction to the fundamentals of music, including syncopation, major and minor scales, major and minor keys and key signatures, and intervals. Continued experience with sight singing, dictation, and keyboarding. Students complete the full requirements for MUSC1610 Music Theory I in three separate modules (MUSC1611, MUSC1612, and MUSC1613), taught in an individual lesson format.					
<b>MUSC1613</b>	<b>Individual Instruction in Music Theory Module III</b>	<b>B/L</b>	<b>15</b>	<b>10</b>	<b>2</b>
<i>Prerequisite: MUSC1611, MUSC1612 or instructor permission.</i>					
Introduction to the fundamentals of music, including more work with intervals, triads, seventh chords, inversions and beginning fundamentals of harmony. Continued work with sight singing, dictation, and keyboarding. Students complete the full requirements for MUSC1610 Music Theory I in three separate modules (MUSC1611, MUSC1612, and MUSC1613), taught in an individual lesson format.					
<b>MUSC1620</b>	<b>Music Theory II</b>	<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
<i>Prerequisite: MUSC1610 or permission of instructor.</i>					
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.					
<b>MUSC1630</b>	<b>Music Theory III</b>	<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
<i>Prerequisite: MUSC1620 or permission of instructor.</i>					
Subjects covered will be modulation; secondary dominants; diminished sevenths; Neapolitan and augmented sixths; and chords of the ninth, eleventh, and thirteenth. Continued work with sight singing and dictation.					
<b>MUSC1640</b>	<b>Music Theory IV</b>	<b>B/L</b>	<b>45</b>	<b>30</b>	<b>6</b>
<i>Prerequisite: MUSC1630 or permission of instructor.</i>					
Theoretical thinking and aural comprehension covering chromatic harmony and voice leading. Increased chromaticism developed in 19th- and 20th-century popular music. Continued work with sight singing and dictation.					
<b>MUSC1851/1861/1871/1881</b>	<b>Music Practicum</b>	<b>B</b>	<b>45/90/135-</b>	<b>1.5/3/4.5</b>	
<i>Prerequisite: Permission of instructor</i>					
Practicum is a practical learning experience in selected areas of music. Under a cooperative educational experience and agreement between the College and an outside music organization, students are able to earn credit for practical music production experience. Experience may include but will not be limited to performance planning, preparation, and promotion. Students will work a minimum of 45/90/135 hours per quarter in conjunction with an approved community music group and its staff. Repeat this class for additional credit.					
<b>MUSC2260</b>	<b>Class Piano III</b>	<b>B</b>	<b>-</b>	<b>30</b>	<b>1.5</b>
<i>Prerequisite: MUSC1270 or permission of instructor.</i>					
Preparation of repertoire for performance. Continue working on piano fundamentals, and playing by ear. Additional chords and scales presented.					
<b>MUSC2270</b>	<b>Class Piano IV</b>	<b>B</b>	<b>-</b>	<b>30</b>	<b>1.5</b>
<i>Prerequisite: MUSC2260 or permission of instructor.</i>					
Preparation of solo repertoire as well as accompaniments from vocal/instrumental literature. Improvisation, harmonizing, sight-reading and transposition stressed. Review of scales and chords.					
<b>MUSC2520/2530, 2540/2550, 2580/2590</b>	<b>Individual Instruction in Piano</b>	<b>B/L</b>	<b>-</b>	<b>-</b>	<b>1.5</b>
Study and performance of standard literature in various styles; includes a combination of private and small group instruction. Lab hours consist of required individual practice time. At the instructor's discretion, students may perform in both informal and formal recital settings.					



Location	Class	Lab	Credits
----------	-------	-----	---------

**MUSC2521/2531, 2541/2551, 2581/2591**

**Individual Instruction in Strings**

**B/L - - 1.5**

Study and performance of standard literature for stringed instruments including violin, viola, cello, bass, and guitar. Instruction delivered in a private-lesson format, with lab hours consisting of required individual practice time. At the instructor's discretion, students may perform in both informal and formal recital settings.

**\*MUSC2750 Introduction to American Music**

**B/L 45 - 4.5**

Survey of the various types of American music including jazz, popular, folk and musical theatre. Discussion centers on the relationship between the music and its historical and cultural context. Includes music of Americans of European, African, Asian, Hispanic and American Indian descent.

**\*MUSC2800 Introduction to World Music**

**B/L 45 - 4.5**

Survey various world cultures through a study of their musical systems. Discussion centers on the relationship between the music and its social and cultural context. Content includes music of India, the Middle East, Japan, China, Indonesia, Sub-Saharan Africa, Latin America, and Native America.

**\*MUSC2870 History of Rock Music**

**B/L 45 - 4.5**

Explores how cultural, social, political and economic conditions have shaped rock music's evolution. Familiarizes the student with the history of rock music from its origins in Blues through contemporary rock styles. Prominent players and groups of each era will be covered, as well as sociological, economic and cultural factors that shaped the many styles of rock music. Extensive classroom listening will enhance the student's learning experience.

## 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.

**NDTT1164 Blueprint Reading & CAD**

**M 40 35 5**

Study of industrial graphics language for shape description, size description, instrument drawing, blueprint reading, pictorial drawing (isometric and oblique drawing) and CAD.

**NDTT1236 Electrical & Electronic Fundamentals**

**M 50 - 5**

*Prerequisite: MATH1050.*

Introduction to electrical and electronic fundamentals. Sources and effects of electric current, magnetism, and electromagnetism. Formulas for problem solving in basic circuitry. Instrumentation used in NDT. System concepts and basic troubleshooting.

**NDTT1255 NDT Methods**

**M 75 75 10**

*Prerequisites: MATH1050, NDTT1121, NDTT1133 and WELD1182.*

Introduction to the UT, RT, PT, MT, and ET methods of nondestructive testing. Fundamental operating principles and traditional applications. Laboratory work on instrument and equipment familiarization, instrument calibration, inspection, procedures, and reporting of inspection results.

**NDTT1263 Metallurgy**

**M 50 50 6.5**

*Prerequisites: MATH1050, NDTT1133 and WELD1182.*

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.

		Location	Class	Lab	Credits
<b>NDTT1360</b>	<b>Ultrasonics I</b>	<b>M</b>	<b>40</b>	<b>110</b>	<b>7.5</b>
	<i>Prerequisites: MATH1050 and NDTT1255.</i>				
	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.				
<b>NDTT1450</b>	<b>Eddy Current I</b>	<b>M</b>	<b>20</b>	<b>20</b>	<b>2.5</b>
	<i>Prerequisites: NDTT1236, NDTT1255, and NDTT2040.</i>				
	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.				
<b>NDTT1458</b>	<b>Magnetic Particle</b>	<b>M</b>	<b>30</b>	<b>30</b>	<b>4</b>
	<i>Prerequisites: NDTT1236, NDTT1255, and NDTT2040.</i>				
	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.				
<b>NDTT1464</b>	<b>Radiography I</b>	<b>M</b>	<b>60</b>	<b>90</b>	<b>9</b>
	<i>Prerequisites: NDTT1255 and NDTT2040.</i>				
	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.				
<b>NDTT1470</b>	<b>Radiation Safety &amp; Administration</b>	<b>M</b>	<b>50</b>	<b>-</b>	<b>5</b>
	<i>Prerequisites: NDTT1255 and NDTT2040.</i>				
	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.				
<b>NDTT2040</b>	<b>NDTT Mathematics</b>	<b>M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	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.				
<b>NDTT2569</b>	<b>Radiography II &amp; Film Interpretation</b>	<b>M</b>	<b>50</b>	<b>100</b>	<b>8</b>
	<i>Prerequisites: NDTT1464 and NDTT1470.</i>				
	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.				
<b>NDTT2570</b>	<b>Eddy Current II</b>	<b>M</b>	<b>75</b>	<b>75</b>	<b>10</b>
	<i>Prerequisite: NDTT1450.</i>				
	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.				
<b>NDTT2652</b>	<b>Ultrasonics II</b>	<b>M</b>	<b>50</b>	<b>100</b>	<b>8</b>
	<i>Prerequisite: NDTT1360. Corequisites: NDTT2675 and NDTT2679.</i>				
	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.				
<b>NDTT2675</b>	<b>Computer Applications in NDT</b>	<b>M</b>	<b>30</b>	<b>45</b>	<b>4.5</b>
	<i>Prerequisites: BSAD1010 and NDTT1360. Corequisites: NDTT2652 and NDTT2679.</i>				
	Study of computer assisted NDT. Motion control and data acquisition techniques. Assigned projects for practical adaptation of a computer to an inspection situation.				
<b>NDTT2679</b>	<b>Code Interpretation &amp; Procedure Development</b>	<b>M</b>	<b>35</b>	<b>40</b>	<b>4.5</b>
	<i>Corequisites: NDTT2652 and NDTT2675.</i>				
	Development of technical skills for writing qualifiable test procedures. Audit and surveillance procedures and implementation. Quality assurance functions.				

**COURSE DESCRIPTIONS | Page 296 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

Location	Class	Lab	Credits
----------	-------	-----	---------

## NURA • Nursing Assistant

**NURA1401 Nursing Assistant** **B/L 40 60 6**  
 This course teaches basic nursing skills such as bathing, feeding, ambulation, transferring and toileting. It is approved by the Nebraska Department of Health and Human Services Regulation and Licensure. Successful completion of this course allows the student to take the state of Nebraska's nurse aide competency exams. Nursing assistants may work in long-term care facilities, hospitals, home health care, hospice or mental health facilities. This course is offered through the Continuing Education Division at SCC and is not a program-level course.

## NURS • Associate Degree Nursing

All NURS courses must be passed with a "C+" or higher.

**NURS1206 Introduction to Professional Nursing** **B/L 20 - 2**  
*Prerequisites: BIOS1140, BIOS1110, SOCI1010, BIOS2130, MATH1150, and CHEM1050 or CHEM1090.*

Overviews the current nursing organizations, development of the nursing profession, and the health care system. An overall introduction to the philosophy, objectives, and curriculum framework of the associate degree program is presented. Caring is introduced as an integral concept of nursing. Discussions of the concepts of health/illness continuum, health care delivery, basic human needs, professional behavior, communication, legal/ethical issues, and multicultural diversity.

**NURS1207 Introduction to Nursing Pharmacology** **B/L 20 - 2**  
*Prerequisites: BIOS1140, BIOS1110, MATH1150, BIOS2130, CHEM1050 or CHEM1090.*

Students are introduced to pharmacology and math concepts required to provide safe and effective care for individual patients with common disease conditions along the health/illness continuum. Nursing process is applied to pharmacotherapy. Legal aspects, state and federal regulations of drugs are introduced. Pharmacokinetics, pharmacotherapy, pharmacodynamics and drugs as they affect various body systems are discussed.

**NURS1304 Transition to Associate Degree Nursing** **B/L 10 - 1**  
*Prerequisites: BIOS1110, BIOS1140, BIOS2130, CHEM1050 or CHEM1090, ENGL1010, FSDT1350, MATH1150, PSYC2960, SOCI1010, along with a current unencumbered LPN license.*

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** **B/L 30 90 6**  
*Prerequisites: NURS1206, NURS1207, PSYC2960, ENGL1010 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 medication administration is introduced. Clinical experiences are provided to apply nursing techniques, apply nursing process to patient care, and introduce the nurse and patient role in a variety of health care settings.

**NURS1306 Pathophysiology** **B/L 45 - 4.5**  
*Prerequisites: BIOS1140, BIOS2130, CHEM1050 or CHEM1090, and BIOS1110.*

Students may take this course as soon as prerequisite courses are completed and are not required to wait until they are in the ADN core classes.

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** **B/L 5 75 3**  
*Prerequisite/Corequisite: NURS1305 and NURS1306 or NURS1308.*

Students are introduced to the principles and skills needed to care for individual patients with common disease conditions along the health/illness continuum. Pathophysiology, diet therapy, diagnostic tests and pharmacology are correlated with the nursing process when identifying common health problems and planning care. Clinical experiences are correlated with theory in a variety of health care settings.

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>NURS1308</b>	<b>Pathophysiology through the Lifespan</b>	<b>B/L</b>	<b>60</b>	<b>-</b>	<b>6</b>
<i>Prerequisites: BIOS1140, BIOS2130, CHEM1050 or CHEM1090, and BIOS1110.</i>					
Students may take this course as soon as prerequisite courses are completed and are not required to wait until they are in the ADN core classes.					
This course is designed for students pursuing a career in nursing or other health related fields. Students are introduced to concepts related to mechanisms of the disease process. Foundational concepts of inflammation, immunity, infection and neoplastic alterations are applied to each body system. The relationship of signs and symptoms to specific diseases are discussed. Students will become familiar with terminology directly associated with disease process, i.e, etiology, diagnosis, prognosis, etc. Disease concepts will include specific applications throughout the lifespan, including developmental and genetic alterations. Effects of aging are explained. Students will identify common diagnostic and treatment modalities.					
<b>NURS2400</b>	<b>Nursing Assessment</b>	<b>B/L</b>	<b>30</b>	<b>45</b>	<b>4.5</b>
<i>Prerequisite: NURS1305. Pre or Corequisites: NURS1304/2403/2404.</i>					
Focuses on the acquisition of skills used in the comprehensive health assessment of children and adults in the nursing process. Emphasis on well patients with the identification of some deviations from the normal. Introduction to communication skills and the assessment of the person in his/her physical, developmental, psychological and sociocultural and multicultural diversity.					
<b>NURS2403</b>	<b>Gerontological Nursing Concepts</b>	<b>B/L</b>	<b>20</b>	<b>45</b>	<b>3.5</b>
<i>Prerequisite: NURS1305. Pre or Corequisite: NURS2400.</i>					
Focuses on the nursing process as a problem solving tool in assisting older patients' 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.					
<b>NURS2404</b>	<b>Nursing Concepts III</b>	<b>B/L</b>	<b>30</b>	<b>90</b>	<b>6</b>
<i>Prerequisites: NURS1305 and NURS1307, and NURS1306 or NURS1308. Pre or Corequisites: NURS2400/2403.</i>					
Focus on the nursing process applied to patients' 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 patients being cared for in a variety of health care settings. Understanding of concepts basic to positive adaptation to life-threatening physiologic stress are examined.					
<b>NURS2501</b>	<b>Nursing Concepts Related to the Childbearing Family</b>	<b>B/L</b>	<b>30</b>	<b>90</b>	<b>6</b>
<i>Prerequisite: NURS2404.</i>					
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 patient/childbearing family. The student explores family structures, stressors, and subsequent adaptation of the family and gynecological patient. 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.					
<b>NURS2502</b>	<b>Nursing Concepts Related to Child Rearing Family</b>	<b>B/L</b>	<b>30</b>	<b>90</b>	<b>6</b>
<i>Prerequisite: NURS2404.</i>					
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 patient/child rearing family cope with the stress of illness and by promoting family health.					
<b>NURS2503</b>	<b>Nursing Pharmacology</b>	<b>B/L</b>	<b>10</b>	<b>-</b>	<b>1</b>
<i>Prerequisite: NURS2404</i>					
Students are introduced to pharmacology and mathematical concepts needed to provide safe and effective care for individual patients with complex disease conditions along the health/illness continuum. Nursing process is utilized when planning the pharmacological care of these patients.					
<b>NURS2602</b>	<b>Mental Health Nursing Concepts</b>	<b>B/L</b>	<b>30</b>	<b>90</b>	<b>6</b>
<i>Prerequisite: NURS2501 or NURS2502, and NURS2503.</i>					
A study of behavioral reactions to social, physical and emotional stress as seen in patients receiving psychotherapeutic care. Introduces nursing interventions in dysfunctional behavior in secondary care settings. Further development of the nurse- patient 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.					

Location	Class	Lab	Credits
----------	-------	-----	---------

**NURS2603 Nursing Concepts IV** **B/L 30 105 6.5**  
*Prerequisite: NURS2501 and 2502 and 2503. Pre or Corequisite: 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 patient systems. Crisis theory interventions are introduced. Pathophysiology, diet therapy and pharmacology are integrated. Principles of nursing management are introduced. Clinical experience to correlate with theory is provided in a variety of acute health care settings. The clinical portion of this course allows the student to practice decision-making skills for groups of patients in selected health care settings and to further develop communicative and technical skills. Content includes legal/ethical issues in nursing and health care, nursing roles, trends in nursing and transition into a professional role.

## OFFT • Office Professional

All prerequisite courses must be passed with a "C" or higher.

**OFFT1010 Keyboarding I** **B/L 30 - 3**  
 Suitable for beginning students or for review using touch method. Introduces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 20 gross words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass.

**OFFT1020 Keyboarding II** **B/L 30 - 3**  
*Prerequisite: OFFT1010 or equivalent, 20 GWAM minimum.*  
 Reinforces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 30 gross words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass.

**OFFT1160 Keyboarding III** **B/L 45 - 4.5**  
*Prerequisite: OFFT1020 or equivalent, 30 NWAM minimum.*  
 Uses a comprehensive diagnostic approach to build keyboarding speed while maintaining a high degree of accuracy. Introduction and development of proficiency in operating the 10-key pad by touch.

**OFFT1170 Keyboarding IV** **B/L 45 - 4.5**  
*Prerequisite: OFFT1160 or equivalent, 40 NWAM minimum.*  
 Uses a comprehensive diagnostic approach to increase keyboarding speed while maintaining a high degree of accuracy. Further development of proficiency in operating the 10-key pad by touch.

**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.

**OFFT1710 Word Applications I** **B/L 45 - 4.5**  
*Prerequisites: BSAD1010 and OFFT1020 or OFFT1160 or OFFT1170.*  
 Create, format, and edit basic business office documents such as letters, memos, reports, and tables using Microsoft Word. Emphasis on usable/mailable copy.

**OFFT1720 Word Applications II** **B/L 45 - 4.5**  
*Prerequisite: OFFT1710.*  
 Create, format, and edit advanced office documents such as tables, letters with special parts, two-page memos, long reports, and merge using Microsoft Word. Emphasis on usable/mailable copy.

**OFFT1740 Desktop Publishing Applications** **B/L 45 - 4.5**  
*Prerequisite: BSAD1010.*  
 Apply basic layout and design concepts in newsletters and other office documents using Microsoft Office applications: Word and Publisher. Emphasize importance of usable/ mailable copy.

		Location	Class	Lab	Credits
<b>OFFT1800</b>	<b>Collaboration Applications</b>				
	<i>Prerequisite: BSAD1020.</i>				
	Utilize collaborative tools to improve productivity, make information sharing more effective, and facilitate decision-making processes. Manage the tasks and resources required to complete a project. Use electronic calendars and e-mail to communicate effectively with team members. Prepare and manage a document library, create and manage a group work site as well as explore a group blog and a meeting workspace site.	B/L	45	-	4.5
<b>OFFT2000</b>	<b>Employment Techniques</b>				
	<i>Prerequisites: Declared students only. ENGL1110 or OFFT2120 or HIMS1105 or LTCA1040 or ELEC1432. This class should be taken immediately before Cooperative Experience and/or Internship and graduation for associate degree or diploma students.</i>				
	Development of techniques and skills necessary for students to be successful in seeking or retaining employment within career area.	B/L	45	-	4.5
<b>OFFT2120</b>	<b>Business Communication Strategies</b>				
	<i>Prerequisites: ENGL1010 or ENGL1110. Recommend BSAD1010 or INFO1121.</i>				
	Study of principles of effective written and oral business communication. Communication strategies used in business disciplines.	L	45	-	4.5
<b>OFFT2210</b>	<b>Legal Processes I</b>				
	<i>Prerequisite: By permission.</i>				
	Provides students with the basic knowledge and skills needed to work in a variety of law-related settings, such as private law firms, government agencies, corporations, and banks. Study of legal terminology and its application in various areas of the law. Preparation of legal documents, pleadings, and correspondence using Word. Topics covered include ethics, confidentiality, calendaring, billing, client relations, and specific duties for the legal office.	L	45	-	4.5
<b>OFFT2220</b>	<b>Legal Processes II</b>				
	<i>Prerequisite: OFFT2210.</i>				
	Continuation of Legal Processes I. Further study of the knowledge and skills needed to work in a variety of law-related settings, such as private law firms, government agencies, corporations, and banks. Study of legal terminology and its application in various areas of the law. Preparation of legal documents, pleadings, and correspondence using Word. Topics covered include ethics, confidentiality, calendaring, billing, client relations, and specific duties for the legal office. An introduction to basic legal research and citation rules is provided.	L	45	-	4.5
<b>OFFT2290</b>	<b>Spreadsheet and Database Applications</b>				
	<i>Prerequisite: BSAD1020.</i>				
	Advanced skills are needed in the workplace for Microsoft Excel and Microsoft Access. Topics covered in Microsoft Excel are Formulas, Financial Functions, What-If Analysis, Sorting and Querying a Table, VLOOKUP Function, PivotTable Reports, and Macros. Topics covered in Microsoft Access are Querying a Database, Maintaining a Database, and Creating Reports and Forms.	B/L	45	-	4.5
<b>OFFT2310</b>	<b>Financial Computer Applications</b>				
	<i>Prerequisites: OFFT1310 and OFFT2290.</i>				
	Excel spreadsheet projects from a financial perspective, accounts receivable and accounts payable with subsidiary ledgers, payroll concepts, and computerized accounting software.	L	45	-	4.5
<b>OFFT2410</b>	<b>Administrative Procedures I</b>				
	<i>Prerequisite: OFFT1710.</i>				
	Comprehensive coverage of relevant skills and procedures in the performance of office duties including the role of the administrative assistant, communication skills, and reference sources. Provides the student with the opportunity to apply relevant skills for today's automated work environment.	B/L	45	-	4.5
<b>OFFT2420</b>	<b>Administrative Procedures II</b>				
	<i>Prerequisite: OFFT2410.</i>				
	Continued coverage of office procedures including information processing procedures, travel and conference arrangements, mail processing procedures, organizational skills, and decision making. Provides students with a strong background in administrative skills and knowledge.	B/L	45	-	4.5
<b>OFFT2440</b>	<b>Medical Office Procedures</b>				
	<i>Prerequisites: HLTH1060 and OFFT1710 or by permission.</i>				
	Integration of relevant medical office skills and procedures in the performance of modern medical office duties, including electronic medical records. Simulations included.	B/L	45	-	4.5

**COURSE DESCRIPTIONS | Page 300 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>OFFT2460</b>	<b>Office Simulation</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisites: ACCT1200 or OFFT1310, MATH1040, ENGL1110, and OFFT2410 or by permission.</i>				
	Uses previously learned office procedures and soft skills in an interactive work-flow environment. Students run a simulated business and work as managers, human resource specialists, accountants, order analysts, inventory specialists, and service representatives.				
<b>OFFT2650</b>	<b>Computerized Medical Management</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisite: OFFT1710.</i>				
	Computerized application of records management, insurance forms, patient database, scheduling and financial reports. Exploration of the electronic health record and its role in the sharing of health-related information. Culminating simulation of entire billing and report cycle.				
<b>OFFT2720</b>	<b>Microsoft Office Integration</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
	<i>Prerequisites: OFFT1720 and OFFT2290.</i>				
	Create documents integrating Microsoft Office applications. Project-based class requires advanced technology and critical-thinking skills. Ability to work independently and in teams will be necessary as students apply skills and knowledge acquired in previous courses to initiate and complete Microsoft integration projects.				
<b>OFFT2900</b>	<b>Internship</b>	<b>B/L</b>	<b>-</b>	<b>200</b>	<b>5</b>
	<i>Prerequisite: OFFT2000.</i>				
	Under the guidance of an internship coordinator, unpaid practical work experience for development of marketable skills in an office position. Open to Office Professional students only with a minimum GPA of 2.0.				
<b>OFFT2901</b>	<b>Cooperative Experience</b>	<b>B/L</b>	<b>-</b>	<b>200</b>	<b>5</b>
	<i>Prerequisite: OFFT2000.</i>				
	Under the guidance of a cooperative experience coordinator, paid practical work experience for development of marketable skills in an office position. Open to Office Professional students only with a minimum GPA of 2.0.				
<b>OFFT2999</b>	<b>Special Projects</b>	<b>B/L</b>	<b>10</b>	<b>-</b>	<b>1</b>
<b>OFFT2999</b>	<b>Special Projects</b>	<b>B/L</b>	<b>20</b>	<b>-</b>	<b>2</b>
<b>OFFT2999</b>	<b>Special Projects</b>	<b>B/L</b>	<b>30</b>	<b>-</b>	<b>3</b>
	<i>Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; and permission of advisor and program chair.</i>				
	Study of a particular area in the office technology field, arranged with the student's advisor and approved by the program chair.				
<b>PARM • Paramedic</b>					
<b>PARM1111</b>	<b>Pathophysiology for the Paramedic</b>	<b>L</b>	<b>20</b>	<b>-</b>	<b>2</b>
	<i>Prerequisite: Enrollment in Paramedic program or by instructor approval.</i>				
	This course is a correlative approach to pathophysiology incorporating both physical assessment skills and a basic cellular understanding to the various disease entities and trauma process encountered in emergency medicine.				
<b>PARM1112</b>	<b>Introduction to Paramedicine</b>	<b>L</b>	<b>20</b>	<b>-</b>	<b>2</b>
	<i>Prerequisite: Enrollment in Paramedic program or by instructor approval.</i>				
	This interactive course will discuss foundational aspects of EMS, while presenting foundational aspects of EMS with the health care system. Ethics, medical-legal issues, roles and responsibilities of the Paramedic, healthcare policy and the role of research with EMS will also be discussed.				
<b>PARM1113</b>	<b>Basic ECG Interpretation</b>	<b>L</b>	<b>20</b>	<b>-</b>	<b>2</b>
	<i>Prerequisite: Enrollment in Paramedic program or by instructor approval.</i>				
	This introductory ECG course will instruct in the anatomy and physiology of the conduction system of the heart, the electrical system, electrocardiography, abnormal ECG patterns and distinguishing between life-threatening & non-life threatening dysrhythmias. An introduction to dysrhythmia management will be discussed.				
<b>PARM1114</b>	<b>Airway Management &amp; Assessment</b>	<b>L</b>	<b>30</b>	<b>-</b>	<b>3</b>
	<i>Prerequisite: Enrollment in Paramedic program or by instructor approval.</i>				
	This course will present basic patient assessment concepts, review of basic airway management and introduction to advanced airway management and ventilation.				
<b>PARM1117</b>	<b>Paramedic Lab I</b>	<b>L</b>	<b>-</b>	<b>30</b>	<b>1</b>
	<i>Prerequisite: Corequisite PARM1114.</i>				
	This course is designed to teach, integrate and complement content from concurrent Paramedic lecture courses, specifically PARM1113 & PARM1114.				

## COURSE DESCRIPTIONS | Page 301 | SCC College Catalog | 2016-2017

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>PARM1119</b>	<b>Practicum I</b>	L	-	90	3
<i>Prerequisite: Enrollment in Paramedic program or by instructor approval.</i>					
This course supports the didactic elements of the Paramedic course. This course includes rotations at various clinical settings including: Emergency Department, Operating Room, ICU/CCU, Crisis Intervention/Psychiatry and EMS ride-alongs with various EMS/Fire agencies. In addition, students shall complete an ACLS Provider course. Other clinical site rotations may be added or substituted as determined by the program.					
<b>PARM1121</b>	<b>Pharmacology for the Paramedic</b>	L	30	-	3
<i>Prerequisite: Enrollment in Paramedic program or by instructor approval.</i>					
This course is a fundamental drug-class-oriented course that focuses on the pharmacodynamics and pharmacokinetics of drug therapy, drug calculations, and the pharmaceutical interventions of common EMS medications. The course will also cover roles and responsibilities and ethical considerations of drug administration, as well as acid-base imbalance.					
<b>PARM1122</b>	<b>Advanced ECG Interpretation</b>	L	20	-	2
<i>Prerequisite: Enrollment in Paramedic program or by instructor approval.</i>					
An introductory 12-lead ECG interpretation course. Topics will include intraventricular conduction delays, myocardial ischemia, injury and infarction, axis deviation, syndrome bundle branch blocks, ectopy and advanced dysrhythmia interpretation.					
<b>PARM1123</b>	<b>Medical Emergencies for the Paramedic</b>	L	40	-	4
<i>Prerequisite: Enrollment in Paramedic program or by instructor approval.</i>					
This course instructs in the recognition and treatment of medical diseases involving the cardiac, respiratory, neurologic, endocrine, abdominal, hematologic, behavioral disorders, toxicology and renal systems. Treatment modalities shall include pharmacological intervention, ECG interpretation, basic and advanced airway interventions and maintenance.					
<b>PARM1127</b>	<b>Paramedic Lab II</b>	L	-	60	2
<i>Prerequisite: PARM1117. Corequisites: PARM1121, PARM1122, PARM1131.</i>					
This course is designed to teach, integrate and complement content from concurrent Paramedic lecture and laboratory courses. Previously learned material shall be reviewed, reinforced and evaluated as necessary to maintain competency.					
<b>PARM1129</b>	<b>Practicum II</b>	L	-	90	3
<i>Prerequisite: Enrollment in Paramedic program or by instructor approval.</i>					
This course supports the didactic elements of the Paramedic course. This course includes rotations at various clinical settings including: Emergency Departments, Operating Room, Pediatrics, Labor & Delivery and EMS ride-along with Various EMS/Fire agencies. In addition, students shall complete a PALS Provider course. Other clinical site rotations may be added or substituted as determined by the program.					
<b>PARM1131</b>	<b>Family Medicine for the Paramedic</b>	L	40	-	4
<i>Prerequisite: Enrollment in Paramedic program or by instructor approval.</i>					
A comprehensive approach to the pediatric patient from birth to adolescence. The course shall also include an introduction to obstetrics and gynecology.					
<b>PARM1137</b>	<b>Paramedic Lab III</b>	L	-	90	3
<i>Prerequisite: PARM1127. Corequisites: PARM1141 and PARM1142.</i>					
This course is designed to teach, integrate and complement content from concurrent Paramedic lecture and laboratory courses. Previously learned material shall be reviewed, reinforced and evaluated as necessary to maintain competency.					
<b>PARM1141</b>	<b>Traumatic Emergencies for the Paramedic</b>	L	20	-	2
<i>Prerequisite: Enrollment in Paramedic program or by instructor approval.</i>					
This course shall teach a comprehensive approach to assessment, injury recognition and management of the trauma patient. An introduction of trauma systems, injury prevention, kinematics and aeromedical use and integration shall also be discussed.					
<b>PARM1142</b>	<b>Rescue Operations for the Paramedic</b>	L	20	-	2
<i>Prerequisite: Enrollment in Paramedic program or by instructor approval.</i>					
An introductory course to include: ambulance operations, rescue and extrication techniques, incident command and hazardous materials. The accompanying laboratory portion may be taught in seminar format as necessary.					



Location	Class	Lab	Credits
----------	-------	-----	---------

**PARM2900 Paramedic Internship**

*Prerequisite: PARM1129.*

This capstone course incorporates an educational approach to assist the student in the application and demonstration of the knowledge and skills learned in the Paramedic program within the EMS field setting. Students shall be placed on an ambulance or rescue under the direct supervision of an approved field preceptor and will be required to demonstrate the ability to perform as a competent team leader, demonstrate thorough patient assessment skills and formulate proper treatment plans for each situation encountered.

**L - 360 12**

## PHED • Physical Education

**PHED1000 Lifetime Fitness**

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.

**L 45 15 5**

**PHED1010 Golf**

Basic skills and fundamentals of golf. Scoring, selection and care of equipment for the beginning golfer.

**B - 30 1.5**

**PHED1030/2030/2035/2040**

**Physical Fitness Activities**

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.

**B/L - 30 1.5**

**PHED1050/2050 Recreational Sports**

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.

**B - 30 1.5**

**PHED1060 Fitness Throughout Life**

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.

**B 15 30 3**

**PHED1600 Introduction to Recreation**

Principles, history and philosophy of recreation and leisure. Introduces recreation as a profession. Explores recreation and leisure studies throughout the life cycle.

**B 45 - 4.5**

**PHED1610 Standard First Aid**

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.

**B 45 - 4.5**

**PHED1750 Introduction to Physical Education**

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.

**B 45 - 4.5**

**PHED1800 Physical Education in the Elementary School**

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.

**B 45 - 4.5**

**PHED2010/2020 Officiating Sports**

Study and application of rules, techniques and interpretations for becoming officials or coaches in football, volleyball, soccer, basketball, softball or baseball.

**B 30 - 3**

Location	Class	Lab	Credits
----------	-------	-----	---------

# 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.

<b>PHED0101; PHED0102; PHED0103 Intercollegiate Athletics – Red Shirt</b>	<b>B</b>	-	-	<b>1.5</b>
<b>PHED1300/2300, 1310/2310, 1311/2311 Intercollegiate Golf</b>	<b>B</b>	-	-	<b>1.5</b>
<b>PHED1320/2320, 1330/2330, 1331/2331 (Men) Intercollegiate Basketball</b>	<b>B</b>	-	-	<b>1.5</b>
<b>PHED1340/2340, 1350/2350, 1351/2351 (Women) Intercollegiate Basketball</b>	<b>B</b>	-	-	<b>1.5</b>
<b>PHED1360/2360, 1370/2370, 1371/2371 Intercollegiate Volleyball</b>	<b>B</b>	-	-	<b>1.5</b>
<b>PHED1380/2380, 1390/2390, 1391/2391 Intercollegiate Baseball</b>	<b>B</b>	-	-	<b>1.5</b>
<b>PHED1385/2385, 1395/2395, 1396/2396 Intercollegiate Softball</b>	<b>B</b>	-	-	<b>1.5</b>

# PHIL • Philosophy

<b>*PHIL1010 Introduction to Philosophy</b> <i>Prerequisite: Eligible for ENGL1010</i>	<b>B/L</b>	<b>45</b>	-	<b>4.5</b>
---	------------	-----------	---	------------

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.

<b>PHIL1060 Applied Ethics</b>	<b>B/L</b>	<b>45</b>	-	<b>4.5</b>
--------------------------------	------------	-----------	---	------------

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 the most recent philosophical writings on a variety of issues.

<b>PHIL1150 Critical &amp; Creative Thinking</b> <i>Prerequisite: Eligible for ENGL1010.</i>	<b>B/L</b>	<b>45</b>	-	<b>4.5</b>
---	------------	-----------	---	------------

An introduction to the study of arguments and reasoning, with an emphasis on the principles of formal reasoning and their application. PHIL1150 will examine the objective analysis and evaluation of arguments and ways of improving critical thinking skills. Students will gain proficiency with systems of formal reasoning and construct sound arguments based on relevant evidence.

<b>PHIL2110 Introduction to Modern Logic</b>	<b>B/L</b>	<b>45</b>	-	<b>4.5</b>
--	------------	-----------	---	------------

Introduction to symbolic logic, focusing on propositional and predicate logic. Translating to and from formal languages, determining the logical characteristics of arguments, and constructing proofs within a formal system. This class may be used as math credit for the Academic Transfer program.

<b>PHIL2130 Bioethics</b> <i>Prerequisite: A grade of "C" or higher in ENGL1010.</i>	<b>B/L</b>	<b>45</b>	-	<b>4.5</b>
---	------------	-----------	---	------------

Philosophical study of moral problems in the health care industry. Exploration of issues that include the allocation of scarce medical resources, patients' rights, biomedical research and transplants, abortion, maternal-fetal conflict, death and dying, socialized medicine, and the right to health care.

<b>*PHIL2250 Environmental Ethics</b>	<b>L</b>	<b>45</b>	-	<b>4.5</b>
---------------------------------------	----------	-----------	---	------------

An examination of ethical issues that arise from the interaction of human beings and the natural environment. What is moral value and where does it come from? Do things we find in nature, such as individual organisms, species, or ecosystems, have moral value above and beyond their usefulness to human beings? Should the scope of human beings' moral concern extend beyond humanity, to other parts of nature? What concrete environmental policies should be pursued in light of our answers to these moral questions?

<b>*PHIL2610/ RELS2610 Comparative Religions</b> <i>Prerequisite: Eligible for ENGL1010.</i>	<b>B/L</b>	<b>45</b>	-	<b>4.5</b>
---	------------	-----------	---	------------

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, worldviews, original religious texts and other important sources. Interdisciplinary approach to study of religion and various approaches to study of religious systems are a part of the world religions traditions assessment.

Location	Class	Lab	Credits
----------	-------	-----	---------

**\*PHIL2650      Philosophy of Religion**

*Prerequisite: Eligible for ENGL1010.*

Students will be introduced to classical and contemporary efforts to address such critical questions as (1) whether beliefs frequently associated with religion (e.g., belief in a divine being, belief in miracles, belief in an afterlife, etc.) are logically coherent, justifiable, and rationally reconcilable with other widely held beliefs (e.g., that evil exists, that natural law is universal, that modern science dependably advances human knowledge, that the human will is truly free, etc.), (2) whether a meaningful morality must be grounded in religion, and (3) whether more than one recognized religion can be generally correct.

**L            45            -            4.5**

**PHIL2990      Practical Reasoning**

*Prerequisite: Eligible for ENGL1010.*

Students will be introduced to the theory of sound reasoning and decision-making, with an emphasis on practical critical thinking skills that can be put to use in the workplace and beyond. Topics include the nature of good reasoning and common forms of fallacious reasoning, psychological research on sources of bias and error in reasoning, how to understand and interpret statistical data, and decision-making under uncertainty.

**B/L        45            -            4.5**

## PHOT • Photography

**PHOT1750      Beginning Photography**

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.

**B            30            30        4.5**

**PHOT1760      Digital Photography and Creative Imaging**

Introduction to the fundamentals of digital photography. Technical aspects include image editing, layering, and manipulation using Photoshop. Exploration of creative digital processes.

**B            30            30        4.5**

**PHOT/JOUR2750   Photojournalism**

*Prerequisite: Grade of C or higher in PHOT1760 or instructor permission.*

Study and practice of photojournalism for various digital and social media outlets. Areas of focus include news, features, sports, studio photography and photo essays. Technical aspects include screening and editing prints using Photoshop software.

**B            30            30        4.5**

## PHRM • Pharmacy Technician

Pharmacy courses must be taken in sequence.

Please note: Students are required to take labs in-person at the Education Square location in downtown Lincoln. All clinicals must be taken at SCC-approved sites.

**PHRM1100      Anatomy and Physiology for a Pharmacy Technician**

*Prerequisite: Admission into the Pharmacy Technician program.*

This course will focus on the normal structure and function of each system in the human body from a pharmaceutical standpoint.

**Q            60            -            6**

**PHRM1101      Pharmacology/Pharmaceutical Products I**

*Prerequisite: PHRM1100.*

The focus of this course is the study of therapeutic agents, their classifications, properties, actions and effects on the human body, and their role in management of disease.

**Q            45            -            4.5**

**PHRM1111      Communication and Professionalism in the Pharmacy**

*Prerequisite: Admission into the Pharmacy Technician Program*

This course will explore effective communication skills, professionalism, and the need to act in a professional, ethical, legal, and competent manner from a pharmaceutical perspective as it pertains to pharmacy technicians. Topics include but are not limited to patient-centered communication, interpersonal communication, barriers to communication, listening and empathy, assertiveness, interview and assessment, and communicating with a variety of patients with specific needs.

**Q            45            -            4.5**

**PHRM1121      Pharmacy Calculations I**

*Prerequisite: Admission into the Pharmacy Technician program.*

The focus of this course is to orient students to the basic calculations performed in the pharmacy environment including but not limited to decimals, fractions, percents, simple dose calculations, and conversions between various systems of measurement.

**Q            45            -            4.5**

**PHRM1131      Pharmacy Operations I**

*Prerequisite: PHRM1111*

The focus of this course is to orient students to the general and specific tasks and responsibilities involved in the practice of a pharmacy in institutional as well as community settings. This lab course must be taken in person on campus.

**Q            20            75        4.5**

Location	Class	Lab	Credits
----------	-------	-----	---------

**PHRM1220 Pharmacology/Pharmaceutical Products II**

*Prerequisite: PHRM1101.*

The focus of this course is the study of therapeutic agents, their classifications, properties, actions and effects on the human body and their role in management of disease.

**Q 45 - 4.5**

**PHRM1222 Pharmacy Calculations II**

*Prerequisite: PHRM1121.*

The focus of this course is to familiarize students with more complex math calculations performed in the pharmacy including but not limited to aliquots, flow rates, and business math.

**Q 45 - 4.5**

**PHRM1232 Pharmacy Operations II**

*Prerequisite: PHRM1131.*

The course will continue the study of pharmacy functions such as packaging and/or repackaging of pharmaceuticals, stock rotation and expiration, disposal, recordkeeping and all the rules and regulations for overall pharmacy operations. This lab course must be taken in person on campus.

**Q 20 75 4.5**

**PHRM1240 Pharmacy Law and Ethics**

*Prerequisite: Program permission*

This course will focus on ethical issues in the pharmacy industry and those that arise in individual patient situations. The students will focus on laws affecting pharmacy technicians' functions according to the legal limits of delegation by the pharmacist. Students will learn the basic principles of ethical decision making and study cases and scenarios in order to apply those principles to real situations.

**Q 45 - 4.5**

**PHRM1241 Professional Trends and Issues**

*Prerequisite: PHRM1240.*

The focus of this course is to review and participate in discussions about topics of current interest in pharmacy practice related to their clinical experience. Students will also spend time reviewing the top 200 drugs of the year and prepare for the national exam.

**Q 45 - 4.5**

**PHRM1250 Pharmacy Clinical Education**

*Prerequisites: PHRM1232, PHRM1240.*

The course emphasizes basic pharmacy practices and exposes students to the practical aspects of dispensing, compounding, and inventory control at an "on the job" training site in institutional, retail, or alternative pharmacy practice settings.

**Q - 240 8**

## PHYS • Physical Science

**PHYS1017 Technical Physics**

*Prerequisite: MATH1050 or MATH1080 or equivalent.*

Study of physics applied to technical trades. Measurement, mechanics, and heat. Metric system, conversion of units, material properties, forces, vectors, equilibrium, friction, straight line motion, trajectories, rotational motion, simple harmonic motion, simple machines, waves and sound, thermal expansion, and heat transfer.

**M 40 10 4.5**

**PHYS1030 Astronomy**

*Prerequisite: MATH0950 or equivalent.*

The study of the nature and motions of the night sky, planets, the sun, the stars, and their lives, galaxies, and the structure of the universe. This is an elementary course designed for non-science majors with an approach that uses minimal mathematics. Laboratory allows students to study selected topics in more detail.

**L 45 30 6**

**PHYS1100 Physical Science**

A survey course in the physical sciences with emphasis on scientific processes and problem solving. Areas of study will include selected topics in physics, chemistry, astronomy, geology and meteorology. A scheduled laboratory will supplement classroom activities.

**B 45 30 6**

**PHYS1130 Selected Topics in Astronomy**

*Prerequisites: PHYS1030.*

A continuation and extension of Astronomy (PHYS1030), designed for students who would like a more detailed look at specific areas in astronomy. Possible topics: astronomy and relativity; life in the universe; cosmic rays; pulsars, quasars, and black holes; evolution of galaxies, origin of the universe, active galaxies; astrophotography and spectroscopy.

**L 45 - 4.5**

Location	Class	Lab	Credits
----------	-------	-----	---------

**PHYS1150 Descriptive Physics** **B/L/M 45 30 6**  
*Prerequisite: A grade of "C" or higher in MATH0950 or a grade of "B" or higher in MATH0953 or appropriate score on math placement test or permission.*

Conceptual survey of physics for the non-science major. Topics covered include motion, fluids, heat, electricity, magnetism, waves, and optics. Emphasis will be placed on using concepts to analyze physical problems. This course is taught in an interactive style that integrates lecture and laboratory into one combined session.

**PHYS1410 Elementary General Physics I** **B/L 60 30 7.5**  
*Prerequisite: High school trigonometry with "B-" or higher, or MATH1200 or equivalent.*

Detailed algebra and trigonometry based study of one and two dimensional motion, including kinematics, Newton's Laws, energy, and momentum. Additional topics from the areas of rotational motion, oscillations, waves, fluids, and heat will also be covered. Emphasis will be placed on both concepts and mathematical problem solving. This course is taught in an interactive style that integrates lecture, laboratory and small- group activities into one combined session.

**PHYS1420 Elementary General Physics II** **B/L 60 30 7.5**  
*Prerequisite: PHYS1410 or equivalent.*

Continuation of PHYS1410. Topics covered include electricity, magnetism, waves, optics, and modern physics. Emphasis will be placed on both concepts and mathematical problem solving. This course is taught in an interactive style that integrates lecture, laboratory and small-group activities into one combined session.

**PHYS2110 General Physics I** **B/L 60 30 7.5**  
*Prerequisites: High school physics and MATH1600, or by permission, and concurrent with MATH1600.*

Detailed calculus-based study of one and two dimensional motion, including kinematics, Newton's Laws, energy, and momentum. Additional topics from the areas of rotational motion, oscillations, waves, fluids, and heat will also be covered. Emphasis will be placed on both concepts and mathematical problem solving. The course is taught in an interactive style that integrates lecture, laboratory, and small group activities into one combined session.

**PHYS2120 General Physics II** **B/L 60 30 7.5**  
*Prerequisites: PHYS2110 or equivalent.*

Calculus-based continuation of PHYS2110. Topics covered include waves, sound, light, electricity, magnetism, and modern physics. Emphasis will be placed on both concepts and mathematical problem solving. The course is taught in an interactive style that integrates lecture, laboratory, and small group activities into one combined session.

## POLS • Political Science

**POLS1000 American Government** **B/L 45 - 4.5**  
 Study of the functioning of the political system through an analysis and application of its underlying theories.

**\*POLS1040 Comparative Politics** **L 45 - 4.5**  
 Focus on the description and analysis of modern political systems and their respective ideologies. First half of course focuses on broad structural features of government. Second half of course looks at several individual nation states. Final part of course analyses problems facing modern political systems.

**\*POLS1080 Introduction to Political Science** **L 45 - 4.5**  
 Introduction to Political Science will address major political concepts and controversies that have developed in the world: liberty, equality, democracy, human nature, among others. The course will provide students with an overview of basic principles, approaches and methods of the discipline representing the social scientific mode of inquiry. Students will be exposed to national, comparative, and international politics as well as political thought.

**\*POLS1600 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.

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>POLS2300</b>	<b>Political Parties</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: POLS1000 strongly recommended.</i>					
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.					
<b>POLS2750/ SPCH2750</b>	<b>Political Communication</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: A grade of C or higher in ENGL1010 or instructor permission. Corequisite: Completion of SPCH 1090, 1110, or 2810 and POLS1000 is recommended.</i>					
Study of the role and impact of communication in political campaigns with an emphasis on communication strategies. This course explores historical and contemporary figures and their influence. Communication variables important in the political process, an application of communication theory and principles of political rhetoric, are coupled with analysis and criticism of selected political events. This course cannot fulfill the SCC general education oral communications requirement.					
<b>POLS2900</b>	<b>Internship</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Students will acquire the skills necessary to understand the interaction of legislators, political parties, interest groups, and media. Students will learn practical application of political concepts while observing a real world arena in which this interaction occurs.					

## PSGT • Polysomnographic Technology

These program courses are only available online.

*Please note: Students must be a graduate from an associate-degree science-related health program to enter this program of study.*

<b>PSGT1000</b>	<b>Polysomnography 1</b>	<b>O</b>	<b>20</b>	<b>-</b>	<b>2</b>
This course provides entry-level didactic training in polysomnography. Topics will include patient preparation, instrument setup and calibration, recording and monitoring techniques, pressure and oxygen therapy applications and patient to technologist interactions.					
<b>PSGT1010</b>	<b>Polysomnography 1 Lab</b>	<b>O</b>	<b>-</b>	<b>90</b>	<b>3</b>
This course provides the hands-on application of patient preparation, instrument setup and calibration, recording and monitoring techniques, pressure and oxygen therapy applications and patient to technologist interactions. Lab compliments the material presented in PSGT1000 and PSGT1020.					
<b>PSGT1020</b>	<b>Fundamentals of Polysomnography</b>	<b>O</b>	<b>40</b>	<b>-</b>	<b>4</b>
This course introduces the student to sleep medicine. Topics will include review of cardiopulmonary regulation, the physiology of normal sleep, normal sleep architecture and transitions, and the fundamental knowledge of various disorders that affect sleep. Fundamental knowledge includes identifying the symptoms, the populations which are most commonly affected, the diagnostic tools used and the treatment options for the following disorders: sleep deprivation, excessive daytime sleepiness, insomnia, parasomnias, movement disorders, circadian rhythm disorders, narcolepsy and sleep- related breathing disorders.					
<b>PSGT2000</b>	<b>Polysomnography 2</b>	<b>O</b>	<b>20</b>	<b>-</b>	<b>2</b>
This course provides advanced-level didactic training in polysomnography. Emphasis will be placed on the knowledge and skills needed to score sleep studies. Additional methods used to assess excessive daytime sleepiness, (e.g. MSLT, MWT, actigraphy, in-home testing) including how to perform and analyze data, will be addressed. Variances in performing and scoring pediatric and infant polysomnograms compared to adult polysomnograms will be discussed. The effects of various diseases on sleep will also be reviewed.					
<b>PSGT2010</b>	<b>Polysomnography 2 Lab</b>	<b>O</b>	<b>-</b>	<b>30</b>	<b>1</b>
This course emphasizes the application of AASM scoring rules to adult sleep studies. The variance in scoring rules for pediatrics and infants will be identified. The identification of waveform variances due to pharmacotherapy and disease states will also be addressed. Upon completion students should be able to demonstrate competence in scoring, report generation and interpreting adult polysomnograms.					
<b>PSGT2020</b>	<b>Seminar Review</b>	<b>O</b>	<b>10</b>	<b>-</b>	<b>1</b>
This course provides an opportunity to review and prepare for the polysomnography credentialing exam. Emphasis is placed on case management and review for the Registered Polysomnographic Technologist Exam.					
<b>PSGT2030</b>	<b>Clinical Education</b>	<b>O</b>	<b>-</b>	<b>150</b>	<b>5</b>
This course provides practical application of theories covered in previous PSGT courses. Emphasis on polysomnography testing and procedures.					

Location	Class	Lab	Credits
----------	-------	-----	---------

## PSYC • Psychology

<b>PSYC1250</b>	<b>Interpersonal Relations</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>PSYC1810</b>	<b>Introduction to Psychology</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
An introduction to the science of psychology including the application of critical thinking to the study of learning theory, memory, personality, growth and development, biological and neurological aspects, abnormal behavior, therapies, intelligence, motivation, emotion, sensation, perception, and theoretical perspectives.					
<b>PSYC2710</b>	<b>Positive Psychology</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
This course provides an introduction to the study of topics related to happiness and the positive aspects of human experience. The first part of the course will focus on the basic areas of research in positive psychology and the methods that researchers use to study happiness, while the second half will broaden the focus to include big-picture issues and real-world application.					
<b>PSYC2870</b>	<b>Psychology of the Personality</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Prerequisite: PSYC1810 or permission of the instructor. Systematic study of personality theories, the factors influencing personality development and the dynamics of personal adjustment.					
<b>*PSYC2880</b>	<b>Social Psychology</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>PSYC2900</b>	<b>Adolescent Psychology</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
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.					
<b>*PSYC2960</b>	<b>Life-span Human Development</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Prerequisites: PSYC1810 or SOCI1010. Integration of the basic concepts and principles of physical, cognitive and psychosocial development at each major stage of life. Provides an essential background for students in psychology, nursing, education, social welfare and home economics; for workers in community service; and for parents and prospective parents.					
<b>PSYC2970</b>	<b>Introduction to Psychological Research</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Prerequisite: PSYC1810 or instructor permission. Introduction to the methodological aspects of psychology. Survey of research reports from a variety of psychological perspectives. Scientific research methods in psychology designing individual experiments.					
<b>PSYC2980</b>	<b>Abnormal Psychology</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Prerequisite: PSYC1810 or permission of instructor. Course covers etiology, treatment and prevention of abnormal behavior, use of DSM IV as diagnostic tool, effects of labeling.					

## PTAS • Physical Therapist Assistant

Please note: Students must be admitted into the program and have completed all prerequisites and additional required courses with a minimum grade of C+ before taking any PTAS courses. Each PTAS course must be taken in sequence and completed with a minimum grade of C+ to continue in the program. Anatomy and Physiology must be taken within five years.

<b>PTAS1100</b>	<b>Intro to Physical Therapy</b>	<b>L</b>	<b>35</b>	<b>30</b>	<b>4.5</b>
Prerequisite: Admission to the Physical Therapist Assistant program This course introduces the student to the profession of physical therapy, the role of the physical therapist assistant with the healthcare team and patient observation time. Basic patient care, assistive devices and adaptive equipment, patient positioning and transfers, safety, communication and body mechanics will be discussed.					



		Location	Class	Lab	Credits
<b>PTAS1101</b>	<b>Kinesiology for PTA</b>	L	45	60	6.5
	<i>Prerequisite: Admission to the Physical Therapist Assistant program</i>				
	This course focuses on the movement of the musculoskeletal and nervous systems of the body including muscle origins, insertion, actions and nerve innervations. In addition, motion and the effects of forces and levers relative to the body, manual muscle testing and goniometry will be studied.				
<b>PTAS1102</b>	<b>Pathophysiology for PTA</b>	L	45	-	4.5
	<i>Prerequisites: PTAS1100, 1101</i>				
	An exploration of pathogenesis, prognosis and therapeutic management of the diseases and abnormalities of structure and function and how they affect rehabilitation. Emphasis is placed on conditions most commonly encountered in physical therapy.				
<b>PTAS1103</b>	<b>Physical Therapy Skills and Exercise I with Lab</b>	L	35	30	4.5
	<i>Prerequisites: PTAS1100, 1101</i>				
	This course includes instruction in the theory and clinical application of therapeutic exercise interventions (range of motion, stretching, resistance and aerobic exercise) for common impairments of the spine and upper and lower extremities, gait training strategies and basic skills of orthotic and supportive devices, adaptive and assistive equipment.				
<b>PTAS1104</b>	<b>Therapeutic Modalities I with Lab</b>	L	35	30	4.5
	<i>Prerequisites: PTAS1100, 1101</i>				
	Study of physical agents and therapeutic modalities including massage, cryotherapy, thermal agents, electromagnetic radiation, ultrasound and traction.				
<b>PTAS1202</b>	<b>Physical Therapy Skills and Exercise II with Lab</b>	L	50	30	6
	<i>Prerequisites: PTAS1102, 1103, 1104</i>				
	This course covers further development of therapeutic exercise and skills related to rehabilitation and function.				
<b>PTAS1203</b>	<b>Therapeutic Modalities II with Lab</b>	L	35	30	4.5
	<i>Prerequisites: PTAS1102, 1103, 1104</i>				
	A continuation of studying principles and clinical application for therapeutic modalities and physical agents including electrotherapeutic, hydrotherapy, wound care, edema and compression therapy interventions.				
<b>PTAS1204</b>	<b>Documentation in Clinical Services</b>	L	40	-	4
	<i>Prerequisites: PTAS1102, 1103, 1104</i>				
	An in depth practice of documentation in addition to effective verbal communication and ethical and legal issues with documentation are practiced.				
<b>PTAS1205</b>	<b>Advanced Procedures with Lab</b>	L	35	30	4.5
	<i>Prerequisites: PTAS1202, 1203, 1204</i>				
	Acquaints the student with more advanced rehabilitation techniques for complex patient diagnoses and specialty areas of physical therapy.				
<b>PTAS1206</b>	<b>Health Systems and Issues</b>	L	40	-	4
	<i>Prerequisites: PTAS1202, 1203, 1204</i>				
	This course familiarizes students with the core values of the profession, communication, conflict resolution and preparation for employment.				
<b>PTAS1207</b>	<b>Professional Issues</b>	L	40	-	4
	<i>Prerequisites: PTAS1202, 1203, 1204</i>				
	This course focuses on various topics related to the clinical practice of a physical therapist assistant including data collection and therapeutic intervention employed, equipment utilized, reimbursement considerations and members of the healthcare team.				
<b>PTAS1301</b>	<b>Clinical Education I</b>	L	-	135	4.5
	<i>Prerequisites: PTAS1202, 1203, 1204</i>				
	A clinical experience where the student will have the opportunity to apply classroom theory and laboratory practice learned to date to direct patient care in a selected clinical setting. The intent is for the student to provide quality patient care with a high degree of guidance, cueing and assistance from the clinical instructor. Course to include pre- clinical orientation and post-clinical debriefing.				

**COURSE DESCRIPTIONS | Page 310 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.



Location	Class	Lab	Credits
----------	-------	-----	---------

**PTAS1302 Clinical Education II** L - 165 5.5  
*Prerequisite: PTAS1205, 1206, 1207, 1301*  
 A clinical experience where the student will have the opportunity to apply classroom theory and laboratory practice to direct patient care in a selected clinical setting. The intent is for the student to provide quality patient care with guidance, cueing and assistance from the clinical instructor. The level of guidance needed will depend on the complexity of the patient and the environment. Course to include pre-clinical orientation and post-clinical debriefing.

**PTAS1303 Clinical Education III** L - 405 13.5  
*Prerequisite: PTAS1302*  
 A clinical experience where the student will have the opportunity to apply classroom theory and laboratory practice to direct patient care in a selected clinical setting. The intent is for the student to provide quality patient care consistently and efficiently for simple or complex patients with consultation from the clinical instructor (entry-level performance). Course to include pre-clinical orientation, post clinical debriefing, and review in preparation for national licensure exam.

## RADT • Radiologic Technology

Students must be admitted into the program and have completed all prerequisites with a required GPA before taking any RADT courses. Each RADT course builds on previous course content and must be completed with a minimum grade of C+ before continuing.

**RADT1100 Introduction to Diagnostic Imaging** L 20 - 2  
 Introduction to the Radiologic Technology Program. Orientation to the hospital and clinic settings; patient care and transfers; overview of radiology equipment and imaging procedures; radiation safety.

**RADT1111 Diagnostic Imaging Concepts** L 45 15 5  
 Essentials of radiographic exposure formulation. Elements contributing to radiographic quality in the areas of density, contrast, recorded detail and distortion. Basic concepts of digital imaging and patient dose.

**RADT1112 Radiographic Procedures I** L 55 10 5.5  
 Anatomy and positioning of the chest and abdomen. Image evaluation and critique of these procedures. Application of procedural terminology and clinical data. Application of infection control, ethics, and pharmacology in the radiography practice.

**RADT1119 Clinical Education I** L - 150 5  
 Adaptation to the hospital environment with supervision. Correlation of classroom theory with performance of basic radiographic procedures. Active participation in radiology departments, radiographic and fluoroscopic rooms with radiation safety practices. Competency evaluation of routine chest and KUB exams.

**RADT1123 Radiographic Procedures II** L 45 15 5  
 Radiographic anatomy and positioning of the abdominal contents with contrast media, upper extremity, and shoulder girdle. Image evaluation / critique of these procedures.

**RADT1124 Diagnostic Imaging Theory** L 35 - 3.5  
 Continuation of the study of fundamental physical principles from mechanics to electromagnetism. Application of these principles to the construction and operation of fundamental x-ray equipment. Analysis of basic x-ray circuit. Construction and operation of tomographic, mobile and fluoro equipment. Comparison of conventional and digital radiology. Overview of PACS system.

**RADT1129 Clinical Education II** L - 195 6.5  
 Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of advanced chest and abdomen exams, upper extremity, and GI system.

**RADT1133 Radiographic Procedures III** L 45 15 5  
 Anatomy and positioning of lower extremity, pelvic girdle, urinary system, and the vertebral column. Image evaluation/critique of these procedures.

**RADT1134 Radiation Biology** L 30 - 3  
 Nature of x-rays. Interaction with matter. Effects of radiation exposure. History of radiology. Review of patient and personnel radiation protection. Limiting standards, units of measurement and regulatory agencies.

**RADT1139 Clinical Education III** L - 195 6.5  
 Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of advanced chest and abdomen exams, upper extremity, GI system, and lower extremity.

Location	Class	Lab	Credits
----------	-------	-----	---------

<b>RADT1143</b>	<b>Radiographic Procedures IV</b>	L	45	15	5
Anatomy and positioning of the bony thorax, cranium, facial bones, sinuses, and other skull exams. Image evaluation/critique of these procedures. Critical thinking and imaging of trauma patients and various advanced radiographic procedures.					
<b>RADT1147</b>	<b>Specialized Imaging</b>	L	20	-	2
Overview of equipment, procedures, techniques, anatomy, and imaging protocol of specialty areas such as sonography, MRI, nuclear medicine, radiation therapy, cardiovascular/interventional, and mammography.					
<b>RADT1149</b>	<b>Clinical Education IV</b>	L	-	195	6.5
Supervised clinical practice. Rotating shifts and assignments. Performance of venipuncture and vital signs. Competency evaluations of advanced chest and abdomen exams, upper extremity, GI system, and lower extremity.					
<b>RADT2253</b>	<b>CT Imaging</b>	L	30	-	3
Study of computed tomography with emphasis on equipment, procedures, techniques, anatomy, and imaging protocol.					
<b>RADT2254</b>	<b>Advanced Patient Care Management</b>	L	15	-	1.5
Critical thinking and imaging of the pediatric patient. Psychological, social, and economic needs of the elderly. Overview of various cultural groups and cultural competencies.					
<b>RADT2259</b>	<b>Clinical Education V</b>	L	-	225	7.5
Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Introduction to new rotational sites. Advanced modality rotation. Competency evaluations of spine, bony thorax, cranial exams, surgical exams, pediatric, trauma, mobile, and advanced contrast procedures.					
<b>RADT2265</b>	<b>Pathophysiology</b>	L	55	-	5.5
Review of human anatomy and physiology. Pathologies and congenital abnormalities of all systems. Application of critical thinking and technical factors.					
<b>RADT2269</b>	<b>Clinical Education VI</b>	L	-	225	7.5
Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Increase proficiency at rotational sites. CT rotation. Competency evaluations of spine, bony thorax, cranial exams, surgical exams, pediatric, trauma, mobile, and advanced contrast procedures.					
<b>RADT2276</b>	<b>Diagnostic Imaging Applications</b>	L	55	-	5.5
Exploration of advanced concepts of radiographic production, radiographic processing, conservative use of equipment and quality assurance techniques. Application of critical thinking.					
<b>RADT2279</b>	<b>Clinical Education VII</b>	L	-	225	7.5
Clinical practice with less assistance to foster increased efficient and responsible decision-making in a variety of situations. Overnight shifts. Advanced modality rotation. Rotational sites. Competency evaluations of spine, bony thorax, cranial exams, surgical exams, pediatric, trauma, mobile, advanced contrast procedures, and CT exams. Complete all ARRT required competencies.					
<b>RADT2288</b>	<b>Senior Seminar</b>	L	30	-	3
Review of course materials to prepare for National Board exam.					

## RELS • Religious Studies

\*RELS2610/

**PHIL2610**      **Comparative Religions**

*Prerequisite: Eligible for ENGL1010.*

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, worldviews, original religious texts and other important sources. Interdisciplinary approach to study of religion and various approaches to study of religious systems are a part of the world religions traditions assessment.

## RESP • Respiratory Care

Please note: Students must be admitted into the program. Each RESP course builds on previous course content and must be completed with a minimum grade of C+ before continuing in the Respiratory Care program.

<b>RESP1111</b>	<b>Respiratory Anatomy &amp; Physiology</b>	<b>L</b>	<b>50</b>	<b>-</b>	<b>5</b>
An in-depth study of the cardiopulmonary system including anatomy, ventilation, diffusion of pulmonary gases, hemodynamic measurements, ventilation/perfusion relationships, oxygen and carbon dioxide transport, acid-base balance with an emphasis on clinical application.					
<b>RESP1113</b>	<b>Respiratory Pharmacology</b>	<b>L</b>	<b>30</b>	<b>-</b>	<b>3</b>
Study of drugs affecting the cardiorespiratory and autonomic nervous systems. Includes drug dosage calculation, administration, and clinical side effects.					
<b>RESP1114</b>	<b>Patient Care Principles</b>	<b>L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Development of assessment skills in regards to patient history, physical exam and laboratory studies with emphasis on proper charting of assessment.					
<b>RESP1115</b>	<b>Respiratory Care Lab</b>	<b>L</b>	<b>-</b>	<b>15</b>	<b>.5</b>
Practical application of material and procedures learned in Patient Care Principles, Respiratory Anatomy & Physiology, and Respiratory Pharmacology.					
<b>RESP1121</b>	<b>Cardiopulmonary Pathology</b>	<b>L</b>	<b>50</b>	<b>-</b>	<b>5</b>
Study of concepts and theory of basic cardiopulmonary diseases to include etiology, pathology, diagnosis, clinical manifestations, radiological and laboratory findings; prevention, prognosis and treatment.					
<b>RESP1122</b>	<b>Respiratory Care Procedures and Lab</b>	<b>L</b>	<b>60</b>	<b>60</b>	<b>8</b>
Theory and practice of the fundamentals of medical gases, humidity, bland and therapeutic aerosol application, oxygen monitoring, lung volume expansion therapy, airway clearance techniques, basic and advanced airway management. Lab is concurrent with lecture. Lab complements the material presented in lecture and RESP1121 as well as material learned in previous courses.					
<b>RESP1129</b>	<b>Clinical Education 2</b>	<b>L</b>	<b>-</b>	<b>30</b>	<b>1</b>
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.					
<b>RESP1132</b>	<b>Mechanical Ventilation 1</b>	<b>L</b>	<b>45</b>	<b>60</b>	<b>6.5</b>
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, and monitoring of various adult ventilators used in the hospital setting. Lab is concurrent with lecture.					
<b>RESP1135</b>	<b>Healthcare Research &amp; Education</b>	<b>L</b>	<b>35</b>	<b>-</b>	<b>3.5</b>
An introduction to the methods of scientific research design and a review of the components of research to include definition of the problem, review of the literature, data analysis and results. An introduction to library resources, credible electronic media resources and academic writing styles common to Health Science students. This course will include a component of patient education such as disaster planning for the community, case studies and modifying therapies based on clinical presentation.					
<b>RESP1139</b>	<b>Clinical Education 3</b>	<b>L</b>	<b>-</b>	<b>150</b>	<b>5</b>
Practice of basic respiratory care procedures to include medical gas, aerosol/humidity therapy, aerosolized drug therapy, resuscitation, airway management, lung volume expansion therapy, and bronchial hygiene therapy. Includes clinical conferences and case studies.					
<b>RESP1143</b>	<b>Respiratory Care Through the Human Lifespan</b>	<b>L</b>	<b>50</b>	<b>-</b>	<b>5</b>
This course focuses on human development throughout the lifespan, from birth to death. The course will examine concepts related to stages of human development, changes in assessment throughout the lifespan, continuity in providing care, and changes that occur within the developing individual.					
<b>RESP1144</b>	<b>Rehab &amp; Outpatient Services</b>	<b>L</b>	<b>40</b>	<b>-</b>	<b>4</b>
Overview of pulmonary rehabilitation, sub-acute care, home care services and outpatient pulmonary procedures					

		Location	Class	Lab	Credits
<b>RESP1147</b>	<b>Ventilator Management 2</b>	L	30	-	1
Extended lab study of advanced mechanical ventilation from RESP1132 Mechanical Ventilation 1. Lab includes advanced patient assessment, advanced modes of ventilation, high frequency ventilation, and advanced therapies. Extensive use of case studies, patient scenarios and ventilator interaction.					
<b>RESP1148</b>	<b>Critical Care Management</b>	L	40	-	4
Study of respiratory management of patients in critical care settings with emphasis on critical thinking skills in patient assessment and monitoring, and recommending alternative therapies. Extensive use of case studies, patient scenarios and ACLS algorithms.					
<b>RESP1149</b>	<b>Clinical Education 4</b>	L	-	150	5
Practice in adult critical care, basic pulmonary function testing, arterial bloods gases, EKGs, mechanical ventilation, and emergency airway management. Includes clinical conferences and student case study presentations.					
<b>RESP2251</b>	<b>Cardiovascular Principles</b>	L	45	30	5.5
Study of the cardiovascular system with emphasis on invasive and non-invasive hemodynamic monitoring of the critically ill patient.					
<b>RESP2259</b>	<b>Clinical Education 5</b>	L	-	240	8
Includes rotations in neonatal and adult critical care, subacute and home care, cardiac and pulmonary rehabilitation, physician rounds, and cardiovascular procedures. Includes patient care conferences and case studies.					
<b>RESP2266</b>	<b>Introduction to Polysomnography</b>	L	20	-	2
Theory and fundamentals in polysomnography including history of sleep medicine, patient evaluation, sleep hygiene, polysomnography basics, diagnosis and treatment of sleep disorders and patient education.					
<b>RESP2267</b>	<b>Clinical Simulations Lab</b>	L	-	45	1.5
Practice in information gathering and decision making in a variety of selected respiratory care scenarios.					
<b>RESP2268</b>	<b>Seminar Review</b>	L	40	-	4
Preparatory course for the NBRC exam. Self-assessment exams for the CRT and RRT will be utilized.					
<b>RESP2269</b>	<b>Clinical Education 6</b>	L	-	240	8
A continuation of Clinical Education 5.					
<b>SIGN • Sign Language</b>					
<b>*SIGN1010</b>	<b>Beginning American Sign Language I</b>	L	60	-	6
Beginning course in American Sign Language (ASL). Development of vocabulary and grammatical structures of ASL. Receptive and expressive skill development. Basic ASL video literature.					
<b>*SIGN1020</b>	<b>Beginning American Sign Language II</b>	L	60	-	6
Prerequisite: SIGN1010 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor. Continuation of beginning course in American Sign Language (ASL) Development of vocabulary and grammatical structures of ASL. Receptive and expressive skill development. Basic ASL video literature.					
<b>*SIGN2010</b>	<b>Second Year American Sign Language I (ASL)</b>	L	60	-	6
Prerequisite: SIGN1020 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor. Conversational American Sign Language (ASL) Idiomatic uses of ASL for creative expression. Extensive viewing, translation and discussion of video recordings in ASL conversation and literature.					
<b>*SIGN2020</b>	<b>Second Year American Sign Language II (ASL)</b>	L	60	-	6
Prerequisite: SIGN2010 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor. Conversational American Sign Language (ASL) Idiomatic uses of ASL for creative expression. Extensive viewing, translation and discussion of videotaped ASL conversations and literature.					

Location	Class	Lab	Credits
----------	-------	-----	---------

## SOCI • Sociology

<b>*SOCI1010</b>	<b>Introduction to Sociology</b>	<b>B/L/M</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Introduction to the basic principles of sociology, including the study of sociological research, theoretical perspectives, culture, socialization, social structure, social institutions, deviance, inequalities of class, race/ethnicity, gender, and age, as well as stratification, demography, and population.					
<b>*SOCI1020</b>	<b>Diversity in Society</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
An overview of minority groups and majority-minority relations in the United States. Topics include awareness of similarities and differences, prejudice, discrimination, and the benefits of a diverse society.					
<b>*SOCI2000</b>	<b>Women in Contemporary Society</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: SOCI1010 or permission of instructor.</i> Interdisciplinary examination of the contributions of women to society, gender issues, and the progress toward equality.					
<b>*SOCI2010</b>	<b>Social Problems</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: SOCI1010 or permission of instructor.</i> Analysis and suggested treatment of the principal problem areas in contemporary society, and the multilevel causes that perpetuate social problems.					
<b>*SOCI2150</b>	<b>Issues of Unity and Diversity</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
This course will help students increase awareness and sensitivity of commonalities and differences among people and acquire knowledge of minority group issues and challenges. The course will prepare students to more critically, actively, and effectively participate in an increasingly diverse and global society.					
<b>SOCI2250</b>	<b>Marriage and the Family</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: SOCI1010 or permission of instructor.</i> Emphasis on diversity in the family, and examination of factors that affect families and the process of family development.					
<b>SOCI2260</b>	<b>Parenting</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
<i>Prerequisite: PSYC2960 or permission of instructor.</i> 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.					
<b>SPAN • Spanish</b>					
<b>*SPAN1005</b>	<b>Spanish for Construction Management</b>	<b>M/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
This course presents realistic situations and specialized vocabulary that builders, contractors, and other construction professional need to communicate with Spanish-speaking coworkers and customers in the course of their daily work.					
<b>*SPAN1010</b>	<b>Beginning Spanish I</b>	<b>B/L</b>	<b>75</b>	<b>-</b>	<b>7.5</b>
Prerequisites: Spanish placement test recommended. Beginning Spanish I (SPAN1010) is a beginning class that allows language learners to become involved with the Spanish language, and to experience the cultural diversity of Spanish-speaking countries. Technology is incorporated in this class to enhance language skills. The class emphasizes an interactive, proficiency-oriented approach to learning language and culture.					
<b>*SPAN1020</b>	<b>Beginning Spanish II</b>	<b>B/L</b>	<b>75</b>	<b>-</b>	<b>7.5</b>
Prerequisites: SPAN1010 (Beginning Spanish I) or appropriate score in placement exam. Second class in the four level language sequence that allows 21st century language learners to further develop proficiency in Spanish while expanding community connections in and out of the classroom through local and global Spanish-speaking communities. Technology is incorporated to enhance language skills. The class emphasizes an interactive, proficiency-oriented approach to learning language and culture.					
<b>*SPAN2010</b>	<b>Second-year Spanish</b>	<b>B/L</b>	<b>45</b>	<b>-</b>	<b>4.5</b>
Prerequisites: SPAN1020 (Spanish II) or appropriate score in placement exam. Third level in the language sequence that builds students' language proficiency by refining receptive and productive skills while encouraging students to compare, contrast and develop an appreciation of the cultural diversity of Spanish speaking communities. Technology is incorporated in this class to enhance language skills.					

		Location	Class	Lab	Credits
<b>*SPAN2020</b>	<b>Second-year Spanish II</b>	B/L	45	-	4.5
<p>Prerequisite: SPAN2010 (Spanish II) or appropriate score in placement exam.</p> <p>Last course of the four level language sequence. Provides ample opportunities to develop vocabulary, strengthen the four linguistic skills, and increase awareness and appreciation of contemporary Spanish-speaking local and global communities. Technology is incorporated in this class to enhance language skills. Conducted primarily in Spanish.</p>					
<b>*SPAN2030</b>	<b>Intensive Conversation</b>	B/L	45	-	4.5
<p>Prerequisite: SPAN2020, SPAN 2100 or appropriate score in placement exam.</p> <p>Class designed to foster oral proficiency through active student participation. The activities elicit student ideas and opinions, engaging students to respond to each other on a variety of discussion topics. Students learn to recognize and appreciate cultural diversity as they explore behaviors and values of various local and global Spanish-speaking communities.</p>					
<b>*SPAN2040</b>	<b>Intensive Writing</b>	B/L	45	-	4.5
<p>Prerequisite: SPAN2020, SPAN2100 or appropriate score in placement exam.</p> <p>This class helps students to process information and write texts that require higher order thinking skills developed through integrated process strategies (listening, speaking, reading and writing). The writings explore cultural themes and concepts drawn from the learner's own cultural perspective. These ideas are conveyed at the intermediate linguistic level with special emphasis on thematic content, organizational skills and self-editing.</p>					
<b>*SPAN2100</b>	<b>Accelerated Second-year Spanish</b>	B/L	90	-	9
<p>Prerequisite: SPAN1020 or appropriate score in placement exam.</p> <p>An accelerated class that covers the same material as SPAN2010 and SPAN2020 and counts as 2010-2020 in satisfying the liberal education requirements for language learners. The class emphasizes an interactive, proficiency-oriented approach to learning language and culture. Technology is incorporated in this class to enhance language skills.</p>					
<b>SPCH • Speech</b>					
<b>*SPCH1090</b>	<b>Fundamentals of Human Communication</b>	B/L/M	45	-	4.5
<p>Prerequisite: Eligible for ENGL1010.</p> <p>This course provides theory and practice in relational communication (including self-awareness, perception, verbal and nonverbal communication, listening, communication and diversity, relationships and conflict management), small group communication (including leadership and group dynamics), and public communication (including audience analysis and adaptation, research and organizational skills, outlining, presentation skills, and designing and using presentation aids effectively). Students will perform at least three research-based oral presentations before an audience.</p>					
<b>SPCH1110</b>	<b>Public Speaking</b>	B/L/M	45	-	4.5
<p>Prerequisite: Eligible for ENGL1010.</p> <p>This course will assist the student to master the skills required of speaking in today's workplace. This course will focus on the organization, preparation, research, and evidence needed for a presentation that is tailored to fit the audience. This course will enhance the student's listening skills which will assist them in everyday situations. Students are required to present a variety of speeches before a live audience.</p>					
<b>SPCH2050</b>	<b>Oral Performance of Literature</b>	B/L	45	-	4.5
<p>Prerequisite: Eligible for ENGL1010.</p> <p>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.</p>					
<b>*SPCH2110</b>	<b>Intercultural Communication</b>	B/L	45	-	4.5
<p>Prerequisite: Eligible for ENGL1010.</p> <p>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.</p>					
<b>SPCH2750/ POLS2750</b>	<b>Political Communication</b>	L	45	-	4.5
<p>Prerequisite: A grade of C or higher in ENGL1010 or instructor permission or by instructor permission. Corequisite: Completion of SPCH 1090, 1110, or 2810 and POLS1000 is recommended.</p> <p>Study of the role and impact of communication in political campaigns with an emphasis on communication strategies. This course explores historical and contemporary figures and their influence. Communication variables important in the political process, an application of communication theory and principles of political rhetoric, are coupled with analysis and criticism of selected political events. This course cannot fulfill the SCC general education oral communications requirement.</p>					

Location	Class	Lab	Credits
----------	-------	-----	---------

**SPCH2810 Business and Professional Communication**

*Prerequisite: Eligible for ENGL1010.*

The study of communication to function successfully with others in the workplace. Focus on the basic processes of communications including: communication and cultural diversity, developing interpersonal relationships, interviewing techniques, working in small groups and teams, managing effective meetings, and various types of presentations (including individual and group). Students will perform at least three research-based oral presentations before an audience.

**B/L/M 45 - 4.5**

## SURT • Surgical Technology

**SURT1600 Orientation to Surgical Technology**

*Prerequisite: Admission to the Surgical Technology Program.*

Introduction to the surgical technology program, the health care system, effective communication, multicultural diversity, legal/ethical issues, infection control, patient transporting and positioning, and basic skills necessary to effectively function as a health care team member.

**L 20 - 2**

**SURT1601 Techniques in Surgical Asepsis**

*Prerequisite: Admission to the Surgical Technology Program.*

Introduction to instrumentation decontamination, 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 role.

**L 20 30 3**

**SURT1603 Fundamentals of Surgical Technology**

*Prerequisite: Admission to the Surgical Technology Program.*

Study of instruments, supplies, and equipment used in the perioperative process of surgery.

**L 50 - 5**

**SURT1604 Concepts of Surgical Procedures**

*Prerequisite: Admission to the Surgical Technology Program.*

Study of the resection concept, abdominal incisions, commonly used instruments, sutures and needles required for basic surgical procedures, including wound healing, classifications and complications.

**L 20 - 2**

**SURT1701 Clinical Orientation**

*Prerequisite: SURT1600, SURT1601, SURT1603, SURT1604.*

Introduction to the specific duties of the surgical team including lab practice in prepping, draping, back table set-up and organization. Main course focus is aseptic technique and critical thinking skills practiced to prepare the student for clinical rotation.

**L 25 45 4**

**SURT1704 Surgical Procedures & Techniques 1**

*Prerequisites: SURT1600, SURT1601, SURT1603, SURT1604.*

The introduction of surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to basic general surgery, gastrointestinal, biliary, rectal, gynecologic and plastic reconstruction and maxillofacial reconstruction systems.

**L 60 - 6**

**SURT1705 Principles of Surgical Technology**

*Prerequisites: SURT1600, SURT1601, SURT1603, SURT1604.*

Introduction to the perioperative care of the surgical patient and the patient with special needs, perioperative pharmacology, anesthesia, special patient monitoring, hemostasis, blood loss and replacement, and surgical robotics.

**L 40 - 4**

**SURT1803 Fundamentals of Surgical Technology 2**

*Prerequisite: SURT1701, SURT1704, SURT1705.*

Introduction to specialized modalities in surgery including endoscopy, orthopedic implants, power equipment, fixation devices for bone fractures, basic electricity theories, special surgical equipment, bone fracture, bone healing and casting materials that are used in surgery to promote optimum patient care.

**L 20 - 2**

**SURT1804 Surgical Procedures & Techniques 2**

*Prerequisite: SURT1701, SURT1704, SURT1705.*

The study of advanced surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to otolaryngology, genitourinary, ophthalmology and orthopedic systems.

**L 50 - 5**

**SURT1810 Clinical Education 1**

*Prerequisite: SURT1701, SURT1704, SURT1705.*

Clinical practice with application of the student's basic skills, aseptic technique, and instrument knowledge to operative procedures in the hospital.

**L - 240 8**



		Location	Class	Lab	Credits
<b>SURT2904</b>	<b>Surgical Procedures &amp; Techniques 3</b>	L	50	-	5
	<i>Prerequisite: SURT1803, SURT1804, SURT1810.</i>				
	The continued study of specialized surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to thoracic, neurological, vascular and transplant surgery.				
<b>SURT2907</b>	<b>Senior Seminar</b>	L	20	-	2
	<i>Prerequisite: SURT2904, SURT2910.</i>				
	Preparation for employment, exposure to professional organizations, the study of ethical and legal aspects of the surgical environment, and leadership skills and concepts.				
<b>SURT2909</b>	<b>Correlated Patient Study</b>	L	20	15	2.5
	<i>Prerequisite: SURT2904, SURT2910.</i>				
	The study of obstetrics and post anesthesia care incorporating patient centered clinical experiences and all aspects of the perioperative care to the surgical patient. This is accomplished through clinical follow-through case studies. Students will also prepare and take the National Certification Exam by recitation and mock exams.				
<b>SURT2910</b>	<b>Clinical Education 2</b>	L	-	240	8
	<i>Prerequisites: SURT1803, SURT1804, SURT1810.</i>				
	Adapting to a new hospital environment with further development in efficiency and consistency of student's clinical skills, aseptic technique, and instrument knowledge during operative procedures.				
<b>SURT2920</b>	<b>Advanced Clinical Specialties</b>	L	30	60	5
	<i>Prerequisite: SURT2904, SURT2910.</i>				
	Study of expanded roles and further development of knowledge and skills relating to advanced surgical specialties.				
<b>SURT2930</b>	<b>Clinical Education 3</b>	L	-	165	5.5
	<i>Prerequisites: SURT2904, SURT2910.</i>				
	The application of the student's acquired skills and aseptic technique to the operating room team and environment on a more independent basis.				
<b>THEA • Theatre</b>					
<b>THEA1010</b>	<b>Introduction to Theatre</b>	B/L	45	-	4.5
	An introduction to the forms and functions of the dramatic arts within a historical perspective. Includes an introduction to basic theatre skills as well as an introduction to a range of dramatic literature.				
<b>THEA1140</b>	<b>Basic Acting</b>	B	45	-	4.5
	Introduction to the techniques of acting through individual and group exercises, study and discussion of text and performance examples. Develops the student's appreciation of the theatre and the craft of acting. Allows students to build connections between life and acting through lecture, discussion, observation, theatre games, improvisation and performance of scenes.				
<b>THEA1850/1860/2850/2860/2880</b>	<b>Theatre Production</b>	B	30-60-90	-	1.5-3-4.5
	<i>Prerequisite: By permission of play director.</i>				
	Introduction to theory and principles of theatre production. Public performance produced. Repeat this class for additional credit.				
<b>THEA1851/1861/1871/1881, THEA2851/2861/2871/2881</b>	<b>Theatre Practicum</b>	B/L	45-90-135	-	1.5-4.5
	<i>Prerequisite: Permission of instructor.</i>				
	Practicum is a practical learning experience in selected areas of theatre production. Under a cooperative educational experience and agreement between the College and an outside theatre production, students are able to earn credit for practical theatre production experience. Experience may include but will not be limited to design, construction and promotion. Students will work a minimum of 45/90/135 hours per quarter in conjunction with community acting group and its staff. Repeat this class for additional credit.				
<b>THEA2130</b>	<b>Film Appreciation</b>	B/L	45	-	4.5
	<i>Prerequisite: Eligible for ENGL1010.</i>				
	Through this course, students will gain competency in the critical analysis of film and will develop their understanding of cinema history, genre, and production methods.				

**COURSE DESCRIPTIONS | Page 318 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.



Location	Class	Lab	Credits
----------	-------	-----	---------

# TRUK • Professional Truck Driver Training

**TRUK1101 Class A CDL Driver Training** L 20 45 3.5  
*Prerequisites:* Must be enrolled as a student in a transportation or agriculture program at SCC. Must have a learner's permit prior to start of class by completing general knowledge, air brakes and vehicle inspection test at the Department of Motor Vehicles. Must pass a Department of Transportation Physical and Drug Screen within 30 days of starting class.  
 To prepare and test students at SCC to operate a Class A Commercial Motor Vehicle and qualify for a Class B Commercial Drivers' License.

**TRUK1110 Professional Truck Driver Training I** L 40 96 7  
*Prerequisites:* Student must meet minimum entrance requirements.  
 Intensive training course for tractor/trailer drivers. Vehicle inspection and preventative maintenance; hands-on defensive driving; skills development in coupling and uncoupling, backing, and shifting; and city and highway driving.

**TRUK1120 Professional Truck Driver Training II** L 60 164 11  
*Prerequisites:* Student must successfully complete TRUK1110 (Professional Truck Driver Training I)  
 Intensive training course for tractor/trailer drivers. Accident procedures, daily driver's log, trip planning, hazard perception speed management, extreme driving conditions, hands-on defensive driving, skills development in shifting, and city and highway driving.

# WELD • Welding

**WELD1000 Gas Metal Arc Welding 1 (Steel)** L 25 17 3  
 An introduction to Gas Metal Arc Welding theory, safety, application, manipulative skills, welding principles and procedures. Filler wires, shielding gases, welding power sources, welding of carbon steel and welding processes on different joint configurations are included. This course is offered through the Continuing Education Division of SCC and is not a program-level course.

**WELD1010 Gas Metal Arc Welding 2 (Aluminum)** L 25 17 3  
 Intermediate to advance instruction in Gas Metal Arc Welding theory, safety, application, manipulative skills, welding principles and procedures. Filler wires, shielding gases, welding power sources, welding of aluminum and welding processes on different joint configurations are included. This course is offered through the Continuing Education Division of SCC and is not a program-level course.

**WELD1060 Basic Oxy-Acetylene/Shielded Metal Arc Theory and Lab** L 30 90 6  
*Prerequisite:* Current declared Academic Transfer – STS option or currently enrolled at UNL in AG or STS education focus.  
 Basic theory, safety, equipment, application and operation of Oxy-Acetylene welding and Shielded Metal Arc Welding with laboratory exercises. Note: this class will not meet welding program criteria and is not available to students wishing to enter the welding program.

**WELD1070 Advanced Oxy-Acetylene/Shielded Metal Arc Techniques** L 15 45 3  
*Prerequisite:* WELD1060  
 Advanced classroom lecture and laboratory exercises with Oxy-Acetylene and Shielded Metal Arc Welding equipment and processes. Note: this class will not meet welding program criteria and is not available to students wishing to enter the welding program.

**WELD1080 GMAW/GTAW Theory & Lab 1** L 30 90 6  
*Prerequisite:* Current declared Academic Transfer – STS option or currently enrolled at UNL in AG or STS education focus.  
 The study of Gas Metal Arc Welding and Gas Tungsten Arc Welding theory, safety, applications principles and procedures. Beginning welding of carbon steel with Gas Metal Arc Welding process on various joint configurations. Note: this class will not meet welding program criteria and is not available to students wishing to enter the welding program.

**WELD1090 GMAW/GTAW Advanced Welding Techniques** L 15 45 3  
*Prerequisite:* WELD1080  
 Advanced welding techniques for stainless steel and aluminum, using the GMAW and GTAW processes. Note: this class will not meet welding program criteria and is not available to students wishing to enter the welding program.

**WELD1100 Welding Orientation** L 10 - 1  
 Orientation to the college philosophy, goals, objectives within the welding program area.

**WELD1110 SMAW Theory** L 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.

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>WELD1112</b>	<b>SMAW Lab I</b> <i>Prerequisite: WELD1110.</i> Beginning welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.	L	20	60	4
<b>WELD1113</b>	<b>SMAW Lab II</b> <i>Prerequisite: WELD1112.</i> Intermediate welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.	L	20	60	4
<b>WELD1115</b>	<b>Equipment &amp; Tools</b> <i>Prerequisite: WELD1100.</i> Explanation of safe operation and the proper use of equipment, power tools, and hand tools.	L	15	-	1.5
<b>WELD1117</b>	<b>Oxyacetylene Theory</b> <i>Prerequisite: WELD1100.</i> Study of the theory, safety, equipment and applications of the Oxyacetylene Welding process.	L	20	-	2
<b>WELD1119</b>	<b>OA Welding &amp; Cutting</b> <i>Prerequisite: WELD1117.</i> Laboratory exercises with the Oxyacetylene Welding, Braze Welding, Oxyacetylene Cutting and related processes.	L	10	60	3
<b>WELD1120</b>	<b>SMAW Lab III</b> <i>Prerequisite: WELD1113.</i> Advanced welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.	L	25	75	5
<b>WELD1122</b>	<b>GMAW Theory</b> <i>Prerequisite: WELD1100.</i> 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.	L	30	-	3
<b>WELD1124</b>	<b>GMAW Lab I</b> <i>Prerequisite: WELD1122.</i> Beginning welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.	L	10	60	3
<b>WELD1126</b>	<b>GMAW Lab II</b> <i>Prerequisite: WELD1124.</i> Advanced welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.	L	10	60	3
<b>WELD1128</b>	<b>Blueprint Reading &amp; Weld Symbols</b> <i>Prerequisite: WELD1100.</i> Introduction to blueprint reading and drawing procedures. Interpretation and drawing of isometric, oblique, and orthographic views, welding symbols, and bill of materials.	L	50	-	5
<b>WELD1129</b>	<b>Computer Aided Drafting</b> <i>Prerequisite: WELD1128.</i> 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.	L	20	15	2.5
<b>WELD1130</b>	<b>Metallurgy I</b> <i>Prerequisite: WELD1100.</i> Study of the production of metals, methods of identification, properties of metals, methods of metallurgical examination, mechanical testing and chemistry of welding.	L	40	-	4
<b>WELD1135</b>	<b>Advanced OA &amp; Plasma Cutting</b> <i>Prerequisite: WELD1119.</i> Theory of the Plasma Arc Cutting process and advanced laboratory exercises to include the use of automated equipment.	L	10	30	2

**COURSE DESCRIPTIONS | Page 320 | SCC College Catalog | 2016-2017**

**LOCATIONS:** B=Beatrice Campus, L=Lincoln Campus, M=Milford Campus, O=Online, Q=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each quarter for details on the method of delivery. \*=Global Education Student World Denizen Course.

		Location	Class	Lab	Credits
<b>WELD1139</b>	<b>Welding Measurement &amp; Layout</b> <i>Prerequisite: WELD1100.</i> Explanation of layout procedures used in the welding and fabrication industry.	L	30	30	4
<b>WELD1140</b>	<b>Metallurgy II</b> <i>Prerequisite: WELD1130.</i> Study of the structure of metals, heat treatment and welding, and the control of stresses in welding.	L	30	-	3
<b>WELD1143</b>	<b>Pipe Welding &amp; Cutting</b> <i>Prerequisites: WELD1113, WELD1119, WELD1139.</i> Study and practical applications in pipe welding and cutting. Includes pattern making, layout, cutting, fitting, and welding.	L	30	30	4
<b>WELD1144</b>	<b>GTAW Theory</b> <i>Prerequisite: WELD1100.</i> 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.	L	20	-	2
<b>WELD1148</b>	<b>GTAW (Mild Steel)</b> <i>Prerequisite: WELD1144.</i> Welding of carbon steel with the Gas Tungsten Arc Welding process in all positions and on various joint configurations.	L	15	75	4
<b>WELD1149</b>	<b>GTAW (SS &amp; AL)</b> <i>Prerequisite: WELD1144.</i> Welding of stainless steel and aluminum with the Gas Tungsten Arc Welding process in all positions and on various joint configurations.	L	10	60	3
<b>WELD1176</b>	<b>Automotive &amp; Motorcycle Welding</b> Introduction to basic welding skills used in the automotive and motorcycle professions. This course includes knowledge of safety in the welding shop, Oxy-Acetylene and MIG welding processes.	L	15	45	2.5
<b>WELD1181</b>	<b>Automotive, ASEP, ASSET, &amp; CAP Welding</b> <i>Prerequisite(s): Limited to AUTT, ASEP, ASST, CAPP Programs</i> Theory and practice of "GMAW" welding, braze welding, and oxyacetylene cutting. Equipment setup, safety, and operation is stressed.	M	10	15	1.5
<b>WELD1182</b>	<b>Welding Process for NDT</b> <i>Prerequisite(s): Limited to NDT Program</i> Introduction to the theory and practice of oxyacetylene hand torch cutting. SMAW practice, to include the study of variables and parameters of the equipment and operation. Safety of the welding and cutting equipment along with lab work will be stressed.	M	20	30	3
<b>WELD1183</b>	<b>HVAC Welding Practices</b> <i>Prerequisite(s): Limited to HVAC Program</i> Study of theory and practice of welding, cutting fundamentals including safety, oxy-fuel braze welding, flame cutting, and ARC welding.	M	10	20	1.5
<b>WELD1184</b>	<b>Welding for Electrical &amp; Electromechanical</b> <i>Prerequisite(s): Limited to ELEC Program</i> Fundamentals of oxyacetylene equipment, OA cutting, brazing. Arc welding theory and lab practice with emphasis on maintenance welding. Safe operation of equipment and application emphasized.	M	20	30	3
<b>WELD1185</b>	<b>Diesel Truck, JDAT, &amp; JDCE Welding</b> <i>Prerequisite(s): Limited to DESL-Truck, JDAT, JDCE Programs</i> The theory and practice of oxyacetylene braze welding and cutting including proper operation of equipment. Principles, safety, procedures, and application of gas metal Arc Welding (MIG).	M	10	20	1.5
<b>WELD1186</b>	<b>Building Construction Welding</b> <i>Prerequisite(s): Limited to CNST Program</i> Theory and practice of shield metal arc welding and oxyacetylene torch cutting. Emphasis on safety, equipment setup, and operation as it applies to the construction industry.	M	6	30	1.5

		Location	Class	Lab	Credits
<b>WELD1187</b>	<b>Welding for Ag Equipment</b> <i>Prerequisite(s): Limited to Ag Equipment Program</i>	M	10	30	2
	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.				
<b>WELD1188</b>	<b>Deere Welding II</b> <i>Prerequisite(s): Limited to JDCE Program</i>	M	5	25	1
	Principles and application of arc welding in the flat, horizontal, and vertical positions. Practice with air carbon arc cutting, along with the study of basic metals and metal properties as applied to Deere Construction & Forestry Equipment.				
<b>WELD1189</b>	<b>Shielded Metal Arc Diesel Welding</b> <i>Prerequisite(s): Limited to DESL-Truck Program</i>	M	5	15	1
	Instruction and practice in SMAW (stick welding) to include equipment set-up and safety.				
<b>WELD1252</b>	<b>GMAW (SS &amp; AL)</b> <i>Prerequisite: WELD1122.</i>	L	20	60	4
	Theory and practical exercises using the Gas Metal Arc Welding process in the welding of stainless steel and aluminum.				
<b>WELD1271</b>	<b>Special Welding Applications</b>	L	5	15	1
	Course requirements and objectives arranged with program chair.				
<b>WELD1272</b>	<b>Special Welding Applications</b>	L	10	30	2
	Course requirements and objectives arranged with program chair.				
<b>WELD1273</b>	<b>Special Welding Applications</b>	L	10	60	3
	Course requirements and objectives arranged with program chair.				
<b>WELD1274</b>	<b>Special Welding Applications</b>	L	10	90	4
	Course requirements and objectives arranged with program chair.				
<b>WELD1275</b>	<b>Special Welding Applications</b>	L	10	120	5
	Course requirements and objectives arranged with program chair.				
<b>WELD2188</b>	<b>Deere Welding III</b> <i>Prerequisite: WELD1188</i>	M	5	15	1
	Principles and application of GMAW and SMAW in the overhead and vertical positions. Plasma Arc Cutting and Gouging and Practice with hard surfacing, surface build up and repair applications as applied to Deere Construction & Forestry Equipment.				
<b>WELD2250</b>	<b>Flux Cored Arc Welding (FCAW)</b> <i>Prerequisite: WELD1122</i>	M	15	75	5
	Theory and laboratory exercises using the Flux Cored Arc Welding process in the flat, horizontal, vertical and overhead positions.				
<b>WELD2251</b>	<b>FCAW I</b> <i>Prerequisite: WELD1122</i>	L	5	45	2
	Study of the Flux Cored Arc Welding process theory and laboratory exercises using the process in all positions and on various joint configurations.				
<b>WELD2252</b>	<b>FCAW II</b> <i>Prerequisite: WELD2251</i>	L	5	45	2
	Continuation of FCAW1.				
<b>WELD2254</b>	<b>Welding Codes &amp; Standards</b> <i>Prerequisites: WELD1110, WELD1117, WELD1122, WELD1128, WELD1144.</i>	L	25	-	2.5
	Study of welding codes and standards required for the qualification and certification of welding personnel.				
<b>WELD2256</b>	<b>Welder Pre-Qualification</b> <i>Prerequisite: WELD2254.</i>	L	25	105	6
	Practice of techniques and procedures within established codes and standards in preparation for taking a qualification test.				

Location	Class	Lab	Credits
----------	-------	-----	---------

**WELD2258 Welder Qualification /Certification**

*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.

L 20 60 4

**WELD2262 Welding Fabrication & Repair**

*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.

L 10 90 4

**WELD2264 Quality Control & NDT Methods**

*Prerequisite: WELD1100.*

Theory of nondestructive testing methods, welding discontinuities, weld inspection and quality assurance.

L 60 - 6

**WELD2901 Cooperative Experience**

*Prerequisite: 5th Quarter Standing.*

On-the-job experience within an industrial welding/metallurgy related company. Practice of skills and knowledge acquired through previous quarters. Preparation for full-time employment.

L - 480 12



Admissions & Enrollment  
Financial Planning  
Grades and Records  
Student Conduct  
Academic Support

# Student Services

2016-2017 Academic Year

*Southeast Community College*

---

# Contents

<b>ADMISSIONS</b> .....	<b>329</b>
<i>Admission Requirements</i> .....	329
<i>Admission Advising &amp; Testing</i> .....	330
<i>Re-Admission Steps</i> .....	330
<b>Admission Process</b> .....	<b>330</b>
<i>Admissions and Financial Aid</i> .....	332
<i>Nebraska Residency Requirements</i> .....	332
<i>Social Security Number</i> .....	333
<i>International Students</i> .....	333
<i>Criminal Background Checks &amp; Drug Testing for Students</i> .....	333
<i>Undeclared Students</i> .....	334
<b>REGISTRATION</b> .....	<b>335</b>
<i>Registration Procedures</i> .....	335
<b>DROP/ADD CLASSES</b> .....	<b>335</b>
<i>Dropping a Course (Student-Initiated)</i> .....	335
<b>FINANCIAL AID PROGRAMS</b> .....	<b>338</b>
<i>Types of Aid</i> .....	338
<i>How to Apply for Federal Student Aid</i> .....	342
<b>REFUND POLICY</b> .....	<b>344</b>
<i>Refund Policy for Institutional Tuition</i> .....	344
<b>STUDENT RECORDS</b> .....	<b>348</b>
<i>Student Records</i> .....	348
<i>FERPA</i> .....	348
<i>Retention of Student Records</i> .....	349
<i>Social Security Numbers</i> .....	349
<b>ATTENDANCE</b> .....	<b>350</b>
<b>GRADES</b> .....	<b>350</b>
<i>Academic Honors</i> .....	350
<i>Academic Standing</i> .....	350
<i>Academic Bankruptcy</i> .....	352
<i>End-of-Quarter Grades</i> .....	353

Mid-term Grades.....	353
Grade Changes.....	353
Grade-Point Average.....	353
Final Exams.....	354
<b>GRADUATION.....</b>	<b>355</b>
Graduation Awards.....	355
Graduation Rates.....	355
Graduation Requirements.....	355
Licensure Requirements.....	356
Advanced Standing.....	356
Transfer Agreements.....	357
Dual-Credit Courses.....	358
<b>TRANSCRIPTS.....</b>	<b>358</b>
Semester-Hour to Quarter-Hour Conversion Chart.....	360
Explanation of Transcripts.....	360
<b>CONDUCT EXPECTATIONS.....</b>	<b>363</b>
Code of Ethics.....	363
Student Conduct.....	363
Academic Integrity.....	364
<b>DRUG, ALCOHOL AND CONTROLLED SUBSTANCE POLICY.....</b>	<b>365</b>
<b>DISCIPLINARY ACTIONS AND STUDENT GRIEVANCES.....</b>	<b>373</b>
Student Status.....	373
Definitions:.....	373
<b>STUDENT RIGHTS &amp; RESPONSIBILITIES.....</b>	<b>374</b>
Disciplinary Procedures.....	375
<b>COPYRIGHT INFRINGEMENT &amp; RESPONSIBLE COMPUTING.....</b>	<b>380</b>
Computers.....	380
Electronic Devices.....	380
<b>ON CAMPUS EXPECTATIONS.....</b>	<b>383</b>
Appearance.....	383
Children.....	383
Emergency Notifications.....	383
Eyewear.....	383



<b>SECURITY .....</b>	<b>384</b>
<i>Accidents, Illness and Injury .....</i>	<i>384</i>
<i>Campus Security.....</i>	<i>384</i>
<i>Emergencies and Threats.....</i>	<i>384</i>
<i>Firearms, Weapons and Dangerous Instruments.....</i>	<i>385</i>
<i>Law Enforcement Contacts.....</i>	<i>385</i>
<i>Sex Offender Registry.....</i>	<i>386</i>
<i>Safety Procedures and Practices.....</i>	<i>386</i>
<i>Harassment/Discrimination Prohibited.....</i>	<i>386</i>
<i>Sexual Misconduct (Title IX).....</i>	<i>387</i>
<i>Missing Persons.....</i>	<i>392</i>
<i>Tornadoes, Severe Storms or Other Emergencies.....</i>	<i>393</i>
 <b>PARKING AND DRIVING .....</b>	 <b>394</b>
<i>Beatrice Campus.....</i>	<i>394</i>
<i>Lincoln Campus.....</i>	<i>395</i>
<i>Milford Campus.....</i>	<i>396</i>
 <b>ACADEMIC SUPPORT .....</b>	 <b>398</b>
<i>Advising.....</i>	<i>398</i>
<i>Transitions Lab.....</i>	<i>398</i>
<i>Testing and Assessment.....</i>	<i>399</i>
<i>Disability Services.....</i>	<i>399</i>
 <b>CAMPUS/STUDENT LIFE .....</b>	 <b>405</b>
<i>Cancellations &amp; Announcements.....</i>	<i>405</i>
<i>General-Purpose-Bulletin-Boards and the Posting/ Distribution of Informational Material.....</i>	<i>407</i>
<i>Athletics.....</i>	<i>408</i>
<i>Bookstore.....</i>	<i>408</i>
<i>Bus Service.....</i>	<i>408</i>
<i>Cafeteria/Food Service.....</i>	<i>408</i>
<i>Calendar.....</i>	<i>409</i>
<i>Child Care.....</i>	<i>409</i>
<i>Clubs &amp; Organizations.....</i>	<i>410</i>
<i>College Colors.....</i>	<i>413</i>
<i>Commons Areas.....</i>	<i>414</i>
<i>Communication &amp; Email.....</i>	<i>414</i>
<i>Employment.....</i>	<i>414</i>

<i>Facilities Use</i> .....	414
<i>Fax</i> .....	414
<i>Fees</i> .....	414
<i>First Aid</i> .....	415
<i>Food and Drinks</i> .....	415
<i>Government &amp; Leadership</i> .....	415
<i>Housing</i> .....	416
<i>The Hub</i> .....	416
<i>I.D. cards</i> .....	417
<i>Library Resource Center/Media Services</i> .....	417
<i>Lost and Found</i> .....	417
<i>Mail</i> .....	418
<i>Messages</i> .....	418
<i>Newspapers</i> .....	418
<i>Notary</i> .....	419
<i>Performing Arts–Beatrice &amp; Lincoln</i> .....	419
<i>Photocopy</i> .....	419
<i>Solicitation on Campus</i> .....	419
<i>TDD (Telecommunication Device for the Deaf)</i> .....	419
<i>Tools</i> .....	419
<b>QUALITY ASSURANCE</b> .....	<b>420</b>
<i>Engaged Learning Experience</i> .....	420
<i>Global Education - Student World Denizen Project</i> .....	420
<i>Assessment of Student Learning and Program Review</i> .....	421
<i>Student Evaluation of Faculty and College Services</i> .....	421

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

# ADMISSIONS

## Admission Requirements

### High school Transcripts:

All students who are accepted for admission to a Program of Study, self-certify they have graduated from an accredited or approved high school or college, or have completed the requirements for a GED® certificate or provide official transcripts.

Students are strongly encouraged to submit their high school transcripts/GED® diploma. These may be used for financial aid verification and/or placement in college courses.

The student who has not graduated from high school or who does not have a GED® certificate must earn a GED® diploma before admission to a Program of Study. Contact Continuing Education for more information regarding the GED®.

Due to federal financial aid policies, federal financial aid is not available to students who have not graduated from high school or who have not completed a GED®.

### Age Requirements:

**16 years of age or older:** Any person 16 years of age or older who is not enrolled in a regular secondary school program is eligible to enroll in SCC credit and continuing education classes provided they meet any stated class prerequisites. Any person applying for admission to a program of study at the College who is 16 years of age or older must certify that they have earned a high school/GED® certificate or will have earned one by the time they begin their program of study.

**Persons under 16 years of age:** Any person under 16 years of age will not be accepted for admission into a program of study. If a person under 16 years of age is not enrolled in a high school program, they may enroll in credit classes provided they meet any stated class prerequisites and have special permission from the College campus Dean of Student Services. Contact the Registration and Records Office to obtain a permission form.

Persons under 16 years of age may enroll in special non-credit classes offered through the Continuing Education division. Other special enrollment opportunities for students under 16 will be identified in the course description and/or advertisement.

**High School Students:** Eligible high school students in good standing may enroll in college credit classes with written permission from their high school principal or counselor. High school students must meet any stated class prerequisites prior to the start of the class. Contact the Registration and Records Office for additional information.

**Distance learning/Dual Credit/SENCAP/Career Academy:** High school students enrolling in distance learning/dual credit/SENCAP/Career Academy 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.

### Student Status

(based on enrollment in three of four terms (quarters) during a continuous 12-month period.)

Full time = 12 or more credit hours per term

Part time = fewer than 12 credit hours per term

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

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

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

Contact the campus Registration and Records Office for specific student enrollment history.

## Admission Advising & Testing

Southeast Community College recognizes that students require competency in reading, writing and mathematics in order to succeed in their selected Program of Study. All applicants for admission are evaluated on basic academic skills so as to better determine placement into courses and Programs of Study for student success. Applicants who desire pre-admission, basic academic skills testing and/ or career advising should contact the Admissions Office for arrangements.

Applicants required to complete COMPASS/ASSET/ACCUPLACER basic skills testing will be notified. Students may be required to complete developmental coursework before advancing to certain program courses. Specific information about developmental course work is available through campus Admissions and Career Advising staff. Developmental coursework and high school equivalency programs are available at SCC to students who do not meet admissions requirements into their chosen Program of Study.

## Re-Admission Steps

Former SCC students who were “declared” and once enrolled in a Program of Study and who have not been enrolled for one or more years, must reapply for admission to be eligible for re-entry into their program. Returning former students must complete a new Application for Admission.

Readmission is subject to available space and current requirements established by the College and the Program of Study.

## Admission Process

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.

**International Students:** Additional requirements must be met for students applying to SCC under an I-20 (F-1 Visa). Please refer to the 'International Students' section for specific Admissions information.

### Step 1: Complete and Submit an Application

Students must complete an Application for Admission indicating the Program of Study applying to and (where applicable) the specific campus to which they are applying. Applications are available in the Admissions Office or [www.southeast.edu](http://www.southeast.edu).

#### Students Applying For Admission to More Than One Program of Study

##### LIKE PROGRAMS OFFERED ON MORE THAN ONE CAMPUS

For like programs offered on more than one campus, such as Academic Transfer, Automotive and Practical Nursing, a student can only be admitted to the program at one location for a given year and term.

Current students desiring to transfer from their current Program of Study on one campus to the same program on a different campus must contact the program chair at the second location to determine if an opening is available. If an opening is available, the program chair will grant permission for the student to transfer and register. If an opening is not available, the student must complete the steps for admission to a Program of Study in order to reserve a place for a future term in the program at the second location.

##### DIFFERENT PROGRAMS IN SAME YEAR AND TERM

Unless there is a conflict in scheduling, a student can be admitted into a program and enroll in classes in other areas.

##### DIFFERENT PROGRAMS IN DIFFERENT YEARS AND/OR TERMS

A student can be admitted into two or more different programs in different years and terms. (Contact the campus Admissions Office for additional information.)

## Effects on Financial Aid if Applying for Admission to More Than one Program of Study

Students planning/expecting to receive financial aid are subject to federal restrictions that may limit their options. See the Financial Aid section of the College Catalog.

## Step 2: Demonstration of College Readiness

All students seeking admission to a Program of Study must demonstrate college readiness. This can be verified via a number of evaluative methods.

### High School or GED® Diploma

Student may meet this requirement by self-certification on the Application for Admission OR by submitting a copy of their high school or GED® transcript. A copy of the high school or GED® transcript is not required for admission unless the high school/GED® information the student provides on the Application for Admission is determined to be inaccurate or incomplete.

Although it may not be required that a student submit a copy of their high school or GED® transcript, it is strongly encouraged that they do so. Some programs of study may require this documentation for licensing purposes and financial aid could also be delayed if a transcript is required to complete the Financial Aid process. High school transcripts may be used for accurate course and program placement.

### Postsecondary Transfer Credit

Students can demonstrate college readiness through prior successful post-secondary course experiences. Official transcripts from all postsecondary institutions must be sent directly from the institution to the College Admissions Office at the appropriate campus. Transcripts will be evaluated to determine if the student meets college entrance requirements. through evidence of three (3) or more hours of transfer credit from an accredited postsecondary institution with a grade of "C" or better in each of the areas of English, math and a course which indicates reading ability, e.g., social studies, speech, psychology. If the demonstrated coursework does not meet the minimum program requirement or is 5 years or older, testing is required.

### Completion of Assessment/Course Placement Test

Applicants without sufficient college credit are required to complete course placement testing to assess readiness in basic reading, written expression and mathematics to determine whether their skill level is consistent with program requirements. To determine the entrance requirements for specific programs, applicants can review program of study information on the college website ([www.southeast.edu](http://www.southeast.edu)) or request assistance from the Student Services staff.

Students may be required to complete developmental course work before advancing to certain program courses. Specific information about developmental course work is available from campus Student Services staff.

Completion of Assessment/Course Placement testing occurs through **at least one of the following** basic skill assessment/placement tests:

1. Achieve appropriate ACT/SAT (except writing) scores within the past 5 years in each of the areas of English, reading and math as required by a specific program. These scores may be reported by ACT, reported on the high school transcript, or brought in by the student.
2. Achieve COMPASS/ASSET/ACCUPLACER placement scores as required by the specific Program of Study for which the individual is applying. The first COMPASS/ASSET/ACCUPLACER basic skills assessment/placement test is available at each campus free of charge. COMPASS/ASSET/ACCUPLACER testing is required when an individual has taken a prerequisite in mathematics and the course is older than 5 years or the necessary ACT score is older than 5 years. A student who cannot fulfill any one of these criteria should discuss the alternatives available with a College Career Advisor.

## Retesting

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

1. Current high school students may test and retest at no charge.
2. Individuals having test scores older than 5 years may be asked to retake the COMPASS/ASSET/ACCUPLACER test but will not be charged for retesting. Additional retests are \$15.
3. SCC Testing/Assessment Center staff, Instructors or designated SCC personnel may authorize retesting and that the retest fee be waived. Testing /Assessment Center staff reserve the right to approve or deny the request to retest and/or waive the retest fee.

Individuals may test on the same portion(s) of the COMPASS a maximum of three (3) times within a 30-day period. Following the 3rd testing episode students are required to wait a minimum of 30 days before they can retest on the same portion(s) again, each time they retest.

## Step 3: Submit any Additional Information Required for Your Chosen Program of Study.

Applicants requesting admission to a specific Program of Study will be notified by the College Admissions Office of any additional information required by their chosen Program of Study.

Students will receive written notification by mail as soon as possible about their admission status.

NOTE: Students admitted to a Program of Study are expected to abide by the rules and regulations of the program and complete the courses required by that program. A student may be withdrawn from a Program of Study for not following these guidelines.

## Admissions and Financial Aid

To receive financial aid, federal regulations require that a student:

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

See the chapter on Financial Aid for further information.

## Nebraska Residency Requirements

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

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

<http://nebraskalegislature.gov/laws/statutes.php?statute=85-502>

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

## Social Security Number

The College requires a student's Social Security number as a condition for admission as mandated by the Internal Revenue Service. A student's Social Security number information constitutes an "educational record" under FERPA. The College will be privileged to re-disclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA. Questions regarding FERPA should be directed to the campus Registration and Records Office.

For those registering students who are documented as "lawfully admitted aliens" who do not have a Social Security number, an alternate number will be assigned to distinguish their student records from others.

These students will be required to complete a 'Request for Student's Taxpayer Identification Number' form, available in the Registration and Records office.

Students who do not have a Social Security number may be eligible to take classes and be admitted to a Program of Study but should be aware that they may not be able to complete specific courses, clinical, cooperative experience, internship, or practicum experiences, or graduate from a program of study due to the inability to complete special course and program requirements including, but not limited to, background checks and non-SCC agency requirements. Students who do not have a Social Security Number are also not eligible to receive financial aid.

## International Students

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

1. Completed Application for Admission.
2. Certified copies of academic records, plus English translations where necessary.
3. International version of TOEFL (Test of English as a Foreign Language) with a total score of 500 or higher if paper based, 173 if computer-based, or 61 for Internet version. Scores must be sent directly to the College by using institutional code 6795. The TOEFL requirement may be waived by the Dean of Students when the international student comes from a predominantly English-speaking country.

Signed Financial Resource Statement showing resources sufficient to cover course of study and transportation expenses to and from the home country. A minimum of \$20,000 for one year is required.

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

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

## Criminal Background Checks & Drug Testing for Students

All students entering the program or course areas listed below are required to have a Criminal Background Check including, but not limited to, the Adult and Child Abuse and Sex Offender Registries. The CBC will be completed before enrollment in courses in which the clinical, laboratory, or classroom experience requires the CBC. **A conviction or arrest will not automatically disqualify an applicant from admission to a program or keep them from clinical experience.**

Considerations related to admission to a program include but are not limited to:

1. The date, nature and number of arrests and convictions;
2. The relationship which the arrest or conviction bears to the duties and responsibilities of the affected student in a clinical setting;
3. Successful efforts toward rehabilitation;
4. Rules and regulations of the clinical program;
5. Other criteria which are determined by College administrators to be relevant.

Students who are not continuously enrolled will be required to submit to an additional CBC at their expense. The CBC will be completed only once, if no more than one year elapses between the original CBC and the student's clinical, laboratory or classroom experience requiring the CBC.

After the initial CBC, students will complete a self-disclosure statement annually. The student will be responsible for paying the cost of the CBC fee which is non-refundable. Decisions allowing continuance in a program in no way can be construed as a guarantee of licensure or certification upon graduation. Licensing boards make independent decisions about eligibility requirements and granting of licensure.

- Criminal Justice
- Dental Assisting
- Early Childhood Education
- Emergency Medical Services
- Food Service (Dietetic Technician Focus)
- Human Services
- Medical Assisting
- Medical Laboratory Technology
- Nursing (Practical Nursing, Associate Degree Nursing and Nursing Assistant Continuing Education classes)
- Paramedic
- Pharmacy Technician
- Physical Therapist Assistant
- Polysomnographic Technology
- Radiology Technology
- Respiratory Care
- Surgical Technology

Some programs may require specific criminal background checks and drug testing based on specific requirements for that profession. Check with Admissions or the Program of Study if you have further questions.

## Undeclared Students

Students may take courses at the College in an undeclared status. Undeclared students are defined as:

1. Those waiting acceptance into a Program of Study, and/or
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 are not eligible for Financial Aid.
  - Undeclared students may register for available classes during the general registration period. College staff are available for assistance.

### Gainful Employment Information

The U.S. Department of Education requires colleges to disclose specific information about certificate programs that meet certain criteria and that lead to “gainful employment in a recognized occupation.” Schools must disclose program costs, on-time completion rates, median loan debt, a list of related occupations, and other important program information. In order to help students make more informed educational decisions, Southeast Community College discloses this information for all certificate programs included in the current catalog. The Web address for these disclosures is listed at the end of the program description. All of SCC’s Gainful Employment disclosures can be found at [www.southeast.edu](http://www.southeast.edu).



# REGISTRATION

## Registration Procedures

It is recommended that prior to registration, students consult with advisors or instructors. Registration dates are published and available in the Registration and Records Office and online prior to each registration period.

<https://www.southeast.edu/registrationandrecords/>

Additional information also will be made available by faculty and program advisors.

Open 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 Open registration. Refer to [www.southeast.edu/registrationandrecords](http://www.southeast.edu/registrationandrecords) for more information.

After registering, payment of tuition and fees must be made no later than the beginning of a term. Failure to meet established payment deadlines will result in debt collection activity. The student is responsible for all unpaid balances. Outstanding balances must be paid before a student can register for any SCC course.

Students may enroll in the eCashier monthly payment plan. (See Payment Policy - Financial Planning or [www.southeast.edu/financialaid](http://www.southeast.edu/financialaid).)

**Auditing a Course:** Students planning to audit a course must complete a "Request to Audit a Course" form. This form must be completed prior to the first class session. The student must pay the regular tuition and fees for the course, but will not receive college credit. Tuition and fees paid for Audit courses are nonrefundable. A grade of AU is assigned and cannot be changed without re-taking the course for college credit. Students receiving financial aid or Veterans' benefits cannot count audited courses toward the minimum credit hour requirement.

Form is located at <https://thehub.southeast.edu/studentsrvs/registration>.

**Prerequisites:** A student may not be eligible to register for some programs/courses which have specific program prerequisites unless they meet those program/course prerequisites.

**Arranged and Independent Study Classes:** Students who register for any arranged classes or independent study classes must report to the instructor for each class on the first day of class, at the beginning of the term. Students who register for any arranged or independent study classes after the term begins (adding classes with drop/add form) must report to the instructor within five (5) business days.

## DROP/ADD CLASSES

### Dropping a Course (Student-Initiated)

Students may initiate a drop from a class/es prior to the deadline for dropping classes (see deadline dates and refund information on the Hub on the Registration page.)

#### To drop a class(es), a student must

1. Drop the class online using WebAdvisor on The Hub (be sure to print a written confirmation of your drop if using WebAdvisor).

OR

2. Submit an "Official Drop/Add Form For Credit Classes" available at [www.southeast.edu/RegistrationandRecords](http://www.southeast.edu/RegistrationandRecords) to the Registration and Records Office located in the Student Services Office

**Failure to attend classes does not constitute a drop.**

Students must submit an official drop form prior to the drop or refund deadline to be eligible for a tuition and student services fee refund. Failure to attend classes does not absolve the student from being financially responsible for tuition and fees associated with the student's registration. Students can obtain a drop form from any Registration office or on the Hub.

NOTE: Students who have failed a class due to academic integrity or other disciplinary reasons are not eligible to drop or withdraw.

### **Important Deadline Dates**

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

1. The last date a student is allowed to register for a class for that term.
2. The last date a student can drop a class to get a refund of tuition and student services fee for that term. Specific dates for individual classes are included in the credit class schedule each term or on the Hub on the Registration page.
- 3.
4. The date that all instructors are required to report students who have never attended class ("No Show" Students)

### **"No Show" Students**

1. Under federal rules, the College cannot pay financial aid to students who never attend class. Financial aid will not be distributed to students who have been reported as never having attended class ("No Show" students).
2. "No Show" students will be billed and held responsible for payment of tuition and fees for classes they do not drop within the designated refund period found on the Registration page on the Hub. (See Drop/Add)
3. "No Show" students will be removed from the class rosters and no grade will appear on a student's transcript.

### **Refunds for Classes**

Please refer to the Financial Planning section of the College Catalog for complete information on refunds for tuition, classes and the return of Federal Financial Aid.

### **Last Date a Student is Allowed to Start a Class**

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

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

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

Specific dates will be posted in the Credit Class Schedule or the Registration page on the Hub.

### **Adding Courses After Initial Registration**

To add a course(s) prior to 12.499% of the time elapsed since the first day of the start of class, a student must do the following:

1. Complete an official drop/add form (obtained from the Registration & Records office or on the Hub)
2. Have the course instructor or program designee sign the form to approve the "add," if after the second day of the term.
3. Submit the form to the Campus Registration and Records Office no later than 12.499% of the time elapsed since the first day of the start of class.
4. To add a course or courses after the first 12.499% of the time elapsed since the first day of the start of class a student must follow the procedure above, but must have both the Program Chair and Division Dean signature on the add form.

The same procedures listed above apply to courses that vary in length from the regular term dates and can be added within the first 12.499% of the time elapsed since the first day of the start of class. Specific dates for individual classes are included in the credit class schedule each term and on the Registration page on the Hub.

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

### **Waitlisting a Course**

When a course section reaches its maximum capacity, it is possible for students to add themselves to a waitlist via WebAdvisor for Students on The Hub.

#### **Email Address**

Students must have a current email address on file at Southeast Community College before adding themselves to a waitlist. To verify the email address is accurate, go to WebAdvisor for Students on The Hub and from the main menu select: **WebAdvisor for Students**

->**User Account->Address Change**. Email addresses are listed at the bottom of the page. If the address is incorrect, make the necessary changes and click->Submit. Corrections are sent directly to the Registration & Records Office, however, they are not immediately seen on WebAdvisor.

#### **Waitlist Process**

Students can add or remove themselves from a course waitlist through WebAdvisor. After selecting a class which is full, on the registration screen select Action->Waitlist->Submit.

Note: Students cannot waitlist themselves for classes if any of the following conditions apply: prerequisites are not complete, the student is currently registered for another section of the class or tuition is owed to the College. Also, students cannot waitlist themselves for multiple sections of the same course.

#### **Permission to register**

When there is an opening in a class, the first student on the waitlist will be notified via email. Within the timeframe specified in the email, the student can register for the section online by going to WebAdvisor for Students->Student Registration->Manage My Waitlist->Action-> Register->Submit.

#### **One (1) day to register**

When given permission to register, the student will have one day to register. At the end of this time, if a student fails to register for the designated class, the student is removed from the waitlist and the next student is notified.

#### **Removal from the Waitlist**

Students can remove themselves from the waitlist by going to WebAdvisor for Students->Student Registration->Manage My Waitlist->Action-> Remove->Submit.

#### **Tuition**

Students are not charged tuition for courses in which they are waitlisted. Tuition charges will not be posted to the student account until the registration process is complete.

A quality education at SCC is very affordable. Many students use financial aid to help them meet the cost of attending College. To determine if you will need assistance, please visit with our financial aid staff. Loans, scholarships, grants, and work study programs are available to qualified persons. Remember, the key to obtaining financial assistance is to apply early.

# FINANCIAL AID PROGRAMS

## Types of Aid

Many financial aid options are available at Southeast Community College. Financial Aid awards are administered by the Financial Aid Office under policies established by federal and state government.

### Financial Aid Contact Information:

402-437-2610, Fax: 402-437-2402,  
or email: [financialaid@southeast.edu](mailto:financialaid@southeast.edu).

Grants are financial aid that do not require repayment as long as the student completes the period of enrollment. Grants are generally based on financial need. Available grant programs include the Federal Pell Grant, the Iraq and Afghanistan Service Grant, the Federal Supplemental Educational Opportunity Grant, and the Nebraska Opportunity Grant.

Education Loans are financial aid that must be repaid. Available loans are the Federal Direct Loan and the Federal Direct Parent PLUS Loan. Private (or “alternative”) loans also are available through banks or other lenders.

Federal Work Study is a form of financial aid paid to a student as wages from working at the College.

Scholarships are funds provided by the College or outside contributors to students based on criteria determined by the donor or the College.

Additional Resources include assistance from public agencies such as the Nebraska Department of Labor, Vocational Rehabilitation, the Bureau of Indian Affairs and Professional Development.

## Grants

A grant is financial aid that does not require repayment as long as the student completes the term. Southeast Community College participates in several need-based federal- and state-funded grant programs. There are certain eligibility requirements for each program. Students who have a bachelor’s degree are not eligible for any of the grant programs listed.

### The grant programs available at SCC:

Criteria	Award Amount	Enrollment Required	Application
Federal Pell Grant			
Need-based Eligibility is primarily based on the student’s Expected Family Contribution (EFC)	Annual award amount: to be determined	A minimum of 12 credit hours each quarter is required to receive full eligibility, with pro-rated awards given to students with fewer than 12 credit hours.	FAFSA (completed annually)
Federal Supplemental Educational Opportunity Grant (FSEOG)			
Need-based Funds are awarded on a first-come, first-served basis Students must be eligible for the Federal Pell Grant to qualify	Annual award amount: Up to \$1,500 based on EFC	6 or more quarter credit hours	FAFSA (completed annually)

Iraq and Afghanistan Service Grant			
For students who are not eligible for the Federal Pell Grant and meet the following criteria:  The student's parent or guardian was a member of the Armed Forces and died as a result of performing military service in Iraq or Afghanistan after 9/11/2001 and  The student was under the age of 24, or was enrolled at least half- time in college, at the time of the parent or guardian's death	Annual award amount: to be determined	A minimum of 12 credit hours each quarter is required to receive full eligibility, with pro-rated awards given to students enrolled in fewer than 12 credit hours	FAFSA (completed annually)
Nebraska Opportunity Grant (NOG)			
Need-based  Funds are awarded on a first-come, first-served basis Must be a Nebraska resident	Annual award amount:  Up to \$1,100 based on EFC	6 or more quarter credit hours	FAFSA (completed annually)

## Education Loans

- Federal Direct Loan
- Federal Direct Parent PLUS Loan
- Alternative Loans

All education loans must be repaid. Before receiving any loans, borrowers should establish a plan to repay them. Loans must be repaid even if student experiences difficult financial circumstances and/or did not complete his or her education.

There are certain eligibility requirements for each type of loan. All applicants for loans are required to file a Free Application for Federal Student Aid. Loan eligibility cannot be determined until Southeast Community College receives a complete processed FAFSA and certain eligibility criteria have been reviewed.

### Federal Direct Loan

The federal government provides educational loans to students under the Federal Direct Loan program. Repayment of the Federal Direct Loan begins six months after graduation or six months after dropping below half-time status.

**There are two types of Federal Direct Loans:**

**Federal Direct Subsidized Loan:** This is a need-based loan for which the interest is paid by the government while the student is in school at least half-time. Interest will begin to accumulate at the start of the student's six-month grace period (the period of time before repayment, which occurs after the student is no longer in school at least half-time). Students who are new borrowers beginning July 1, 2013, may receive the Federal Direct Subsidized Loan for a timeframe equivalent to 150 percent of the length of the student's degree provided that all other eligibility criteria are met. In addition, any previously borrowed subsidized loan will begin to accrue interest at the time that the student reaches the 150-percent timeframe.

**Federal Direct Unsubsidized Loan:** There is no financial need requirement to be eligible for an Unsubsidized Loan. However, total financial aid, which includes the Unsubsidized Loan, cannot exceed the cost of attendance. Unlike the Subsidized Loan, interest accumulates while the student is attending school and can be paid monthly or capitalized (added to the total loan balance) until the student leaves school.

**Enrollment required:** Students must be enrolled in, attend and maintain a minimum of six (6) quarter credit hours.

**Application:** Free Application for Federal Student Aid <https://fafsa.ed.gov>

## Federal Direct Parent PLUS Loan

Parents can borrow funds to cover educational costs for their dependent students. Students must be enrolled in and attend a minimum of six (6) quarter credit hours and meet the eligibility criteria outlined in the Federal Direct Parent PLUS Loan information. Parents can begin repayment when the loan is fully disbursed, with the first payment generally due within 60 days, or can choose to begin repayment six months after the student is no longer enrolled at least half-time or graduates. There is no financial need required to be eligible; however, total financial aid cannot exceed cost of attendance. The applicant's credit history will be evaluated in determining loan eligibility.

**Maximum award amount:** Student's costs less other financial aid, subject to credit approval

**Enrollment required:** Students must be enrolled in and maintain a minimum of six (6) quarter credit hours.

### Applications:

1. Free Application for Federal Student Aid.
2. Federal Direct Parent PLUS Loan Request and Master Promissory Note.

## Alternative Loans

Some lenders offer private "alternative" loans to students to help cover educational costs. These loans generally require that the borrower has good credit or a credit-worthy cosigner. Eligibility requirements, application procedures, fees, interest rates, and repayment terms vary. Families are encouraged to utilize the Federal Direct Loan and the Federal Direct PLUS Loan before considering an alternative loan.

## Federal Work Study

Federal Work Study is a federally-funded program of part-time employment for students with financial need. This program allows students to earn money to help pay for their educational expenses. Work study employment of up to 20 hours a week is available to eligible students. However, the number of hours worked is determined by need. The Office of Financial Aid determines eligibility using federal guidelines. Employment can be in a variety of positions in various departments. Receipt of FWS is dependent upon securing a student employee position on or off campus. Eligible students who are interested in FWS must complete a Student Employee Application and apply for the positions in which they are interested. Funds are awarded on a first-come, first-served basis.

**Annual award amount:** Varies based on eligibility.

**Enrollment required:** Students must be enrolled. The academic year begins with the Summer Quarter and ends with the Spring Quarter.

### Applications:

1. Free Application for Federal Student Aid.
2. Student Employment Application. Forms can be found online or picked up at the SCC Placement or Financial Aid office on the campus where you will be completing your Program of Study.

## Scholarships

### Applying Online For SCC Scholarships

The SCC Educational Foundation was organized in 1975 with the sole intent of maintaining, developing and extending services to the College and to further educational opportunities to students, staff and residents. The mission of the Foundation is to support the vitality and growth of SCC to benefit students, staff and communities it serves.

The SCC Scholarship application is available ONLINE at [www.southeast.edu/scholarships](http://www.southeast.edu/scholarships) and has open enrollment during the following calendar days:

### Current and new SCC students

- Nov. 1-22 – Planning to attend the Winter Quarter (January-March).
- Feb. 1-22 – Planning to attend the Spring Quarter (April-June).
- May 1-22 – Planning to attend the Summer Quarter (July-September).
- Aug. 1-22 – Planning to attend the Fall Quarter (October-December).

## High School Seniors

- Dec. 1-Feb. 22 – Planning to attend the Fall Quarter (October-December)

Note: To be considered for scholarships based on financial need, the applicant must also complete the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov) for the appropriate school year.

If a student is unable to apply online, he/she may contact the Financial Aid Office with an explanation of extenuating circumstances and may receive assistance with the application process.

## Veterans' Benefits

Students applying for veterans' benefits need to complete an "Application for Veterans' Educational Benefits." These forms are available online from the Veterans' Administration or SCC. The completed application, along with other required documents, should be submitted to SCC approximately two months prior to enrollment. If the student previously attended another college, an academic transcript from each school also must be submitted to SCC within 30 calendar days after initial enrollment for review. Transcripts are required even if no credits were earned.

Students receiving veterans' benefits cannot count audited courses in determining course load. Soon after enrollment, SCC will certify the students' credit hours. This certification initiates the payment process, and students should receive their payment approximately 30 business days after enrollment is approved.

## Heroes Act

The Higher Education Relief Opportunities for Students Act provides for the modification and waiving of some statutory and regulatory provisions related to students who receive financial aid and who are on active duty during a war or other military operation or who reside or are employed in a declared disaster area. These adjustments apply to return of funds and signature requirements for verification and application, among other things. Affected individuals include an individual who:

- Is serving on active duty during a war or other military operation or national emergency;
- Is performing qualifying National Guard duty during a war or other military operation or national emergency;
- Resides or is employed in an area that is declared a disaster area by any federal, state, or local official in connection with a national emergency; or
- Suffered direct economic hardship as a direct result of a war or other military operation or national emergency, as determined by the secretary.

Effective Sept. 27, 2012; the waivers and modifications expire on Sept. 20, 2017.

## Additional Resources

Other sources of financial assistance available include employers and public agencies. The following organizations offer tuition assistance to students at Southeast Community College. Qualification requirements vary by organization. Please contact the appropriate agency listed for more information.

- Nebraska Department of Labor
- Vocational Rehabilitation
- Bureau of Indian Affairs
- Professional Development

# How to Apply for Federal Student Aid

To apply for most forms of financial aid, students must complete the **Free Application for Federal Student Aid**. Students must submit new financial aid applications for each academic year. Forms are available online at [www.fafsa.gov](http://www.fafsa.gov) beginning Jan. 1 for the upcoming year upon completion of your tax return.

Priority deadline dates have been established to prevent delays in processing financial aid awards.

**Priority filing deadline dates for completing necessary financial aid forms are as follows:**

- **April 1 (Summer Term)**
- **July 1 (Fall Term)**
- **October 1 (Winter Term)**
- **January 1 (Spring Term)**

As part of the FAFSA application, students and parents (if applicable) must provide income information. In many cases, students and parents may be able to retrieve their tax information from the IRS and transfer it to their FAFSA. Students and parents are highly encouraged to use this option when applicable.

Students and parents can sign the FAFSA electronically.

**\*The FAFSA must include the Southeast Community College Federal Title IV school code: 007591.**

Students must complete the following eligibility requirements for financial aid consideration:

- Be accepted to Southeast Community College
- Be enrolled in a degree-seeking program
- Have a high school diploma or a GED®

## Transfer students

If the student has already completed the FAFSA for the current year and is transferring to Southeast Community College, add the SCC Federal Title IV School Code 007591 to the student's Student Aid Report by making a correction using FAFSA on the Web.

## What happens next?

After the student's FAFSA has been processed, the student will receive a Student Aid Report. If the student completed the FAFSA on the Web and provided an electronic signature and email address, the student's SAR will usually be sent to that email address within 1-2 days. If the student did not provide an email address, the student's SAR will be mailed to the mailing address provided on the FAFSA within 7-10 business days. If the student sent a paper FAFSA application to the FAFSA processor, allow 2 to 3 weeks to receive the SAR.

## Students with Bachelor's degrees

Students with bachelor's degrees (or higher) are not eligible for grants but may complete the FAFSA to be considered for the Federal Work Study program and the Federal Direct Loan program.

## Financial Aid Awards

### The Student's Financial Aid Package

SCC issues an ONLINE Financial Aid Award Letter which informs students of the financial aid they may be eligible to receive. The student's offer of financial assistance is their estimated financial aid package for the academic year. Eligibility for need-based aid is based on the estimated cost of attending Southeast Community College, the student's Expected Family Contribution based on the information that was provided on the student's FAFSA and the student's enrollment status.



## Satisfactory Academic Progress

The review of a student's SAP status is based on the entire academic record, even if the student did not receive financial aid for previous quarters of enrollment. The SAP status is monitored after each quarter's grades are posted.

### Minimum Standards for Maintaining Satisfactory Academic Progress

- Must have a cumulative grade-point average of 2.0 or higher
- Must pass at least 66.7 percent of the credit hours attempted
- Not exceed 150 percent of attempted credit hours required for the student's active program

## Financial Aid Status

### Financial Aid Warning

A student will receive a financial aid warning if the student has not met the minimum standards for satisfactory academic progress.

While on warning status, students will continue to be eligible for financial aid. However, satisfactory academic progress requirements must be achieved by the end of the next enrollment/payment period in order to continue to receive financial aid. Failure to do so will result in the loss of eligibility for future terms.

### Financial Aid Suspension

Students who were previously on "warning" status and continue to not meet one or more of the above criteria are placed on financial aid suspension.

While on suspension status, students are ineligible to receive financial aid from any federal- and/or state-funded programs. Financial aid suspension does not prevent students from enrolling at the College; however, students must enroll at their own expense until all of the above criteria has been met.

## Return of Federal Title IV Refund Information

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

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

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

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

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

# REFUND POLICY

## Refund Policy for Institutional Tuition

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.

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

The DROP DATE will be the date the student drops the course online by utilizing WEBADVISOR For Students or provides the College's Registration and Records Office with an "OFFICIAL DROP/ADD FORM FOR CREDIT CLASSES."

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

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

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

Forms titled "OFFICIAL DROP/ADD FORM FOR CREDIT CLASSES" are available at the campus Registration and Records Office.

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

If a balance owed remains, it is the responsibility of the student to pay this balance before they would be allowed to register for future courses at SCC.

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

**Formula:**

$(\text{Drop Date}) - (\text{Course Start Date}) / (\text{Course End Date}) - (\text{Course Start Date}) = \% \text{ Elapsed}$

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

  

Non-Credit class Table:	
<u>% elapsed</u>	<u>% of refund</u>
day before	100
start day or after	0

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

### Credit Class Refund

The student is entitled to a 100% refund for any credit class officially dropped prior to 12.499% of the time elapsed since the first day of the start of class. NO refund is allowed after 12.500% of time has elapsed since the first day of the start of class. Specific drop dates for individual classes are published each term in the credit class schedule.

Go to The Hub at <https://thehub.southeast.edu/stufinance/tuitrefund>.

## Refunds for Classes

### Calendar Days/Automatic Computer Calculations

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

**Automatic Computer Calculations:** Percent of time elapsed is automatically calculated by the College computer system and based on calendar days from the first day of class.

### Last Date To Drop A Credit Class And Receive A Tuition Refund

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

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

Refunds are not automatic. To obtain a refund or adjustment on your account, you must drop the class online using WebAdvisor for Students or submit an “Official Drop/Add Form For Credit Classes” prior to the deadline for dropping and receiving a refund. Refunds will not be granted after these deadlines.

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

### Electronic Refunds

Electronic payment of refunds is the FASTEST, safest and most convenient method for students to receive refunds.

Students can sign up on The Hub via WebAdvisor for Students for an electronic payment option. Go to The Hub at <https://thehub.southeast.edu/stufinance/Pages/FastRefunds.aspx>.

The College recommends that students sign up to have refunds transferred electronically to their existing bank account. If a student does not currently have a bank account, the College has made arrangements with Union Bank and Trust Company of Lincoln for the student to open a Simply Free Checking account or a Union Bank Savings account. The student may start the process of opening a Union Bank account via WebAdvisor or they may stop at any Union Bank branch office to open an account.

If a student does not sign up for electronic payment of refunds, a check will be processed at the same time that funds are electronically transferred to other students. Depending upon the day of the week, holidays, and the speed of mail delivery, paper checks may take up to 10 days or more to reach the student. Checks will be processed off site and will not be available for pickup by students. Paper checks will be mailed to the student’s current address on file with SCC.

If you are having your check deposited electronically, please check your bank account online, if your bank provides online access, to verify when your refund was deposited.

If you are receiving your refund by paper check, please wait a week after paper checks are mailed before inquiring about your refund.

### Non-credit Class Refund

The student is entitled to a 100% refund for any non-credit class officially dropped prior to the start date of the class. NO refund is allowed if the class is dropped on or after the start date of the class.

### Official Withdrawals

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

## Deadline For Dropping A Class And Receiving A Grade Of "W"

The deadline for dropping a class and receiving a grade of "W" is two (2) days prior to the 60% point. Student-initiated drops which occur between the 12.499% of the time elapsed since the first day of the class and prior to the drop deadline will receive a grade of "W." Students may request a drop (awarding of a grade of "W") after the drop deadline for dropping classes, only if extenuating circumstances exist. Personal problems such as illness, job change or a move out of town may be considered by individual instructors and approved by the Division Dean.

## Unofficial Withdrawals

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

**Step 1: Determine how much federal 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."

**Step 2: Determine how much of the federal Title IV 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 federal Title IV aid.

**Step 3: Determine who must return the unearned U.S. Department of Education aid.**

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

Once it is determined how much Federal 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:

1. Federal Direct Loan
2. Federal Direct Parent PLUS Loan
3. Federal Pell Grant
4. Federal SEOG Grant
5. Iraq/Afghanistan Service Grant

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

## Refund Policy for Cafeteria/Residence Halls

### Termination:

If a student wishes to terminate a cafeteria or residence hall contract (Beatrice or Milford), they must secure approval of termination before a refund can be made. Detailed information regarding refunds of housing deposits or fees can be found in the housing contract or by contacting the Housing Office.

### Disciplinary action:

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

Residence hall/cafeteria refunds for those who pay, enter and withdraw from the College will follow this specific refund schedule.

- During the first week (5 days, not including Saturdays, Sundays and holidays) of the term, 80% will be refunded.
- During the second week (6-10 days, not including Saturdays, Sundays and holidays) 60% will be refunded.
- During the third and fourth week (11-20 days, not including Saturdays, Sundays and holidays) 40% will be refunded.

- After the fourth week, there will be no refund. Residents moving out for reasons not stipulated in the housing contract terms or in the HALL handbook also forfeit their deposits.

The cafeteria/residences hall refund policies are separate from tuition refund policies.

## Payment Policy

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

### Debts

All financial obligations to the College must be paid before a student may register for any future courses and before transcripts, awards and credentials may be released. Financial obligations include, but are not limited to, tuition and fees, college loans, library and parking fines.

However, if an organization or business coordinates customized/contract training with SCC and one of their employees has an existing financial obligation to SCC, that employee would be allowed to attend training. After passing the course, a certificate would be provided if one is associated with the class/workshop. This policy only pertains to credit and noncredit classes provided to an organization/business as part of customized/contract training and is not open enrollment for the general public.

The College will charge \$30 for every insufficient funds check.

### FACTS eCashier Monthly Payment Plan

Students may enroll in the “FACTS” eCashier monthly payment plan at <https://thehub.southeast.edu/stufinance/billing>.

“FACTS” eCashier provides an option for budgeting tuition and other educational expenses. Contact the campus Student Accounts Office for a “FACTS” eCashier brochure which includes a copy of the Automatic Tuition Payment Agreement.

### Other Charges

Students should expect costs for books, tools, supplies, uniforms, travel, student activities fees, and other items. Costs will vary depending on the requirements of each program and the needs of the individual.

Cost estimate sheets are available for the Programs of Study. Check out the Expense Sheets available online or contact your campus Student Services Office for more information.

*Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act of 1974. FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."*

# STUDENT RECORDS

## Student Records

Students must advise Student Services of any address change (both postal and personal email) to facilitate sending correspondence to the students' correct address. Address changes can be submitted online via WebAdvisor on The Hub or a paper form may be obtained from the Registration and Records Office.

## FERPA

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

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

All requests for student records, information, and/or questions relating to the release of records and information must be in writing and directed to the campus Student Services Office.

FERPA permits public disclosure of directory information without the student's consent. Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information consisting of the items listed below may be released without the student's consent:

- Student Name
- Major field of study
- Dates of attendance
- Enrollment status
- Most recent previous school attended
- Degrees and awards received
- Honors and awards received, including Dean's List and other academic honors
- Participation in officially recognized co-curricular activities (e.g. music, sports)
- Weight and height of athletic team members
- Parking permit number and auto license number
- Photograph/Video\*

When available, the student's physical address, email address and/or telephone number may be released at the discretion of the Student Services Office.

*\*Use of Photographs/Video:*

*Photographers/videographers employed or contracted by SCC regularly take photographs/video of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/video will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo/video shoots where the subjects will have given verbal consent to be photographed/videotaped. Individuals who are photographed/ videotaped while attending a public event or who verbally agree to participate in a photo/video shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs/video in perpetuity.*

To avoid having Directory Information released, the student must submit a written request to the campus Registration and Records Office within 10 classroom/business days, not including Saturdays, Sundays, and holidays, after initial enrollment in the College. After the initial 10- day period, any new request for withholding of directory information shall require a 10-classroom day, not including Saturdays, Sundays, and holidays, written notice to the campus Registration and Records Office to become effective.

## 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. 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.

## Social Security Numbers

The College requires a student's Social Security number as a condition for admission as mandated by the Internal Revenue Service. A student's Social Security number information constitutes an "educational record" under FERPA. The College will be privileged to re-disclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

For those registering students who are documented as "lawfully admitted aliens" who do not have a Social Security number, an alternate number will be assigned to distinguish their student records from others. These students are required to submit a Taxpayer Identification form. Questions regarding Social Security or tax ID numbers should be directed to the campus Registration and Records Office.

# ATTENDANCE

Regular, punctual attendance and participation is strongly encouraged in all credit courses and absences will be recorded. Each instructor will inform students by means of a syllabus/outline of attendance requirements at the first class meeting. Missed class or lab sessions, regardless of cause, reduces the opportunity for learning and may affect achievement. Students are responsible for all content missed, regardless of the reason for the absence.

Opportunities for make-up work are dependent upon the course and instructor as outlined in the course syllabus.

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

All attendance regulations will be approved by the Instructional Division Dean. The Vice President for Instruction will be informed of attendance regulations via the course syllabus/outline.

Only currently registered students are allowed to attend class.

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.

# GRADES

## Academic Honors

### Dean's List:

To be recognized on the Dean's List, a student must complete at least 6 hours for the term with a minimum GPA of 3.50. (Classes with a grade of "P" [Pass] do not count toward the 6-hour minimum.)

A press release will be sent to newspapers if a student has completed the hometown newspaper information on their credit registration form. Students may also fill out the newspaper release information in the Registration & Records Office on their campus. The Dean's List is submitted to newspapers from the SCC Public Information and Marketing Office. A certificate is emailed to each student on the list.

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

### Graduation with Distinction:

A student must have completed 45 quarter credit hours at Southeast Community College, and attained a cumulative 3.75 GPA to graduate "With Distinction," and a 4.0 cumulative GPA to graduate "With High Distinction."

## Academic Standing

### Good Academic Standing

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

### Academic Warning

All students will have mid-term grades posted on WebAdvisor. Students failing any course at mid-term will be contacted by the Student Success Office to address the issue of coursework below acceptable academic standards and will be informed of the consequences of entering academic probation or suspension status.



## Academic Probation and Suspension

SCC believes students should demonstrate consistent progress toward their stated academic goals. In an effort to assist our students in meeting graduation requirements, the College has developed the following minimum academic standards. Students who have earned a minimum of 12 credits (with grades A+ through F) are covered under these standards.

### Academic Probation

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

- These students will be notified, by college-assigned SCC email, of their academic probationary status.
- Upon such notification, students should immediately see their program chair/ advisor to determine the necessary course of action to be taken to be removed from academic probation.
- Students who raise their cumulative grade point average (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 grade-point average (GPA) of 2.00 or greater but have a total cumulative grade-point average (CGPA) of less than 2.00.

### Academic Suspension

Students who are on Academic Probation will automatically be placed on Suspension if their cumulative (CGPA) and term grade point average (GPA) are below 2.0. Students will be notified of their academic suspension status by certified letter.

**There is no appeals process for an Academic Suspension.**

- Students placed on Academic Suspension will not be allowed to register or attend classes for the upcoming term or terms (refer to the various suspension levels below).
- Students will not be allowed to register online while on any level of academic suspension.
- Students placed on Academic Suspension may register for credit classes for the term following the suspended term. Students must register with a program advisor, career advisor or academic advisor no later than the second day of the term.
- Students may take non-credit classes during any level of suspension.

NOTE: Students who have been academically suspended and are on a waitlist for a program of study with the Admissions Office will be removed from the waitlist. Students who have been removed from a waitlist will be required to re-apply.

#### Level 1 Suspension (follows Academic Probation)

Students placed on Level 1 Suspension will not be allowed to register or attend classes for the upcoming term.

- Declared students must meet with their program chair/advisor to complete an Academic Reinstatement Form. Undeclared students must meet with Career Advising or Retention staff to complete the form.
- The Academic Reinstatement Form must be submitted to the Registration and Records Office with a signed registration form for the following term.
- A student success class is recommended.
- If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing. If the cumulative GPA is below a 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.
- If, at the end of the term the term and cumulative GPA are below a 2.0 the student will be placed on Level 2 Suspension.
- If a student returns to good academic standing but then is placed back on Academic Suspension status in subsequent terms they will start over at Level 1 Suspension.

### Level 2 Suspension (follows Level 1 Suspension)

Students returning to SCC from Level 1 Suspension, whose consecutive term and cumulative GPA are below a 2.0 will be placed on Level 2 Suspension. Students on Level 2 Suspension will not be allowed to register or attend classes for the upcoming term. Students follow the same procedures as Level 1 Suspension.

- If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing.
- If the cumulative GPA is below 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.
- If, at the end of the term the term and cumulative GPA are below a 2.0 the student will be placed on Level 3 Suspension.
- If a student returns to good academic standing but then is placed back on Academic Suspension status in subsequent terms they will start over at Level 1 Suspension.

### Level 3 Suspension/Disqualification (follows Level 2 Suspension)

Students returning to SCC from Level 2 Suspension, whose term and cumulative GPA are below a 2.0 will be placed on Level 3 Suspension/ Disqualification. Students on Level 3 Suspension/Disqualification will not be allowed to register or attend credit classes for one academic year.

- Students must reapply to the College prior to returning.
- Students must meet with their program chair or Career Advising/ Retention staff to complete an Academic Reinstatement Form. The Academic Reinstatement Form must be submitted to the Registration & Records Office with a signed registration form for the upcoming term. Students will not be allowed to register online while on academic suspension.
- If, at the end of the term, the cumulative GPA is above a 2.0, the student will return to good academic standing.
- If the cumulative GPA is below 2.0, but the term GPA is above a 2.0, the student will be placed on Academic Probation.
- If, at the end of the term the term and cumulative GPA are below a 2.0 the student will be placed on Level 3 Suspension.
- If a student returns to good academic standing but then is placed back on Academic Suspension status in subsequent terms they will start over at Level 1 Suspension.

## Academic Bankruptcy

Academic bankruptcy permits the removal of credit hours and grades for one or two quarters from a student's grade-point average to allow for improvement of the student's cumulative GPA. Bankruptcy applies only to courses taken at SCC.

A student may be granted academic bankruptcy only one time and is not reversible. A student must have completed 18 quarter credit hours with a minimum GPA of 3.00; or 37.5 quarter credit hours with a minimum GPA of 2.50 following the term(s) for which bankruptcy is sought.

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

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

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

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.

## End-of-Quarter Grades

Within one week following the end of the term, grades are posted to WebAdvisor by the faculty based on a timeline established by the Registrar. Once submitted, course grades are considered final and become part of the student's permanent record.

It is the student's responsibility to review his/her grades for accuracy. If there is a question or disagreement with the grade, a student must contact the instructor within ten (10) days from when grades are posted or the date the student could have reasonably gained knowledge of the grade and/or follow the process outlined in the Grade Changes section.

Students can access their grades online with WebAdvisor using login ID and password. Contact Student Services for more information.

## Mid-term Grades

The purpose of mid-term grades is to advise the students of their current academic progress. At mid-term, all instructors are required to review students' academic progress. Instructors enter mid-term grades on WebAdvisor for all students. It is the students' responsibility to check mid-term grades on WebAdvisor.

The Student Success Office will attempt to contact students and address the issue of coursework below acceptable standards if students are failing at mid-term. It is the responsibility of each student to seek help from a College Career Services Advisor, Retention Specialist, TRIO Student Support personnel, the instructor or any other person the student feels can assist. Mid-term grades do not become part of the student's permanent record.

## Grade Changes

It is the student's responsibility to review his/her grades for accuracy. If a student questions or is in disagreement with the final grade issued for a class, the student must follow the informal grievance procedure by first contacting the instructor within ten (10) days from when grades are posted or the date the student could have reasonably gained knowledge of the grade.

Grade appeals/disputes will follow the Grievance/Hearing/Appeal Procedures for students.

1. A grade reported and recorded as "permanent" may be changed only in the event of an instructor or institutional error or through a grievance procedure.
2. A grade change can only be made through a Grade Change Form, signed and approved by the Vice President for Student Services, Vice President for Instruction or College President.
3. A grade may be removed from the student's cumulative GPA by:
  - 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.
  - OR
  - declaring academic bankruptcy.

## Grade-Point Average

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

Example:

Math 4.5 cr. hrs. (B grade) -  $4.5 \times 3.0 = 13.5$  pts.

Comp 2.0 cr. hrs. (A grade) -  $2.0 \times 4.0 = 8.0$  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.)

# Final Exams

Neither the Lincoln nor Milford campuses follow a comprehensive final exam schedule.

## Beatrice Campus Final Exam Schedule

Classes starting at 4 p.m. or later will schedule final examinations on the last regular meeting of class prior to finals each quarter. Students must take the exam at the time scheduled. School activities should not be scheduled during final exams. Students who have a conflict due to extenuating circumstances will need instructor and campus administration approval prior to the exam date to re-schedule final exams. Students should plan break travel around this schedule. Booked travel is not an extenuating circumstance.

2016-2017 Beatrice Campus Final Exam Schedule			
DATE OF FINAL EXAMINATION BY CLASS			
Summer 2016 = September 19, 20, 21 Fall 2016 = December 14, 15, 16 Winter 2017 = March 15, 16, 17 Spring 2017 = June 6, 7, 8			
Final Exam Time	Regular Class Time	Regular Class Time	
8-10 a.m.	8:00.....M, W, F	9:30.....M, W, F	11:30..... M, W, F
	8:55.....M, W, F	9:00.....Daily	Noon ..... M, W, F
	8:00.....Daily	9:30.....Daily	
10:15 a.m. – 12:15 p.m.	1:00 .....M, W, F		10:05..... T, Th
	1:30.....M, W	8:00.....T, Th	10:00..... Daily
	1:00.....Daily		
1-3 p.m.	12:10.....T, Th	2:15.....M, W, F	
		2:00.....Daily	
	12:00.....Daily	2:30.....M, W, F	
3:15-5:15 p.m.		2:30.....T, Th	
	2:15/2:30...T, Th	4:30.....W	
	3:00.....T, Th	4:30.....T, Th	
	3:00.....Daily	3:30.....M, W, Th	
3:30.....T, Th			
Evening Classes	Finals will be given the last night of class.		

# GRADUATION

## Graduation Awards

Southeast Community College awards the following:

### **Associate of Applied Science Degree (A.A.S.)**

Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed Program of Study.

### **Associate of Arts Degree (A.A.)**

Awarded upon successful completion of a minimum of 90 quarter credit hours of a prescribed Program of Study in 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 of Study in the Academic Transfer Program.

### **Diploma**

Awarded upon successful completion of a minimum of 45 quarter credit hours and the requirements of a prescribed Program of Study.

### **Certificate**

Awarded for successful completion of a prescribed course of study that requires fewer credit hours than a diploma program.

## Graduation Rates

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

## Graduation Requirements

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

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

1. A student must meet all graduation requirements for a Program of Study and all other campus graduation requirements.
2. A student must self-certify or provide proof they have received a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.
3. The minimum cumulative grade-point average (CGPA) for graduation purposes is 2.0. Extenuating circumstances, involving GPA or other requirements, may be considered by the Vice President for Instruction.
4. Students who have been continuously enrolled in a Program of Study will be permitted to graduate under the program requirements in effect at the time of their initial enrollment (except, students will be required to complete curriculum and course changes implemented after a student starts his/her program as long as the change does not extend the student's time to complete the program) or students may elect to satisfy revised graduation requirements approved and initiated during their continuous enrollment. Students who have not maintained continuous enrollment, but return within 3 years of when they last attended, will be allowed to graduate under the catalog of their initial enrollment with the approval of the division dean.
5. Students will not be eligible for graduation if a grade of "F" (Failure), "I" (Incomplete), or "NP" (No Pass) in a required course remains on the student's transcript.
6. Students must be free of any financial responsibility to the College prior to graduation.
7. 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 Registration & Records office, on the HUB, or submitted online.
8. 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.
  9. A minimum of one-third of the credit hours required for a degree must be completed at SCC for SCC to be the degree-granting institution. See "Advanced Standing."
  10. Certain Programs of Study may require specific assessment activities as a graduation requirement.
  11. Please note that those courses with a zero as the first digit of the course number are designated as developmental and may not be used to fulfill degree requirements.

## 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.

## Advanced Standing

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

### To be granted advanced standing credit:

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

Exceptions to #2, #3, #3a or #3b must be approved by the Vice President for Instruction.

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

## Transfer Credit

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

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

## Credit by Waiver

To apply for Credit by Waiver, the applicant must be accepted for admission to a College degree program and enrolled in credit classes. 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.

## 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 and enrolled in credit classes.

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

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

## College Level Examination Program (CLEP)

Students interested in CLEP testing should contact the Lincoln Campus Testing/ Assessment Center (402-437-2626) for information and testing arrangements. CLEP subject exams cost approximately \$80 per examination plus a \$15 proctor fee. Some colleges do not accept CLEP credits as transfer credits. Transfer students should carefully investigate minimum CLEP scores established by other colleges.

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

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

## Transfer Agreements

SCC maintains special cooperative programs and transfer agreements with many colleges and universities.

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

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

Students are encouraged to visit with a college advisor.

## Dual-Credit Courses

Students who want to earn college credits while still in high school can do so by enrolling in a college course that is offered at a campus, online, or other designated locations such as a high school, or learning center where courses are being offered.

Regardless of location the college course will follow the same requirements, rigor, and standards, as a course taught at the college campus. Students in high school may be granted high school credit for the college course, but the decision to award high school credit is the responsibility of the high school district. If a course is accepted by the high school, the course then becomes a “dual credit” course, earning college credit and high school credit for the same course.

Southeast Community College offers many college courses which may transfer to four year colleges and universities. Students need to check with the receiving institution to see which courses will transfer. Many career education courses will apply to an SCC Program of Study.

Many of these opportunities are provided through partnerships with local high schools. SENCAP (Southeast Nebraska Career Academy Program), and The Career Academy are two examples.

- SENCAP is a partnership with high schools in our 15-county service area. [www.southeast.edu/sencap](http://www.southeast.edu/sencap)
- The Career Academy is located at the SCC Lincoln Campus, and is in partnership with Lincoln Public Schools. <http://wp.lps.org/tca>

## TRANSCRIPTS

The college provides transcripts via three methods: Written request, online using WebAdvisor through The Hub or Electronic PDF request.

### Written Request

1. The request must include the student’s name (at time of attendance), Social Security number or SCC student ID number, approximate dates of attendance and student signature, along with address where transcript is to be sent.
2. SCC will accept FAX requests, with the student signature, for transcripts but cannot return the transcript by FAX.
3. Email requests with a student signature, can be sent to [registration@southeast.edu](mailto:registration@southeast.edu). (Transcripts cannot be returned via email or FAX.)
4. Walk-in (immediate) transcript service is available at a cost of \$5 per request. There is a limit of 5 transcripts per request.

### Online Request Using WebAdvisor:

1. Students must log into The Hub to submit their transcript request. Students who do not remember their Hub login or did not have one while attending SCC cannot use this method of requesting a transcript.
2. Once on The Hub, go into WebAdvisor for Students under Academic Profile and click on Transcript Request.
3. Complete the information and submit your request.
4. Requests submitted through WebAdvisor will be processed within 3-5 working days of the request.

### Electronic Transcripts:

1. Electronic transcripts can be ordered online 24/7 through the National Student Clearinghouse at [www.getmytranscript.com](http://www.getmytranscript.com) and delivered in as little as 15 minutes if there are no holds on your student account.
2. Students who attended SCC prior to 1994 cannot use this method to request transcripts.
3. There is a \$2.25 charge per request. Students can use any major credit card, which is not charged until the transcript is sent electronically.
4. Students can request order tracking updates by email, online and/or text message.
5. Delivery options include electronic PDF, mail or hold for pickup.

SCC will not issue a transcript if the student or contracting agency responsible for payment of student tuition has financial obligations to the College.



Transcripts may be picked up or mailed as requested after 3-5 working days from the date of the request.

Official transcripts will bear the College Seal and are signed by the Director of Registration or an Associate Registrar. Official transcripts issued to the student will be stamped "Issued to Student". All transcripts from the SCC Registration and Records Office are official transcripts.

### Issuance of Non-credit Transcripts

1. SCC issues a transcript upon written request by the student.
  - a. The request must include the student's name (at the time of attendance), Social Security number or SCC student ID number, approximate dates of attendance, and signature, along with the address where the transcript is to be sent.
  - b. Telephone requests will not be honored.
  - c. SCC will accept FAX requests for transcripts but cannot return the transcript by FAX.
  - d. Walk-in (immediate) transcript service is available at a cost of \$5 per request.
2. There is no charge for issuing a transcript (except walk-in-immediate transcript service at a cost of \$5 per request.) However, SCC will not issue a transcript if the student or contracting agency responsible for payment of student tuition has financial obligations to the College.
3. Transcripts may be picked up or mailed as requested after three working days from the date of request.
4. The transcript request will be kept on file in the Continuing Education Division.
5. Official transcripts will bear the official seal of the College and are signed by the Division Dean. All non-credit transcripts from the Continuing Education Division are official non-credit transcripts.

### Non-credit Transcript Key

Grade	Status	Description
P	Permanent	Pass (with formal assessment)
NG	Permanent	Completed (with no assessment)
I	Temporary	Incomplete
W	Permanent	Withdraw
NP	Permanent	No Pass
NS		No Show

CEU - Continuing Education units are given for designated non-credit courses. Ten hours of instruction is equivalent to one CEU.

# Semester-Hour to Quarter-Hour Conversion Chart

One quarter = 10 weeks.

Each quarter hour equals  $\frac{2}{3}$  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

## Explanation of Transcripts

### # Bankruptcy

- A # symbol will appear on the transcript before the grade for a course which has been bankrupt. Bankrupt grades will not count in the cumulative GPA, but are included in the term GPA.

### AU Audit

- "AU" is assigned when a student registers to audit a course. The student pays the regular tuition and fees, which are nonrefundable, for the course but will not receive college credit for the course. The grade "AU" cannot be changed to another grade at a later time without taking the course for college credit. Students receiving financial aid or Veteran's benefits cannot count audited courses in determining minimum-credit-hour requirement.

### BF Balance Forward

- Credit for courses before 7/1/94.

### CIP Course In Progress

- Currently enrolled classes.

### CW Credit by Waiver

- "CW" is assigned for advanced placement credit based on evaluation by the appropriate campus department.

## **F Failure**

- The letter “F” is assigned when a student has not attained the required level of performance in a course. No credit is granted.

## **I Incomplete**

- The letter grade “I” is a designation assigned when course requirements are not completed due to extenuating circumstances as determined by the course instructor. The “I” is considered a temporary letter grade.
  1. *For removal of the “I”, a “Contract for Removal of Incomplete” must be submitted at the time the Incomplete grade is issued. The deadline for work to be completed is the end of the term immediately following the term in which the Incomplete grade was awarded. Students can find the form on the Hub.*
  2. *The time period of a contract may be extended one additional term with the approval of the division dean. A notice of the extension must be filed with the campus Registration and Records Office.*
  3. *If a student does not initiate and complete a “Contract for Removal of Incomplete,” he/ she must reregister and successfully complete that course to receive credit.*
  4. *A student may not drop a course for which he/she has negotiated a “Contract.”*
  5. *The student may progress to the next sequential course only if a “Contract” has been negotiated.*
  6. *It is the student’s responsibility to:*
    - *initiate contract negotiations*
    - *file the contract with the campus Registration and Records Office*
    - *fulfill the contract*
  7. *It is the instructor’s responsibility to:*
    - *determine if a grade of Incomplete is appropriate*
    - *notify the student and the campus Registration and Records Office that an Incomplete has been given to the student*
    - *negotiate the contract*
    - *file notice of grade change with the campus Registration and Records Office when appropriate to change the “I” grade to a permanent letter grade.*
  8. *If the student thinks the contract is unfair, he/she has the right of appeal beginning at the program level.*

## **NP No Pass**

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

## **P Pass**

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

## **PX Pass by Examination**

- “PX” is assigned when credit is granted for successful completion of a campus- approved examination or evaluation procedure rather than through course enrollment.

## **W Withdrawal**

- The letter “W” is assigned when a student drops a course after the census date of the course.

## Repeat

- The highest letter grade received for a course will be used in computing the cumulative grade-point average when a course has been repeated. Courses which have been repeated are noted with “same as course number” followed by the term date where the highest grade has been earned. Repeated course grades will continue to be included in the calculation of the term grade-point average. A repeated course will be listed with 0.00 credit hours.

<b>Credit Transcript Key</b>				
<b>Grade</b>	<b>Status</b>	<b>Honor</b>	<b>Description</b>	<b>Percentage Points</b>
A+	Permanent	4.0	Excellent	95-100
A	Permanent	4.0		90-94
B+	Permanent	3.5	Above Average	85-89
B	Permanent	3.0		80-84
C+	Permanent	2.5	Average	75-79
C	Permanent	2.0		70-74
D+	Permanent	1.5	Below Average	65-69
D	Permanent	1.0		60-64
F	Permanent	0.0	Failure	Below 60
P	Permanent	*	Pass	70-100
NP	Permanent	*	No Pass	
I	Temporary	*	Incomplete	
W	Permanent	*	Withdraw	
AU	Permanent	*	Audit - No Credit	
PX		*	Pass-Exam	
CW		*	Credit by Waiver	
*Not included in GPA				

# CONDUCT EXPECTATIONS

## Code of Ethics

Reflective of the college's mission and core values we aspire to:

### **Be Accountable and Show Respect for Others**

Be accountable. Accept responsibility for decisions, for the foreseeable consequences of action and inaction, and for setting an example for others. Remember the special obligation to lead by example, to safeguard and advance the integrity and reputation of the College as a whole. Demonstrate respect for human dignity, privacy, and the right to self-determination for all people by being courteous, prompt and decent.

### **Be Honest and Demonstrate Integrity**

Be truthful, sincere, and straightforward as well as honorable, upright, and courageous. Act with conviction.

### **Pursue Excellence in Fulfilling Responsibilities and Job Duties**

Pursue excellence in all matters. In meeting personal and professional responsibilities, be diligent, reliable, industrious, and committed. Perform all tasks to the best of our ability, and develop and maintain a high degree of competence. Be well-informed and well-prepared.

### **Be Kind and Compassionate**

Be dedicated to the ideas and principles that demonstrate the spirit of kindness and compassion.

Give and share services with others while being trustworthy and fair in fulfilling commitments.

### **Adhere to the Principles of Diversity**

Adhere to the principles of nondiscrimination and equality without regard to race, color, gender, sexual orientation, age, marital status, disability, religion, ancestry, veteran status, national origin or other factors prohibited by law or College policy. Be true to the equal treatment of individuals, including the tolerance for others and acceptance of diversity.

Fulfillment of these conduct practices reflects on the promises we have made to ourselves, to our community and to Southeast Community College. Respectful of these promises, we are guided by this motto: "Make each decision as if it were the one decision for which you would be remembered." -Walter Burke, Texas Instruments

## 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 of the local and state jurisdiction and college rules and regulations.

Students of SCC are diligent and consistently adhere to a high level of conduct. There are times when violations occur and in these situations, students will be disciplined in a fair and consistent manner. Due process (See Grievance Process) allows all students rights to be heard and for appeal. When violations are of a serious nature, a student may face immediate suspension or dismissal pending investigation or disciplinary review.

### **Examples of student conduct which are incompatible with SCC's expectations, include but are not limited to:**

1. Cheating, plagiarism, knowingly furnishing false information to the College, forgery, alteration or misuse of College documents or records. (See Academic Integrity)
2. Disruption or obstruction of teaching, research, administration, disciplinary procedures or other College activities or public service functions.
3. Physical, mental, or verbal abuse to others or self on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health and safety of such persons. This abuse includes all forms of harassment and discrimination.
4. Participating in or inciting a riot or an unauthorized or disorderly assembly.
5. Seizing, holding, commandeering or damaging any property or facility of the College, or threatening to do so.
6. Refusing to depart from any property or facility belonging to or being used by the College upon a reasonable request of an authorized College official.

7. Unlawful possession, use, or distribution of alcohol or controlled substances on College owned or controlled property or at any College sponsored event. (See Drug, Alcohol, and Controlled Substance Policy).
8. Failure to abide by program-specific rules and regulations.
9. Obstructing the free movement of persons or vehicles on College premises or at College activities.
10. Possession of dangerous chemicals, explosives, firearms or items used or perceived as a weapon on College owned or controlled property or at College sponsored or supervised functions without prior authorization from College officials.
11. Littering, defacing, destroying, vandalizing or damaging property owned or being used by the College.
12. Removing College property or property assigned to the College without authorization.
13. Unauthorized entry onto College property or property under the control of the College.
14. Unauthorized use of College equipment or facilities.
15. Violating campus parking and/or driving regulations.
16. Violating College policies, rules or regulations.
17. Discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, age, marital status, national origin, ancestry, veteran status or disability.
18. Disorderly conduct or lewd, indecent or obscene conduct on College owned or controlled property or at College sponsored or College supervised functions.
19. Theft of property, money, or other items deemed College/ student possessions/ property.
20. Items of Public Display - SCC does not condone the public display of items (e.g., posters, t-shirt designs, paintings, etc.) which are intended and/or deemed racist, sexist, indecent, illegal, inciting, or oppressive in nature. Such materials are disruptive to the learning environment or do not promote an atmosphere of positive encouragement and mutual respect for others. Persons in violation of this expectation will be asked to remove items of this nature, and be subject to disciplinary action.

## Academic Integrity

Southeast Community College expects all students to conduct themselves with integrity. As you pursue your studies at SCC, be mindful of the values we as a community find fundamental to education.

All coursework is essential to the integrity of the College and your credentials. Be mindful of your integrity as you prepare assignments and tests. Behaving in an immoral or unethical manner in the completion of your academic work is dishonest and jeopardizes your integrity and the integrity of the College. The core principles of integrity create a foundation for success in all of life's endeavors. Integrity in academic settings is a fundamental component of success and growth in the classroom. It prepares students for personal and professional challenges as well as providing a blueprint for future fulfillment and success.

## Academic Dishonesty

Examples of Academic Dishonesty include, but are not limited to the following:

1. Plagiarism
2. Intentionally or unintentionally presenting the ideas, words, information, or images of another as your own work by not properly citing the original sources. Allowing others to write or edit your work.
3. Fabrication/Falsification
4. Presenting altered or invented information as fact.
5. Cheating
6. Obtaining unauthorized materials or assistance for one's own academic benefit. Examples:
  - copying work of other students;
  - falsely identifying the student presenting the work;
  - submitting work created for another class or purpose;
  - attending class or taking a test for another student.
7. Facilitating Misconduct
8. Assisting others in actions considered dishonest. Giving unauthorized help on tests, labs, or homework.

If you have a question about academic honesty, consult your instructor.

## Consequences of Dishonesty

Southeast Community College is committed to Academic Integrity and the value of your education. Faculty will report violations to Student Services and penalties can include:

- Failure of the assignment or course
- Disciplinary warning or probation notice
- Suspension or expulsion

## Appeal Process

Students have the right to appeal actions through the Grievance Process.

### What can students do to avoid dishonesty?

Sometimes dishonesty occurs because students feel unprepared. This can be avoided by allowing one's self adequate time to study and complete assignments. Instructors, campus tutors, online tutoring services, and access to Turnitin.com (a plagiarism detection service) are available to help students prepare for exams and complete assignments.

In addition, follow these suggestions:

- Never assume that collaboration is permitted unless the instructor specifically indicates you may do so
- Read your Course Syllabus
- Request written directions for assignments
- Read the course grading practices and other documents provided by your instructor
- Read deadlines and policies on late work
- Find the instructor's contact information on Moodle
- Retain all rough drafts, notes and graded work until final grade is posted
- Ask your instructor about how you can submit your writing to Turnitin.com to check for accidental plagiarism

# DRUG, ALCOHOL AND CONTROLLED SUBSTANCE POLICY

As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Southeast Community College has programs and policies in place to support a drug-free environment.

## Standards of Conduct for Students Regarding Alcohol and Drugs

In satisfaction of this mandate and in order to fulfill its obligations under the Drug Free Workplace Act of 1988, 41 U.S.C. § 701 and the Drug Free Schools and Communities Act of 1989, 20 U.S.C. § 1145g, the College absolutely prohibits employees and students of the College from unlawfully manufacturing, distributing, dispensing, possessing, using, or being under the influence of a controlled substance, including illegal drugs and alcohol, on College premises, in College-owned property, at any College sponsored or sanctioned activities (both on and off-campus) where alcohol is not permitted/is prohibited, and in all places where its employees and students work and learn. This campus prohibition includes campus student housing and applies to any person on College grounds, whether they are a member of the College community or not.

## College Sanctions for Violations of Policy

Student and employee violations of the policy and Standards of Conduct will be subject to disciplinary procedures consistent with applicable federal, state, and local laws, rules, College policy, and collective bargaining agreements. If a student's behavior or action constitutes a significant disruption, safety concern and/or potential harm to themselves or others, the College will apply restrictions and/or disciplinary action appropriate to the behavior, setting, and program of study. Disciplinary action will be specific to the situation, class, course or program. All sanctions and the resulting action will be documented. The College will attempt to handle each situation at the lowest level of

intervention possible. Actions that may be taken include but are not limited to one or a combination of the following disciplinary sanctions:

- Re-assignment and/or re-direction of student/classroom activities
- Dismissal from class session and/or course
- Verbal/Written Warning
- Disciplinary probation
- Suspension/termination/eviction from on-campus facilities
- Referral to an appropriate drug/alcohol treatment program
- Referral to law enforcement agencies
- Any other action deemed necessary by college officials

The Campus Dean of Students/Designee and the Vice President of Student Service/ Designee should be notified of any violations by students. When cause exists as evidenced by disruptive behavior and/or transitory physical or mental impairment, a student suspected of being under the influence of a controlled substance, including illegal drugs and alcohol, may be requested to submit to a drug/alcohol test. Refusal to submit to the test is a violation of the Drug and Alcohol policy.

Students accused of violating the drug/ alcohol policy as established shall have the right to respond through the appeals process outlined in the Grievance Procedures of the College.

Information regarding the following federal penalties and sanctions may be found at <http://www.dea.gov/druginfo/ftp3.shtml>. Relevant Nebraska laws pertaining to drugs and alcohol may be found at <http://nebraskalegislature.gov/laws/browse-statutes.php>

## Federal Penalties and Sanctions for Illegal Possession of Controlled Substances:

### Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$104 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-279 - gms		280 - gms or more	
Fentanyl (Schedule II)	40 - 399 gms		400 gms or more	
Fentanyl Analogue (Schedule I)	10 - 99 gms		100 gms or more	
Heroin (Schedule I)	100 - 999 gms		1 kg or more	
LSD (Schedule I)	1 - 9 gms		10 gms or more	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		



SUBSTANCE/QUANTITY	PENALTY
Any Amount Of Other Schedule I & II Substances	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutvric Acid	<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV) 1 Gram or less	
Any Amount Of Other Schedule III Drugs	<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual
Any Amount Of All Schedule V Drugs	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual

### Federal Trafficking Penalties – Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$104 million if an individual, \$50-- million if other than an individual	Not less than 20 years, not more than life If death or serious injury, -life imprisonment Fine not more than \$20 million if an individual, \$75 - million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life	Not less than 10 years, not more than life If death or serious injury, -life imprisonment
Hashish	More than 10 kg	Fine not more than \$5 million if an individual, \$25 million if other than an individual	Fine not more than \$4 million if an individual, \$-50 million if other than an individual
Hashish Oil	More than 1 kg		

Marijuana	1 to 49 plants; less than 50 kg mixture (but does not include 50 or more marijuana plants regardless of weight)	Not more than 5 years Fine not more than \$250,000, \$1 million other than individual	Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply. The charts were taken from United States Department of Justice, Drug Enforcement Administration, Drugs of Abuse. Retrieved January 2016. These charts summarize trafficking penalties under Federal law for various types of drugs.

## State Penalties and Sanctions for Illegal Possession of Controlled Substances

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, there are other Nebraska State laws which establish penalties for various drug related offenses which are summarized below.

### Crimes Involving Minors:

Any person 18 years of age or older who distributes, delivers or sells controlled substances to a person under the age of 18 years shall be punished by the next higher penalty classification for a first offense or second offense involving drugs such as heroin, speed, cocaine, LSD, or pentazocine. The law also provides for an enhanced penalty for anyone 18 years of age or older to employ, use, persuade, or coerce any person under the age of 18 years to manufacture, transport, distribute, carry, deliver, dispense, or possess with intent to do the same of a controlled substance or a counterfeit controlled substance. Neb. Rev. Stat. § 28-416(4) and (5) (Supp. 1999).

### Tax Provisions:

Anyone who possesses or sells the following amounts of controlled substances must pay the appropriate taxes to the Nebraska Department of Revenue and have the stamps attached to the controlled substances:

- Marijuana is taxed at \$100 for each ounce or portion of an ounce.
- Any controlled substance which is sold by weight or volume (i.e., cocaine, crack, methamphetamine, etc.) is taxed at \$150 for each gram or portion of a gram.
- Any controlled substance which is not sold by weight (i.e., LSD, Quaaludes, methamphetamine in tablets, PCP, etc.) is taxed at \$500 for each 50 dosage units or portion thereof.
- Failure to have the proper tax stamps attached to the controlled substance carries a criminal penalty of up to five years' imprisonment or a \$10,000 fine or both. A penalty equal to 100% of the unpaid tax will also be assessed and both the tax and the penalty may become a lien upon the property owned by the person against whom the tax is assessed. Neb. Rev. Stat. §§ 77-4301 to 77-4316 (Reissue 1996).

### Property Forfeiture:

Property used to manufacture, sell or deliver controlled substances can be seized and forfeited to the state. Property subject to forfeiture may include cash, cars, boats, and airplanes. Neb. Rev. Stat. § 28-431 (Cum. Supp. 1998).

### Being Under the Influence of Any Controlled Substance for Unauthorized Purpose:

It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. Neb. Rev. Stat. § 28-417(1) (g) (Reissue 1995).

### Drug Paraphernalia Offenses:

It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441(1) (Reissue

1995). “Drug paraphernalia” is defined to include such things as hypodermic syringes, needles, pipes and bong and other items used, intended for use or designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 1995). It is unlawful to deliver or manufacture drug paraphernalia. Neb. Rev. Stat. § 28-442 (Reissue 1995). It is a violation of Nebraska law for a person 18 years of age or older to deliver drug paraphernalia to a person under the age of 18 who is at least 3 years his or her junior. Neb. Rev. Stat. § 28-443 (Reissue 1995).

A violation of Neb. Rev. Stat. § 28-441 is punishable by a fine of not more than \$100 for first offense, not less than \$100 and not more than \$300 for second offense, and not less than \$200 and not more than \$500 on third or subsequent conviction. Neb. Rev. Stat. §§ 28-441 and 29-436 (Reissue 1995). The penalty for violation of Neb. Rev. Stat. § 28-442 is not more than six months’ imprisonment or \$1,000 fine or both. Neb. Rev. Stat. § 28-442 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998). The penalty for violation of Neb. Rev. Stat. § 28-443 is imprisonment for not more than one year, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-443 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

#### **Imitation Controlled Substances:**

It is a violation of Nebraska law to knowingly, intentionally manufacture, distribute, deliver or possess with intent to distribute or deliver an imitation controlled substance. “Imitation controlled substance” is a substance which is not a controlled substance but which is represented to be an illicit controlled substance. Neb. Rev. Stat. § 28-445 (Reissue 1995). First offense violations of this law are punishable by three months’ imprisonment, or \$500 fine, or both. A second offense violation of this statute is punishable by not more than six months’ imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-445 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

#### **Controlled Substance Analogue:**

For purposes of Nebraska’s Uniform Controlled Substance Act, analogue controlled substances (often called “designer drugs”) are treated as controlled substances. Such an analogue is defined as (a) substantially similar in chemical structure to the chemical structure of a controlled substance or (b) having a stimulant, depressant, analgesic or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the effect of a controlled substance. Neb. Rev. Stat. § 28-401 (36) (Supp. 1999).

### **Selected Nebraska Alcohol Offenses**

#### **Minor In Possession:**

It is against the law for a person under the age of 21 years to possess alcohol. Neb. Rev. Stat. § 53-180.02 (Reissue 1998). Violation of this law is punishable by three months’ imprisonment, or \$500 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and

§ 28-106 (1) (Cum. Supp. 1998). As part of sentencing a judge may order an offender to become part of a public work detail under the supervision of the County Sheriff for not more than 10 days in lieu of the above penalties. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998).

#### **Procuring Alcohol:**

It is a violation of Nebraska law to sell, give away, dispose of, exchange, or deliver, or permit the sale, gift or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Reissue 1998). Violation of this law is punishable by not more than 1-year imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998).

#### **Consumption on Public Property:**

It is a violation of Nebraska law for any person to consume alcoholic liquors in the public streets, alleys, parking areas, roads or highways, or inside vehicles while upon the public streets, alleys, parking areas, roads, or highways; or upon property owned by the state or any governmental subdivision thereof, unless authorized by the governing bodies having jurisdiction over such properties. Neb. Rev. Stat. § 53-186 (Supp. 1999). A violation of this statute is punishable on the first offense by a fine of up to a maximum of \$100; a second offense within two years is punishable by a fine not less than \$100 and not more than \$300; a third offense within two years is punishable by a fine of not less than \$200 and not more than \$500. Neb. Rev. Stat. § 53-136 (Reissue 1998) and § 29-436 (Reissue 1995).

#### **Driving While Intoxicated:**

Driving while under the influence of intoxicating liquors or drugs is a violation of Nebraska law. Neb. Rev. Stat. § 60-6,196 (Supp. 1999). Violation of this law is punishable on first offense by not more than 60 days, not less than 7 days’

imprisonment and not more than \$500 fine but not less than \$400 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). In addition, an offender's driver's license is revoked for six months and the offender is ordered not to drive any motor vehicle for any purpose for a like period. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999). Suspended sentence of probation includes mandatory requirement that probation or suspension be conditioned on order that offender will not drive any motor vehicle for any purpose for sixty days. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999).

Penalties for second offense result in a mandatory thirty days' imprisonment and \$500 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). As part of the judgment of conviction the offender is ordered not to drive any motor vehicle for any purpose for a period of one year and the offender's operator's license is revoked for a like period. Neb. Rev. Stat. § 60-6,196 (2) (b) (Supp. 1999). If an offender is placed on probation or the sentence is suspended, one of the mandatory conditions of probation or sentence suspension is that the offender must be ordered not to drive any motor vehicle in the state for any purpose for a period of six months, and the probation order shall include as one of its conditions confinement in the city or county jail for forty-eight hours or the imposition of not less than two hundred forty hours of community service. Neb. Rev. Stat. § 60-6,196 (2) (b) (Supp. 1999).

Third or subsequent convictions result in not more than five years' imprisonment or ten thousand dollars fine, or both. Neb. Rev. Stat. § 28-105 (Cum. Supp. 1998). Offenders in this class may not drive any motor vehicle in the state for any purpose for a period of fifteen years and their operator's license is revoked for like period. Neb. Rev. Stat. § 60-6,196 (2) (d) (Supp. 1999). Probation or suspension of sentence for this offense must be conditioned so that the offender is ordered not to drive any motor vehicle in the state for any purpose for a period of one year and probation must be conditioned on an offender's confinement in the city or county jail for ten days or the imposition of not less than four hundred eighty hours of community service. Neb. Rev. Stat. § 60-6,196 (2) (d) (Supp. 1999).

Local laws may also make it a crime to operate a motor vehicle under the influence of alcohol or to commit certain acts involving the consumption or possession of alcohol, "open container" laws.

## Health Risks Associated with Alcohol and Other Drugs

### Risk of addiction for all substances

Information may be found at- <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

Drug Type	Common/Street Name	Health Risks
Alcohol	Booze, beer, wine, coolers, liquor	High blood pressure, higher risk of sexually transmitted diseases & unplanned pregnancy, depression, lowered resistance to disease, insomnia
Marijuana	Grass, reefer, pot, weed	Slowed reaction time; problems with learning and memory; hallucinations; anxiety; panic attacks; psychosis; problems with balance and coordination; mental health problems; chronic cough; frequent respiratory infections.
Over-the-counter Cough/Cold Medicines (Dextromethorphan or DMX)	Robotripping, Robo, Triple C	Increased heart rate; blood pressure; temperature; numbness; dizziness; nausea; vomiting; confusion; paranoia; altered visual perceptions; problems with movement; build-up of excess acid in body fluids
Steroids	Anabolic/Androgenic (roids, juice)	High blood pressure, liver damage; - kidney damage or failure; enlarged heart; oily skin; yellowing of the skin and whites of the eyes; acne; - shrunken testes; lowered sperm count; breast -development in men; breast reduction in women; facial hair and deepening of voice in women; aggressiveness, extreme mood swings; extreme irritability; delusions; and impaired judgement.
Solvents-Inhalants	Acetone, freons, nitrous oxide, whippets, laughing gas, spray paint, canned air	Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; disinhibition; lightheadedness; hallucinations/delusions; headaches; sudden sniffing; death due to heart failure (from butane, propane, and other chemicals in aerosols); death from asphyxiation, suffocation, convulsions or seizures, coma, or choking; heart failure; respiratory arrest, liver and brain damage
Depressants	Alcohol, ludes, barbiturates	Liver damage, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure, slowed breathing, convulsions, depression, disorientation, insomnia
Hallucinogens	PCP, LSD, angel dust, mushrooms	Agitation, extreme hyperactivity, reduced eating, flashbacks, persistent psychosis
Stimulants	Cocaine, methamphetamine, crank, crack, amphetamines, diet pills	Headaches, depression; malnutrition, anorexia, strokes, seizures, infection and death of bowel tissue from decreased blood flow; poor nutrition and weight loss from decreased appetite; abdominal pain and nausea; erratic and violent behavior, panic attacks, paranoia, psychosis; heart rhythm problems, heart attack; stroke, seizure, coma
Narcotics/Opioids	Smack, codeine, heroine, lords	Respiratory arrest, sleepiness, organ and lung damage, nausea; collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and stomach cramps; liver or kidney disease; pneumonia; severe dental problems ("meth mouth"), intense itching leading to skin sores from scratching
Tobacco	Cigarettes, cigars, bidis, hookahs, smokeless tobacco (snuff, spit tobacco, chew)	Lung cancer, emphysema, chronic bronchitis; heart disease; leukemia; cataracts; oral cancer
Synthetic Cathinones (Bath Salts)	Cloud Nine, Cosmic Blast, Flakka, Ivory Wave, Lunar Wave, Scarface, White Lightening	Increased heart rate and blood pressure; paranoia, agitation, and hallucinations; psychotic and violent behavior; nosebleeds; sweating; nausea, vomiting; insomnia; irritability; dizziness; depression; suicidal thoughts; panic attacks; reduced motor control; cloudy thinking; breakdown of skeletal muscle tissue; kidney failure; death

## Alcohol and College Students

<http://www.niaaa.nih.gov/alcohol-health/overview-alcohol-consumption/alcohol-facts-and-statistics>

**Prevalence of Drinking:** In 2013, 59.4 percent of full-time college students ages 18–22 drank alcohol in the past month compared with 50.6 percent of other persons of the same age.

**Prevalence of Binge Drinking:** In 2013, 39 percent of college students ages 18–22 engaged in binge drinking (5 or more drinks on an occasion) in the past month compared with 33.4 percent of other persons of the same age. (*The Substance Abuse and Mental Health Services Administration (SAMHSA), which conducts the annual National Survey on Drug Use and Health (NSDUH), defines binge drinking as drinking 5 or more alcoholic drinks on the same occasion on at least 1 day in the past 30 days.*)

**Prevalence of Heavy Drinking:** In 2013, 12.7 percent of college students ages 18–22 engaged in heavy drinking (5 or more drinks on an occasion on 5 or more occasions per month) in the past month compared with 9.3 percent of other persons of the same age.

**Consequences—**Researchers estimate that each year: • 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including motor-vehicle crashes.

- 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.
- 97,000 students between the ages of 18 and 24 report experiencing alcohol-related sexual assault or date rape.
- Roughly 20 percent of college students meet the criteria for an AUD.
- About 1 in 4 college students report academic consequences from drinking, including missing class, falling behind in class, doing poorly on exams or papers, and receiving lower grades overall.

## Alcohol's Effects on the Body <http://www.niaaa.nih.gov/alcohol-health/alcohols-effects-body>

Drinking too much – on a single occasion or over time – can take a serious toll on your health. Here's how alcohol can affect your body:

Brain:	Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination.
Heart:	Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including cardiomyopathy (stretching and drooping of heart muscle); arrhythmias (Irregular heart beat); stroke; and high blood pressure.
Liver:	Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammations including steatosis, or fatty liver; alcoholic hepatitis; fibrosis; and cirrhosis.
Pancreas:	Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion.
Cancer:	Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the mouth, esophagus, throat, liver and breast.
Immune System:	Drinking too much can weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body's ability to ward off infections – even up to 24 hours after getting drunk.

Learn more about alcohol's effects on the body at <http://pubs.niaaa.nih.gov/publications/Hangovers/beyondHangovers.pdf>.

**Potential Treatment Options:** A variety of treatment centers and agencies options are available upon request from the Student Services office or at Nebraska 211 (Dial 2-1-1 or (402) 444-6666 or at <http://www4.irissoft.com/IFTWSQL4/uwml/public.aspx>.

# DISCIPLINARY ACTIONS AND STUDENT GRIEVANCES

## Student Status

Students may find themselves in any number of “student statuses” while attending SCC. As such, the following chart illustrates a variety of student statuses in the Academic, Financial Aid and Disciplinary areas.

STATUS	ACADEMIC	DISCIPLINARY	FINANCIAL AID
Warning	x	x	x
Probation	x	x	
Suspension	x	x	x
Dismissal		x	

## Definitions:

### Academic Status

#### Academic Warning

Students failing at mid-term will have a mid-term grade posted on WebAdvisor. The student will be contacted by the Student Retention Office to address the issue of coursework below acceptable academic standards.

#### Academic Probation

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.

#### Academic Suspension

Students who are at probation status and have been placed on suspension if their cumulative and term grade point average (GPA) are below 2.0 for any subsequent terms. Students will be notified of their academic suspension status by certified letter. Students placed on suspension will not be allowed to register or attend classes for the upcoming term. (See “Academic Standing” for additional details.)

### Disciplinary Status

#### Disciplinary Warning

An oral or written statement to a student alleging they are violating, or have violated, College rules or regulations, must “cease and desist,” and may be subject to more severe disciplinary action in the future for continuing, similar, or additional violations.

#### Disciplinary Probation

A written reprimand and sanctions for alleged violation of specific rules or regulations. The probation notice will specify a period of time for which specific privileges may be withheld or for which the student has the opportunity to exhibit corrective behavior, make restitution, or comply with any other terms and conditions deemed by College Administration to be necessary and appropriate. Violation of any College rule or regulation during the probationary period may be cause for additional disciplinary action.

#### Disciplinary Suspension

Exclusion from attending classes and all student activities. The suspension is for a definite period of time not to exceed one year.

#### Disciplinary Expulsion

Permanent termination of student status. Readmission to the College shall not be granted. (See “Disciplinary Procedures” for additional details.)

## Financial Aid Status

### Financial Aid Warning

A review of the student academic transcript indicates that satisfactory academic progress has not been made according to federal financial aid regulations in one or more of the following areas: Successful completion of at least 66% of all credits attempted; Minimum cumulative grade point average of 2.0; Requirements for degree must be completed within a specified time frame. This time frame cannot exceed 150% of the program as measured in credit hours attempted. While on warning status, students may continue to be eligible for financial assistance. However, satisfactory academic progress requirements must be achieved by the end of the next enrollment/payment period in order to continue to receive aid. Failure to do so will result in the loss of eligibility for future terms.

### Financial Aid Suspension

Students who were previously on “warning” status and continue to not meet one or more of the above criteria are placed on financial aid suspension. While on suspension status, students are ineligible to receive financial aid from any program administered through the College. This denial includes institutional and state funds, as well as funds from the Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Subsidized and Unsubsidized Stafford Loans, and Federal PLUS Loans. Financial Aid suspension does not prevent students from enrolling at the College. However, until satisfactory academic progress is achieved, students must enroll at their own expense.

(See “Financial Planning” for additional details.)

# STUDENT RIGHTS & RESPONSIBILITIES

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

1. Submitting an Application for Admission or a course Registration Form to SCC represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules and regulations of the College. Acceptance for admission, or course registration, in turn represents the extension of a privilege to participate in educational programs and activities and to remain a student as long as the academic and behavioral standards of the College are met.
2. Each student is guaranteed the privilege of exercising their rights without fear or discrimination or retaliation. Such rights include:
  - Freedom to pursue educational goals; appropriate opportunities for learning shall be provided by the College.
  - The right to free inquiry, expression and assembly provided a student's actions do not interfere with the rights of others, interfere with the teaching-learning process, disrupt the normal operation of the College, and are in accordance with College policy.
  - Fair and equal treatment in such areas as instruction, evaluation, and services by faculty, staff, students and administrators.
  - Personal safety, security and the continuity of the educational process.
3. The right to inspect and review personal educational records, challenge the contents of records, and receive copies of all or parts of their records.
4. Due Process and fairness in the implementation of disciplinary actions and the filing and resolving grievances concerning alleged abridgement of rights

(Refer to section Disciplinary Process and Procedure.)



# Disciplinary Procedures

## Disciplinary Definitions

Disciplinary Action - Action taken by a College staff member in response to a student violation of a College rule or policy.

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

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

Sanction - A detriment, penalty, loss of reward or restriction in response to a violation of a College policy as a means of enforcing the policy.

## Disciplinary Process and Procedure

When a student is suspected of violating a College rule or regulation, they will be made aware of these suspicions by the Dean of Students, Academic Dean, or designated staff member in a timely manner. The rule or regulation that may have been violated, and the evidence supporting the suspicion, should be thoroughly discussed with the student. The purpose of this discussion is to establish the seriousness of the misconduct and to determine the appropriate sanction (response).

The following sanctions are options which may be considered and imposed:

1. Warning - An oral or written statement to a student alleging that they are violating, or have violated, College rules or regulations, must "cease and desist," and may be subject to more severe disciplinary action in the future for continuing, similar, or additional violations.
  - **A warning is not a grievable sanction.**
2. Probation - A written reprimand and sanctions for alleged violation of specific rules or regulations. The probation notice will specify a period of time for which specific privileges may be withheld or for which the student has the opportunity to exhibit corrective behavior, make restitution, or comply with any other terms and conditions deemed by College Administration to be necessary and appropriate. Violation of any College rule or regulation during the probationary period may be cause for additional disciplinary action.

NOTE: Students who violate College policies, rules or regulations generally receive a warning or probation prior to suspension or dismissal from the College. HOWEVER, SUSPENSION OR DISMISSAL MAY BE THE FIRST ACTION TAKEN WHEN THE MISCONDUCT IS DEEMED SERIOUS AND SUCH ACTION IS DEEMED APPROPRIATE AND NECESSARY.

3. Suspension - Exclusion from attending classes and all student activities. The student will be excluded for a definite period of time not to exceed one year. The letter of suspension will state the terms of the exclusion and the conditions for readmission to the College, including terms of any restitution and/or service to be rendered by the student. The Dean of Students, is responsible for administering suspensions and dismissals. Students have the right to request a hearing prior to a suspension.
4. Dismissal - Termination of student status. Readmission to the College shall not be granted. Restitution may also be required. Students have the right to request and be granted a hearing prior to a dismissal.
5. Only students who are considered for Disciplinary Probation, Suspension or Dismissal are entitled to a Disciplinary Hearing. The Formal Grievance Process will be followed when a student requests a hearing. The following guidelines will be adhered to:

## Grievance/Hearing/Appeal Procedures for Students

Most students believe they have been treated fairly by the College and by any and all individuals representing the College. The Student Grievance/Appeal Process is a way for a student to remedy the rare situation where a student feels they have been treated unfairly, and have not be able to obtain justice in any less formal manner. Southeast Community College is dedicated to a policy that all grievances relating to students at the college, including grade appeals, will be handled fairly and equally without regard to race, color, sex, age, religion, disability, national origin,

marital status, veteran status, political affiliation, sexual orientation or other non-merit factors. Nothing in this policy prevents a student from discussing a complaint informally with any appropriate College employee.

The purpose of a Student Grievance procedure is to secure, at the lowest level possible, equitable and timely solutions to problems that may arise. Grievances may be addressed through an informal or formal procedure and apply to academic and non-academic student grievances, including student complaints. All students have the right of Due Process and fairness in filing and resolving grievances concerning restriction of rights or misapplication of College policy, including, but not limited to:

- Disciplinary action
- Grade appeals/disputes
- Financial aid
- Americans with Disabilities Act Reasonable Accommodations

A grievance may be withdrawn by the student at any time during the Grievance Process.

## Grievance Definitions and Expectations

### Academic Grievance:

An academic grievance is an appeal of a final course grade or dismissal from an academic program not in accordance with college or program policy. An academic grievance must be based on at least one of the following: arbitrary and/or capricious action on the part of the faculty member including assignment of a grade or dismissal from a program on some basis other than performance in the course or program and compliance with policy; application of standards different from those that were applied to other students in the same course or program; the assignment of a grade not in accord with the grading protocol on the course syllabus; or dismissal from a program not in accord with the program standards.

### Non-Academic Grievance:

A non-academic grievance is a formal dispute between a student and a college employee about the understanding and/or application of the policies and procedures of the campus or college that negatively affects the student. A non-academic grievance may be based on one of the following claims: the decision made was made on unreasonable grounds or without any proper consideration of circumstances by a college employee or administrative office; the policy or procedure was applied unfairly and/or in a different manner than it was applied to others; an administrative error was made in the application of the policy or procedure.

**Grievant:** The grievant is the student who files a grievance.

**Respondent:** The respondent is the faculty or staff member whose decision or action is the subject of the grievance.

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

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

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

**Time Limits:** Every effort will be made to settle grievances promptly. Time limitations specified in this policy may be extended by written, mutual agreement. If there is no written mutual agreement to extend the time limits, and if the student fails to appeal to the next level within the specified time limits, the grievance will be deemed settled on the basis of the last decision rendered. If the College fails to act on a grievance or to notify the student of the decision at any level within the specified time limits, the student will be permitted to appeal to the next level within the time that would have been allotted had the decision been communicated within the appropriate time limit.

**Retaliation Prohibited:** Retaliation against a grievant or witness for filing or participating in the investigation of a grievance is prohibited. Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under this policy. The college will investigate any reports of retaliation and take appropriate action as necessary.

**Confidentiality:** All actions taken to resolve grievances through this process will be conducted with as much privacy, discretion and confidentiality as possible without compromising the thoroughness and fairness of the process. All persons involved are to treat the process with respect.

**Reasonable Accommodations:** Students needing reasonable accommodations to access or participate in the grievance process should contact the Disability Services office at their campus location for additional information and assistance.

**Use of Legal Counsel:** Appeal Hearings are administrative in nature and present an opportunity for both sides to present and/or clarify facts. Neither party will be allowed the presence or use of legal counsel at any stage of the Grievance/Disciplinary Hearing. However, if the student is concurrently facing criminal charges generated by the same incident that resulted in the disciplinary action, the student would be allowed the right of passive, inactive assistance of counsel during the hearing and appeals procedure.

NOTE: Legal counsel may not speak on behalf of the student or in his/her place. When the student is allowed to use legal counsel to provide passive assistance, the College also retains the right to have legal counsel present to provide passive assistance.

#### **Americans with Disabilities Act (ADA) and Section 504 Grievances:**

These procedures shall also apply to grievances arising from objection to, or dissatisfaction with, actions taken by Southeast Community College with regards to requests for reasonable accommodation.

An ADA/504 Grievance is defined as an allegation by a student that at least one of the following has occurred. The student has:

1. experienced disparate or unequal treatment;
2. been discriminated against because of a disability; or
3. has not been provided a requested accommodation.

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

#### **Grievances/Appeals Involving Suspension OR Dismissal**

Students who are scheduled for a Grievance/Disciplinary Hearing involving Suspension or Dismissal from class or College activities will generally be allowed to continue attending classes, remain on campus and attend College events/activities until the Grievance/Disciplinary Hearing is completed.

However, when it is determined by College Administration (e.g. Dean of Students, Campus Director, or the President) that continued attendance presents reasonable concerns regarding issues of student/staff safety, health or welfare; attendance will be restricted until after the Grievance/Disciplinary Hearing Committee has made a determination and issues a recommendation concerning attendance.

#### **Informal Grievance Procedures**

An attempt should be made by both parties to resolve the grievance in a timely fashion and at the lowest possible level of involvement.

1. Within ten (10) days from when grades are posted or the date the grievant could have reasonably gained knowledge of the alleged misapplication or non-application of College rules or policies, the student must complete the Student Grievance Procedure checklist and submit to the Campus Dean of Students.
2. The student must communicate with the involved participants, including, but not limited to, instructor, the program chair, the division dean, or the involved staff as a first attempt to resolve the grievance informally.
3. Students are encouraged to seek resolution of the grievance through the informal process. If the grievance is not resolved at this level, the Formal Grievance Procedure may be initiated.

#### **Formal Grievance Procedure**

The Formal Grievance Procedure is available to all currently enrolled students of the College in an attempt to provide equitable solutions to concerns and problems that may arise and is initiated if the Informal Grievance Process has not resulted in a satisfactory/ acceptable resolution.

- A. Within five (5) days from the date the Informal Grievance Process is concluded, the student must complete and submit to the Campus Dean of Students the second portion of the Student Grievance Procedure Checklist.

- B. The Campus Dean of Students will, within five (5) days, or on a date mutually agreed upon by the Dean and grievant, appoint a minimum of five (5) members to the Grievance/ Disciplinary Hearing Committee. A Grievance/Disciplinary Hearing Committee may include, but is not limited to:
- The Campus Dean of Students (ex officio)
  - Program chair
  - Instructional staff
  - Student Senate representative
  - Support staff
  - Administrative staff
  - Other individuals deemed appropriate and/or necessary as determined by the Dean of Students

The Campus Dean of Students or the Dean's designee will serve as Chairperson of the Grievance/Disciplinary Hearing Committee. The Dean of Students may not serve as the Chairperson at the Grievance Hearing for any disciplinary action administered by them, or for discipline administered by anyone the Dean of Students supervises. A quorum consists of five (5) committee members. If a quorum is not established, the hearing must be rescheduled. Grievance / Disciplinary Hearings give all participants a fair opportunity to present and clarify the facts of the situation.

- C. The following guidelines will serve as a basis for Committee Meetings and Hearings:
1. The student is permitted to appear in person to review the complaint. Such a request must be indicated on the Formal Grievance Form.
  2. The employee(s) against whom the student has filed a grievance will be invited by the Committee Chairperson to present information relating to the student-filed grievance.
  3. Committee members, the student and other participants will receive copies of the formal grievance when deemed appropriate by the Dean or Committee Chairperson.
  4. The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response. Email communication may be used if agreed upon by the student and Dean of Students.
  5. Hearings are not open to the public or to College staff unless invited by the Committee Chairperson to participate.
  6. Participants will be excused after their statements are given and questioning has ended.
  7. The Committee Chairperson may make any reasonable decisions necessary to advance the hearing forward, to limit the amount or nature of information presented by participants, and to safeguard the confidentiality of statements given at the hearing. Specific procedures will be explained by the Committee Chairperson prior to the beginning of the meeting or hearing. (Note: The Committee Chairperson may exclude from the meeting or hearing any persons who fail to comply with the procedures or rulings of the Committee Chairperson.)
  8. The student may have witnesses and an advisor of their choice, who have specific personal knowledge of the situation being grieved, to be selected from faculty, staff or student body of the College. (See "Use of Legal Counsel" for exception to these guidelines.) In no instance will another person be permitted to speak independently for the student or in their place.
  9. Students are responsible for notifying their selected advisors and/or witnesses. Prior to the hearing, the student must inform the Committee Chairperson whether the selected advisor(s) and/or witness(es) will attend the hearing.
  10. If the student fails to appear at a scheduled hearing, and has not requested that the hearing be rescheduled and provided a reasonable basis for doing so, the committee may, at its discretion, proceed on the basis of available information.
  11. An audio recording will be made of the information presented, and a copy of the recording will be made available to the student grievant if requested.
  12. After hearing the information provided by the student and other participants concerning the grievance, committee members will discuss the grievance in closed session.
  13. A separate audio recording will be made of the Committee discussion after the student grievant and the other participants have been excused. (This separate audio recording will be filed under confidential

- cover with the appropriate SCC employee(s) if the student grievant requests an Appeal Hearing following the steps outlined in the Grievance Appeal Process.)
14. The Committee shall review and consider the information presented and consult with appropriate College staff as necessary and appropriate. After review and consideration, the committee may decide to:
    - a.) uphold the action taken; or b.) grant the remedy requested by the grievant; or c.) select an alternative resolution.
  15. A decision requires a simple majority vote of the committee members present. However, a minimum of five (5) committee members must be present and available to conduct a vote.
- D. Within five (5) days (excluding Saturdays, Sundays and holidays) that the College is in session, from the date that the hearing was conducted, a written response shall be prepared by the Committee Chairperson and sent to the student grievant. The response will be delivered to the student via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response. The response shall include: a. the committee's determination b. a reference to the current College Catalog/Handbook for the next step in the Grievance Appeal Process c. the name, address and contact information for the next step in the appeal process.
  - E. Copies of the decision/response to the student shall be sent under confidential cover to those against whom the grievance was filed, the Vice President for Student Services, Grievance Committee Members, Campus Director, and College Vice President that the department the grievance pertained to (e.g. Instruction, Technology, Student Services)
  - F. If the student grievant requests an Appeal Hearing following the steps outlined in the appeal process, the Grievance/Disciplinary Hearing Committee Chairperson shall forward all grievance materials, information and audio recordings to the next SCC employee(s) identified in the appeal process.
  - G. If the student grievant does not appeal, all grievance-related documents and recordings shall be retained and filed in the Dean of Students' Office.

## Process to Appeal

### 1. Appeal to the Vice President

If the student is not satisfied with the decision of the Grievance/ Disciplinary Hearing Committee, the student may file a written request for a Grievance Appeal Hearing with the College Vice President that the domain of the grievance pertained to (Instruction, Technology, Student Services), as identified by the committee. The request must be filed within five (5) days of receiving the Grievance/Disciplinary Hearing Committee's decision. The Grievance/Disciplinary Hearing Committee Chairperson shall forward all grievance materials, information and audio recordings to the appropriate College Vice President if the student grievant requests an Appeal Hearing following the steps outlined in the appeal process. The appropriate College Vice President will hold the Appeal Hearing requested within twenty (20) days of the date the request was received. The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

### 2. Appeal to the College President

If the decision of the appropriate Vice President/Campus Director is not satisfactory to the grievant, the grievant may request in writing within five (5) days an Appeal Hearing with the College President. The College President will hold the Appeal Hearing request within twenty (20) days of the date the request was received.

The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing the notice acknowledging receipt of the response.

### 3. Appeal to the Board of Governors

Only matters involving a student's Suspension or Dismissal from the College may be appealed to the Board of Governors. If the decision of the College President is not satisfactory to the grievant, the grievant may request in writing within five (5) days an Appeal Hearing with the Board of Governors. The hearing before the Board of Governors will be held as scheduled by the Board Chair. The Board will conduct the Appeal Hearing within twenty (20) days of the date the request was received. The student will be notified in writing of the date, time and place of the hearing via

either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing the notice acknowledging receipt of the response.

#### External Avenues for Redress

In the event the grievant filing an appeal is not satisfied with the decision of the College, the grievant may wish to explore avenues of redress external to the College.

# COPYRIGHT INFRINGEMENT & RESPONSIBLE COMPUTING

## Computers

Computers are available for student use at each campus. Computers are located in the computer labs, classrooms, and Library Resource Centers. SCC welcomes students to use the available computer facilities for completion of school-related projects. SCC provides licensed software on its computers for students' use and training.

Students are not to use software other than the software installed on the SCC machines and are not to modify the computers' directory structure in any way. Users will abide by the guidelines regarding the lawful use of computers and software. Students who do not abide by SCC computer use policy will be subject to penalties outlined in the "Computer Use Violations" section.

## Electronic Devices

Classroom use of cell phones and personal electronic hand-held devices (e.g., laptop computers, portable video games, iPods, MP3 players, etc.) that are not pre-authorized by the instructor for instructional purposes is prohibited. Violation of this policy may lead to formal disciplinary action. (See also "Cell Phones" and "Telephones.")

## Higher Education Opportunity Act Reporting Requirement

The following notice is in compliance with the recently passed H. R. 4137, the Higher Education Opportunity Act:

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. If students reproduce or offer full-length sound recordings for download without the authorization of the copyright owner, they are in violation of federal copyright law and could face civil as well as criminal penalties. The most common violations of unauthorized distribution of copyrighted material are software and sound recording piracy.

### Software Piracy

Unauthorized duplication, distribution or use of someone else's intellectual property, including computer software, constitutes copyright infringement and is illegal and subject to both civil and criminal penalties. The ease of this illegal online behavior causes many computer users to forget the seriousness of the offense. As a result of the substantial amounts of money the software industry loses each year from software piracy, the software companies are enforcing their rights through courts and lobbying for and getting stiffer criminal penalties. It is a felony to reproduce or distribute illegal copies of copyrighted software.

### Sound Recording Piracy

Another form of copyright infringement is the unauthorized duplication and distribution of sound recordings. Online piracy is increasing as many people use the Internet to illegally distribute digital audio files (MP3 format). The Recording Industry Association of America (RIAA) monitors the Internet daily and scans for sites that contain music. They have been successful in getting the sound recordings removed from those sites.

Federal copyright law grants copyright owners (typically, a record company) the exclusive rights to reproduce, adapt, distribute and, in some cases, digitally transmit their sound recordings. Therefore, the following activities, if unauthorized by copyright owners, may violate their rights under federal law:

Making a copy of all or a portion of a sound recording onto a computer hard drive, server or other hardware used in connection with a web site or other online forum. This includes converting a sound recording into a file format (such as a .wav or mp3 file) and saving it to a hard drive or server;

Transmitting a copy or otherwise permitting users to download sound recordings from a site or other forum; and/or Digitally transmitting to users, at their request, a particular sound recording chosen by or on behalf of the recipient.

### **Pornography:**

Viewing pornography on SCC public-access computers, such as those in hallways, computer labs or the Library Resource Center, is considered sexual harassment and is prohibited. If a class assignment requires any type of research on pornography, students must provide written authorization from the course instructor to the LRC or computer lab staff. Staff will then direct authorized students to a secured location for researching the subject. (See item # 14 below.)

### **Prohibited Internet Usage:**

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

- (a) Sharing copyrighted material such as MP3s and software is strictly prohibited.
- (b) Students must observe copyright laws, license restrictions and SCC policies when receiving, retransmitting or destroying software or data. Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies. Copying College-owned or licensed software or data for personal or external use without prior approval.
- (c) Attempting to modify College-owned or licensed software or data without prior approval.
- (d) Using the SCC Internet connection for gambling, viewing/ downloading/ distributing pornography, or other illegal activities.
- (e) Attempting to damage or disrupting operation of computing equipment, data communications equipment or data communications lines. Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or state of Nebraska computing resources including the Internet access system.
- (f) Altering or extending beyond intended use of in-room connections. No more than one device should be connected to each active network port. Network hubs are prohibited.
- (g) Using in-room connections to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.
- (h) Attempting to capture transmissions on the network not addressed to the student's location. In other words, "sniffing" – the digital equivalent of wire- tapping – is not allowed.
- (i) Attempting to gain access to any data, software or services, without explicit permission of the owner.
- (j) Concealing or misrepresenting user's or another's identity using network connections. Examples: Sending electronic mail under an assumed name. Sharing a login password with another individual is prohibited.
- (k) Using SCC computing resources, including in-room connections, for personal profit, business ventures, or for any political purpose. In particular, these resources may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question.
- (l) The network is a shared resource. Excessively using network resources that interferes or inhibits the use of the network or Internet access of others is prohibited. This includes but is not limited to applications that use a large amount of bandwidth (for example, Quake, Half-life, downloading MP3s and MPEGs). Sending out mass e-mails and/or spamming also are prohibited.
- (m) Sending messages that are fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or College policy.
- (n) Class Assignment Exception to Computer Usage Restriction:
  - In the rare instance that an instructor may include viewing pornography as part of a legitimate research assignment for a class, the following rules must be followed prior to using College- owned computers or College- owned Internet connections to conduct such research.
  - The instructor must provide each student with the specific assignment in writing. This document authorizes a student to access Internet sites that would otherwise be prohibited.
  - To access the restricted sites on a College-owned computer or College- owned Internet connection, the student must first clear such access with the LRC staff or the computer lab attendant in the area where the computer is located. Students must provide the LRC staff their name, SCC ID card, and term of the course.

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

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

**Computer Use Violations Suspected or alleged violation of this policy should be reported immediately.**

**SCC Computer Helpdesk**

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

**email: helpdesk@southeast.edu**

Administrators may request to temporarily suspend network access to a computer that is believed to have been the source of a violation. Attempts will be made to contact users prior to the suspension of a computer's network access. An incident report will be filed and appropriate action taken. Abuse of network and computing privileges is subject to disciplinary action. The appropriate SCC authorities, beginning with the Vice President for Technology and Vice President for Student Services, will handle computer use violations and temporary suspensions of network access. 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
- Recommendation to law enforcement for Prosecution under applicable civil or criminal laws

**Student Housing Data Network Acceptable Use Policy**

A "Residence Hall Computer Use Policy" agreement must be signed and returned to the dorm manager before Internet service is provided to the student's room. The Student Housing Data Network provides resident housing students with in-room connections to the campus data network providing Internet access. The Internet access is a privilege that can be unilaterally revoked if terms of this policy are violated.

Students' use of the SCC-provided network access indicates their acceptance of this policy, as well as their responsibility to use the connection appropriately and in accordance with applicable laws and regulations. The SCC Residence Services and Information Technology Services reserves the right to modify, change and revise this document as necessary without permission or consent of the users.

NOTICE: Students cannot use their computer or the Internet for any illegal purpose.

Examples of illegal usage include but are not limited to copyright infringement, viewing, producing, peer-to-peer file sharing, downloading or uploading or distributing literature, movies, or other media that are illegal in general such as child pornography; harassing, threatening, or intimidating other individuals or groups.

**Legal Download Options For Residence Hall Students**

SCC does not block legal download sites providing residence hall students the opportunity to purchase audio, video, and/or games using the SCC Housing Data Network. Examples of vendors who sell music or subscriptions to music are: iTunes, Napster, Puretracks, f.y.e., eMusic, Spotify, Pandora, Turntable.fm, etc. It will be the student's responsibility to provide evidence of ownership and/or license for anything downloaded using the SCC Housing Data Network. SCC does use bandwidth shaping and traffic monitoring tools to deter peer-to-peer and unauthorized downloads.

**Recording Devices**

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



## Copyright Law

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

## Debts

All financial obligations to the College must be paid before a student may register for any future courses and before transcripts, awards and credentials may be released. Financial obligations include, but are not limited to, tuition and fees, college loans, library and parking fines.

However, if an organization or business coordinates customized/ contract training with SCC and one of their employees has an existing financial obligation to SCC, that employee would be allowed to attend training. After passing the course, a certificate would be provided if one is associated with the class/workshop. This policy only pertains to credit and noncredit classes provided to an organization/business as part of customized/contract training and is not open enrollment for the general public.

The College will charge \$30 for every insufficient funds check.

# ON CAMPUS EXPECTATIONS

## Appearance

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

## Children

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

## Emergency Notifications

Please note: You can be notified of campus closings due to weather or other emergency circumstances by signing up for text messaging or email notification at <http://southeast.regroup.com/signup>.

## Eyewear

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

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

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

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

Eyewear is available for purchase through the campus bookstores.

## SECURITY

### Accidents, Illness and Injury

Every effort will be made to prevent accidents, and the College reserves the right to call 911 in case of student illness or injury, and to call for ambulance service to deliver a student to the hospital.

The judgment of the College staff present at the scene shall determine what immediate action needs to be taken.

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

SCC cooperates with county and state health departments in developing procedures for the control of communicable diseases.

All procedures conform to the regulations for communicable disease control established by the State Health Department.

### Campus Security

SCC is committed to ensuring the safety and security of students, employees, and visitors on its campuses, in College facilities and at College-sponsored activities and events. The College provides a variety of services and programs designed to promote and support safety and security. . Students can request an escort to their vehicle by contacting the campus switchboard.

SCC students, visitors and employees should report any suspicious behavior, 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 campus administration or the campus safety specialist, and complete a [TIPS Incident report online](#).

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

### Emergencies and Threats

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.

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, the office of the Southeast Community College Safety & Security Coordinator, 402-323-3391 or the Safety & Security Specialist assigned to each campus location. Anyone can submit a [TIPS report](#) through a reporting system on the Hub.

Southeast Community College has developed administrative guidelines, and accompanying procedures, intended to establish a deliberative process to determine whether a student poses a direct threat to the health and safety of others within the College community such that the student may be denied access to the College's services, programs or activities.

These Guidelines can be found on The Hub or by contacting the campus Dean of Students.

### **Emergency Procedures**

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

## **Firearms, Weapons and Dangerous Instruments**

The possession, concealment or use of firearm, weapons, fireworks and explosive materials, or any item used or intended to be used to cause damage to property or harm to persons is prohibited in college-owned buildings, grounds or vehicles, or at any location where a meeting, activity or athletic event is conducted, sponsored or sanctioned by the College.

The authority to develop, implement, and interpret administrative guidance for this policy is vested in the Vice President for Student Services. Responsibility for monitoring and enforcing established administrative guidelines will be assigned to the appropriate College staff at SCC locations.

### **Administrative Guidelines/Procedures**

1. Definitions/ Examples of Prohibited Items
  - Firearms – Any weapons designed or readily converted to expel any projectile by the action of an explosive. Examples include: pistol, revolver, starter gun, rifle, shotgun, short rifle, and short shotgun.
  - Weapons – Any knife with a blade over three and one-half inches in length. Examples include: daggers, dirks, knives, and stilettos, or other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds.
  - Fireworks and Explosive Materials – Any composition or device designed for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation. Examples include: common fireworks (firecrackers, bottle rockets, sparklers, ground/ aerial/whistling devices); ammunition; black powder; gun powder, other explosive or combustible articles.
  - Dangerous Instruments – Any air or gas-powered pistol or rifle, including paintball/ BB/pellet or tranquilizer guns/rifles; knuckles and brass or iron knuckles; bow and arrow, or any other projectile weapon or device; atomic, radiological, chemical, bacteriological, or biological materials.
2. Exceptions

These prohibitions apply to everyone (i.e., employees, students, invitees, and visitors) except:

- Law Enforcement Officials carrying or using weapons in conjunction with their official duties; and
- Use of prohibited items is permitted if/when an approved part of the regular course of instruction or college-approved activity.

Violation of this policy will result in disciplinary and/or law enforcement action.

## **Law Enforcement Contacts**

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

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

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

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

## Sex Offender Registry

The Nebraska Sex Offender Registration Act requires convicted sex offenders to register with local law enforcement officials. Registry information regarding convicted offenders is published in local newspapers and also is available to the public at <https://sor.nebraska.gov/> on the Nebraska State Patrol's Web site.

1. Institutions, including colleges and universities, are required to monitor the presence of convicted sex offenders at their facilities.
2. Upon their enrollment for classes each term at any College facility, all sex offenders listed on the public registry are hereby required to contact and register with the Dean of Student Services at that facility. Failure to comply will result in disciplinary action.
3. Any student on the registered sex off list is prohibited from residing, working, or volunteering in any student residence facility owned and/or operated by the College.
4. Any student on the registered sex offender list is prohibited from residing in any student residence facility owned and/or operated by Southeast Community College.

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

## Safety Procedures and Practices

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

Hazardous materials such as chemical spills and injuries that involve blood or body fluid spills require cleanup following the blood borne pathogen policy. Call the Campus Director so that cleanup can be completed appropriately.

## Harassment/Discrimination Prohibited

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." – Title IX of the Education Amendments of 1972

Southeast Community College is committed to maintaining learning and working environments that are free from all forms of illegal harassment and discrimination. Accordingly, harassment based on an individual's race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law is prohibited. The College will not tolerate harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to the College while they are on College property or at events conducted, sponsored or sanctioned by the College. Each member of the College community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

Prohibited discriminatory harassment is defined as conduct that is sufficiently severe, pervasive, and objectively offensive as to substantially disrupt or undermine a person's ability to participate in or to receive the benefits, services, or opportunities of the College, and/or has the effect of creating an intimidating, hostile, or offensive environment.

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:

Pursuant to Title VII of the 1964 Civil Rights Act, SCC has a responsibility to maintain a working environment free of racial intimidation and harassment.

Title IX of the Education Amendments of 1972 [<http://www.justice.gov/crt/about/cor/coord/titleix.php>] protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence and sexual assault, is a form of sex discrimination prohibited by Title IX.

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.”

## Sexual Misconduct (Title IX)

The following are definitions of sexual misconduct (broad term encompassing any behavior of a sexual nature that is non-consensual, committed by force or intimidation or that is otherwise unwelcome) offenses that are prohibited by Southeast Community College.

### **Sexual Harassment**

Sexual harassment is any unwelcome behavior (verbal, written or physical) that is directed at someone because of the person’s sex or gender and that meets one or more of the following conditions:

Is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the College’s programs and/or activities by creating a hostile, humiliating, demeaning or sexually offensive academic, residential, working or social environment; and/or

Is based on real or reasonable perceived power differentials and submission to or rejection of such conduct is believed to carry consequences for the student’s education or employment.

### **Sexual Assault**

In Nebraska, sexual assault is defined as:

Any person who subjects another person to sexual penetration

(a) without the consent of the victim

(b) who knew or should have known that the victim was mentally or physically incapable of resisting or appraising the nature of his or her conduct, or

(c) when the actor is nineteen years of age or older and the victim is at least twelve but less than sixteen years of age is guilty of sexual assault in the first degree.

Sexual assault in the first degree is a Class II felony. The sentencing judge shall consider whether the actor caused serious personal injury to the victim in reaching a decision on the sentence.

Any person who is found guilty of sexual assault in the first degree for a second time when the first conviction was pursuant to this section or any other state or federal law with essentially the same elements as this section shall be sentenced to a mandatory minimum term of twenty-five years in prison.

### **Definition 2:**

Any person who subjects another person to sexual contact without consent of the victim, or who knew or should have known that the victim was physically or mentally incapable of resisting or appraising the nature of his or her conduct is guilty of sexual assault in either the second degree or third degree.

Sexual assault shall be in the second degree and is a Class III felony if the actor shall have caused serious personal injury to the victim.

Sexual assault shall be in the third degree and is a Class I misdemeanor if the actor shall not have caused serious personal injury to the victim.

Source: Nebraska Revised Statute 28-319. Sexual assault; first degree; penalty. Nebraska Revised Statute 28-320. Sexual assault; second or third degree; penalty. Nebraska Revised Statute 42-903. Nebraska Revised Statute 28-311.03.

Sexual intercourse is defined as any sexual penetration (anal, vaginal, or oral), however slight, with any object or body part (e.g. penis, tongue, finger, hand, etc).

Sexual contact is defined as any intentional sexual touching of another, however slight with any object or body part. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

### **Stalking**

In Nebraska, stalking, for purposes of prosecution is defined as any person who willfully harasses another person or a family or household member of such person with the intent to injure, terrify, threaten, or intimidate commits the offense of stalking. Neb. § 28-311.03. Stalking. (2006)

Stalking can be carried out in person or by electronic mechanisms (cell phone, Internet, fax, cameras) and examples include repeated maintenance of physical or visual proximity to the victim; repeated following, approaching or confronting the victim; entering property occupied by the victim; photographing or videotaping the victim without permission; or unwelcome or unsolicited written or electronic communication with the victim.

### **Sexual Exploitation**

Sexual exploitation involves taking or attempting to take non-consensual sexual advantage of another person. Sexual exploitation can include observing another person's nudity or sexual activity without consent; distribution of images, photos, videos, or audio recordings of sexual activity or nudity with the knowledge and consent of all parties involved; prostituting another person; engaging in sexual activity with another person while knowingly infected with a sexually transmitted disease or the human immunodeficiency virus (HIV), without informing the other person; or exposing one's genitals in non-consensual circumstances.

### **Domestic Abuse/Violence**

Domestic abuse/violence includes crimes of violence, physical pain, bodily injury and/or nonconsensual sexual contact or penetration committed by a current or former spouse or intimate partners of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse.

### **Dating Violence**

Dating violence is a pattern of abusive behaviors (physical, verbal and/or emotional) used to exert power and control over a dating partner. The existence of this relationship is gauged by the length, type and frequency of interaction within the relationship.

Questions about Title IX can be directed to the Title IX Coordinator or the Office of Civil Rights (OCR) (<http://www2.ed.gov/about/offices/list/ocr/index.html>) of the U. S. Department of Education. The Title IX Coordinator is available to meet with students, faculty and staff who believe sexual harassment or sexual misconduct has occurred.

### **Contact:**

Jose J Soto, J.D., Vice President for Access/Equity/Diversity, Southeast Community College

301 South 68<sup>th</sup> Street Place, Lincoln NE 68510

402.323.3412 Office, 402.613.1181 Cell, [jsoto@southeast.edu](mailto:jsoto@southeast.edu)

This policy applies to sexual misconduct that occurs both on and off campus when it involves a Southeast Community College student and when the conduct negatively affects the victim's school experience or overall school environment.

### **If You Have Been Sexually Assaulted**

- Get to a Safe Place: Get to a safe place, do not blame yourself– this is not your fault, and tell someone what happened.
- Preserve all Physical Evidence: In order to save evidence for DNA collection, do the following: ◦Save all clothing you had on at the time of the assault
- Save any sheets, blankets or towels you came in contact with during or after the assault
- Try not to rinse your mouth or brush your teeth
- Try not to go to the bathroom
- Try not to bath, wash, shower or douche
- Seek Immediate Medical Attention

### **Reporting**

Southeast Community College encourages any person subjected to sexual misconduct to report the conduct to law enforcement and to the College's Title IX office. There are several reporting options available to you.

### **Anonymous Reporting**

You may choose to file a report with the College and request that your name not be used in the investigation process. However, it is often difficult to investigate allegations when an individual requests their name not be disclosed during an investigation. Reporting anonymously may limit the College's ability to conduct a full investigation and take action. You may report anonymously through the College's TIPS reporting system (see next bullet).

### **File a Complaint Using the College's Incident Reporting System**

You may share a concern or file a complaint using [TIPS reporting](#). The TIPS link may be found on The Hub and the college's website: [www.southeast.edu](http://www.southeast.edu). TIPS provides an online method by which SCC leadership may share campus concerns. Concerns expressed through TIPS which contain potential sexual misconduct allegations will be investigated by the Title IX Coordinator and/or his or her designee.

### **Contact a Responsible Employee**

Responsible employees are individuals working at SCC who have an obligation to inform the Title IX Coordinator of allegations of sex discrimination or sexual misconduct. Responsible Employees cannot keep your concerns confidential. If you talk to these individuals, your concerns will be reported and the College will conduct an investigation into your concerns. Faculty, staff, and student employees (including RAs) are considered mandatory reporters (Responsible Employees). To the extent you want the Southeast Community College to take action, you need to report to a Responsible Employee, campus Safety & Security Specialist, or the Title IX Coordinator. Each campus has identified individuals to assist you as needed:

#### **Beatrice**

Tom Cardwell, Dean of Students

Toni Landenberger, Assistant Campus Director

#### **Lincoln**

Stephen Dietz, Associate Dean of Student Services

Kat Kreikemeier, Administrative Director of Admissions

#### **Milford**

Theresa Webster, Dean of Students

Rob Koch, Student Success Coach

### **File a Title IX Complaint with the College**

SCC's Title IX Coordinator is Jose J. Soto, J.D. Mr. Soto may be reached at:

Southeast Community College, 301 South 68<sup>th</sup> Street Place, Lincoln NE 68510

402.323.3412 Office, 402.613.1181 Cell, [jsoto@southeast.edu](mailto:jsoto@southeast.edu)

### **File a Title IX Complaint with the Office of Civil Rights.**

The Office for Civil Rights (OCR) of the U.S. Department of Education enforces Title IX. For more information, see <http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>.

### **Retaliation**

Retaliation against a grievant or witness for filing or participating in the investigation is prohibited. Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under this policy. The college will investigate any reports of retaliation and take appropriate action as necessary.

### **Investigations in Instances of Allegations of Sexual Misconduct**

The College will ask the complainant(s) and alleged perpetrator(s) for a written acknowledgment of the incident(s).

In cases involving allegations of sexual misconduct, upon receipt or notice of a complaint, the Title IX Coordinator, an appropriate administrator or designee of the Title IX Coordinator or an Investigative Team member, hereinafter referred to as "Investigator," will promptly investigate the complaint.

Where the complaint/report involves an employee, the Vice President of Human Resources will be notified. Employees: For specific information about the grievance process that applies to you as an accused consult the appropriate handbook.

In these cases, an initial determination is made whether a violation of the Sexual Misconduct Policy may have occurred and/or whether an informal resolution might be appropriate. Please note that an informal resolution such as mediation cannot be used for sexual harassment or non-consensual sexual contact or intercourse cases.

If the complaint does not appear to allege a policy violation or if an informal resolution is desired by the complainant and appears appropriate given the nature of the alleged behavior, then the complaint may not proceed to investigation. Complaints may be resolved through formal or informal procedures. The complainant has the right to terminate the informal resolution procedure at any time and pursue a formal complaint.

A full investigation will be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members. The College aims to complete all investigations within a 60 business-day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties. If an allegation of sexual misconduct involves an athlete, someone outside the athletic department will oversee the grievance process.

The College may undertake a short delay (10-14 days, to allow for evidence collection) when criminal charges on the basis of the same behaviors that initiated the process are being investigated.

The Investigator will conduct an investigation to determine whether there are sufficient grounds to believe that by a preponderance of the evidence (what is more likely than not to have occurred) a violation of the policy occurred.

The Investigator will review the circumstances and facts of the report and determine the identity of the individuals with knowledge concerning the matter. This investigation may include discussion with faculty, staff, or students. Interim actions/restrictions (see Interim Actions/Sanctions section) may be imposed at this time. The College will treat the parties equitably and allow both parties the same opportunity to provide witnesses and relevant evidence.

The Investigator will make a report to the Dean of Students, with a determination as to whether a violation of the sexual misconduct occurred and if so, a recommendation on an appropriate sanction for any violation. Note that college action will not be altered on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

The Dean of Students will review the report, including the determination and recommendation for a sanction and will notify both parties simultaneously in writing of the outcome of the complaint. Southeast Community College will disclose to a victim of sexual misconduct any sanction imposed on the perpetrator that relates directly to the victim, such as a "no contact" order, transfer to a different class or reassignment/cancellation of housing, a suspension, or dismissal. SCC will follow up with both the complainant and the respondent to ask if there has been any retaliation or further incidents.



Either party may appeal the results of the investigation by following the Informal and Formal Grievance Procedures.

### **Interim Actions/Sanctions**

The College may take interim actions as necessary to protect the community from a threat to the health or safety of the community as a whole, to any particular member of the community, or in cases where there may be a risk of substantial disruption to the normal operations of the College. In all cases, the subject of the interim action will be given an opportunity to be heard by the Dean of Students or designee on the necessity of the restriction within 3 days of the issuing of the restrictions. These actions may include but are not limited to suspension; restricted access to facilities, housing and/or event; no-contact orders with specific individuals; provision of a campus escort; class and/or work schedule reassignment; referrals to campus and community support resources; etc. or any other restrictions deemed by the Title IX Coordinator, Dean of Students or designee, to be necessary to achieve the goals stated above. (NOTE: Southeast Community College will not pay for or make any arrangements for housing for any student removed from housing on an interim basis.)

\*Altering any of these restrictions may be predicated on the requirement to engage in a psychological assessment, drug/alcohol testing, interviews, etc. at the discretion of the Title IX Coordinator, Dean of Students, or designee.

### **Confidentiality**

All actions taken to resolve grievances or complaints through this process will be conducted with as much privacy, discretion and confidentiality as possible with compromising the thoroughness and fairness of the process. All person involved are to treat the process with respect.

### **Resources for Assistance**

- Voices of Hope - provide 24-hour services for victims of domestic violence, sexual assault, stalking, harassment and adult-survivors of incest.
  - 24-Hour Crisis Line: (402) 475-7273
  - Email Address: [info@voicesofhopelincoln.org](mailto:info@voicesofhopelincoln.org)
  - Mailing Address: 2545 N St., Lincoln, NE 68510
  - Website: [www.voicesofhopelincoln.org](http://www.voicesofhopelincoln.org)
- Lincoln Police Department's Victim Witness Unit - provides information and support services to victims and witnesses of crime
  - (402) 441-7181
- Friendship Home - Shelter and support for battered women and their children
  - (402) 437-9302
- Hope Crisis Center - 24 hr. Crisis Line, confidential, 1-1 advocacy, temporary shelter, food, clothing
  - 877-388-HOPE (4673)
- National Sexual Assault Hotline - Free, confidential counseling 24 hours a day from a national (not a local) service provider, that they can help connect you to local providers
  - On-line, 24-hour chat with a trained professional: [online.rainn.org](http://online.rainn.org)
  - 24-Hour Crisis Line: (800) 656-HOPE (4673)
- Law Enforcement
  - Emergency - 911
  - Beatrice Police - Non-emergency (402) 223-4080
  - Lincoln Police - Non-emergency (402) 441-6000
  - Milford Police - Non-emergency (402) 761-2772

### **Medical Treatment**

- Beatrice Community Hospital and Health Center; 4800 Hospital Parkway; (402) 228-3344
- Bryan LGH East Campus; 1600 S. 48<sup>th</sup> St., Lincoln, NE; (402) 481-1111
- Bryan LGH West Campus; 2300 S. 16<sup>th</sup> St., Lincoln, NE; (402) 481-1111
- CHI Health St. Elizabeth Medical Regional Center; 555 S. 70<sup>th</sup> St., Lincoln, NE; (402) 219-8000
- Memorial Health Care Center; 300 North Columbia, Seward, NE; (402) 643-2971

## Campus Security

Mark Meints – Milford and Beatrice Campus security; [mmeints@southeast.edu](mailto:mmeints@southeast.edu); 402-806-7451-cell; 402-228-8279-office

Sam Loos- Lincoln Campus security; [sloos@southeast.edu](mailto:sloos@southeast.edu); 402-617-7970-cell; 402-437-2408-office

## Missing Persons

Missing Student Notification Guidelines These guidelines and procedures are established pursuant to Section 485 (j) of the Higher Education Opportunity Act of 2008, and apply only to SCC students who reside in on-campus housing at the Beatrice and Milford campuses.

If anyone has reason to believe that a student who resides in on-campus housing (Beatrice/Milford) has been missing from campus for 24 hours, they are required to immediately report their concerns to the Dean of Students at their location:

- Beatrice: 402-228-8220
- Milford: 402-761-8270

## Law Enforcement Notification

The Dean of Students, or their designee, must immediately refer a missing student report to local law enforcement having jurisdiction in the area.

- Beatrice: Police 402-223-4080; Gage County Sheriff 402-223-5221
- Milford: Police 402-761-2772; Seward Country Sheriff 402-643-2359

## Emergency Contact Notification

Once a law enforcement investigation determines that a student is missing, the Dean of Student Services, in consultation with the SCC President or designee, will, within 24 hours of the determination, notify emergency contact(s) identified by the student. If the missing student is younger than 18 years of age and not an emancipated minor, the College will notify his/her custodial parent or guardian in addition to the emergency contact person identified by the student.

## Student Designation of Contact Person

Each student residing in on-campus housing will be required to confidentially register with the College one or more individuals to be an emergency contact strictly for “missing persons” purposes. This information will be accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

## Administrative Authority

The Vice President for Student Services, or designee, is charged with the administrative responsibility and authority to develop, monitor and report on detailed procedures and activities designed to implement missing student notification requirements.

## Tornadoes, Severe Storms or Other Emergencies

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

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

### Beatrice

- Adams Hall - Interior walls, restroom
- Ag Center - Interior walls
- Eisenhower Hall - Interior walls, 1st floor hallway
- Hoover Hall - Interior walls, restroom
- Jackson Hall - Interior walls, restroom
- Kennedy Center - Basement, stairs located at the north end
- Roosevelt Hall - Interior walls, 1st floor hallway
- Washington Hall - Interior walls, 1st floor hallway

### Lincoln (All Locations)

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

### Milford

- Cornhusker Hall
  - Under lower stairwells and lower floor area
- Dunlap Center
  - Restrooms, hallway
- Eicher Technical Center
  - Boiler Room – under lower stairs leading to boiler room: two wire cage storerooms, north part of boiler room proper.
  - Related Welding Lab – under shipping and receiving: Related Welding lab, Welding restroom and hallway leading into the Nondestructive Testing lab.
  - Auto Collision Repair Basement – lower hallway into Auto Collision Repair basement: Restroom, classroom, two storerooms and basic Auto Collision Repair lab area.
  - Library Resource Center – Basement
- HVAC/MAAP (South Classroom)
  - Building Construction Basement
- John Deere Building
  - Restrooms
- Nebraska Hall
  - Lower Level
- Pioneers Complex
  - Lower Level
- Placement & Assessment Center
  - Interior Walls, Restrooms
- Physical Plant
  - Boiler Room (Main Building)
- Welsh Center
  - Dressing room/weight room

## Drills and Evacuation

Emergency drills may be held periodically during the year. Each instructor will inform students of the exit or exits to be used in an Emergency evacuation.

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

## PARKING AND DRIVING

Parking is available to students on each campus. Some parking spaces are reserved and designated for persons with disabilities. Parking in these designated areas requires a special restricted permit. Violators are subject to substantial fines and/or towing at the owner's expense.

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

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

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

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

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

### Temporary (Restricted) Permit

A temporary restricted parking permit may be obtained through the Physical Plant Office or Student Services on your campus. A doctor's statement stating need is required. No fee required.

**Beatrice** - Student Services, Kennedy Center, 402-228-8210

**Lincoln** - Physical Plant, 402-437-2570

**Milford** - Physical Plant, 402-761-8253

## Beatrice Campus

### Driving

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

### Parking/Permits

1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit.
2. Permits are issued at the welcome center located in the Kennedy Center Building at no charge.
3. Student parking is located in the lots south of the residence halls, west of Hoover, and the areas in the lot east of Kennedy Center not designated "handicapped" and "visitor."
4. No vehicle is permitted to occupy more than one stall. Please park between the lines. Improper parking will result in a citation.
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 receive a citation.
6. General student parking is not allowed in the following designated areas and may 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 in a restricted permit-only stall without a visible and valid permit/license plate may result in a fine of up to \$100 and the potential to have the vehicle towed at the owner's expense.
2. General parking fines may be paid at the Business Office located in the Kennedy Center. Hours are 7:30 a.m. - 5 p.m., Monday through Friday.
3. Failure to pay fines will result in a hold placed on your account which could affect your ability to register for future terms as well the ability to receive an official transcript.
4. Students who have repeated parking violations and unpaid fines may 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., but not until the snow has been removed from the West end. After the East end of Hoover parking has been cleared of snow students may move their vehicles back but not before 10:30 a.m.
2. Eisenhower/Roosevelt/Kennedy/Washington parking lot: The day after it snows, all Eisenhower/Roosevelt/Washington residents will be required to move their vehicles to the Truman Center parking lot by 10:30 a.m. but not until the snow has been removed from the Truman lot. After snow has been removed from the Eisenhower/ Roosevelt /Kennedy/Washington parking lot students may move their vehicles back but not before 10:30 a.m. Vehicles not moved will be ticketed and, if necessary, towed at the owner's expense.

# Lincoln Campus

## Driving

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

## Parking

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

## Violation Fees

Illegally parked vehicles will be ticketed, and violators will be required to pay parking fines according to the fine schedule. Repeat offenders' vehicles may be towed away at the owner's expense. Parking in a restricted permit-only stall without a visible and valid permit/license plate may result in a fine of up to \$100 and the potential to have the vehicle towed 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. 1. Failure to pay fines according to campus rules and regulations will result in disciplinary action.

### Restricted Parking Permits

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

### Education Square - ESQ Parking (Downtown Lincoln)

Students attending classes at the Education Square location in Lincoln may purchase iPark cards for reduced parking rates. Contact the city of Lincoln Parking Office at 402-441-PARK.

## Milford Campus

### Parking Permits

1. All students are required to register the vehicles they will be driving on campus. All vehicles parked on campus must have a valid permanent or temporary parking permit.
2. Parking permits must be affixed to the windshield. They cannot be taped to or lying on the dash. Parking stickers not properly installed are subject to a fine of \$5. They also should not be transferred to another vehicle.
3. Permits are available on the day of class registration or from the parking office in the Physical Plant Building. Hours: 7:30-11:15 a.m. and 12:15-4:15 p.m.
4. Parking permits are valid for the student's enrollment period.
5. Temporary permits are available and valid for ten school days. They must be visible before parking on campus.

### Driving

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

### Parking

1. Student parking lots are located west of the residence halls. This is the only area for student parking.
2. Motorcycle parking, staff parking, production parking, visitor parking, cafeteria staff parking and handicap parking areas are designated by signs. Student parking is not allowed in designated areas without a visual permit. Violators are subject to substantial fines and/or towing at the owner's expense
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. Parking in a restricted permit-only stall without a visible and valid permit/license plate may result in a fine of up to \$100 and the potential to have the vehicle towed at the owner's expense.
2. Improper parking in student parking - \$5 fine; Winter parking violations - \$15.
3. All other parking violations - \$15 fine.
4. Students who have repeated violations will be subject to towing of their vehicle at their expense plus the expense of the parking violation. Towing charges will be paid by the violator to the towing service.
5. Fines are paid to the Business Office.

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.
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.
3. 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.
5. Do not leave valuables in your car. Purchase and installation of smooth "Theft Proof" lock knobs are advised.
6. 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.
7. Operation of snowmobiles on all College property is prohibited.
8. All vehicles must be removed from campus over the winter and summer breaks.
9. No vehicle is allowed to occupy more than one stall. Please park between the lines. Improper parking will result in a citation and fine.

### **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.

## **Personal Transportation Devices (skateboards, hoverboards, roller blades, bicycles, scooters)**

The college allows the use of bicycles in a safe and courteous manner as a method of transportation on campus. The use of all other personal transportation devices such as skateboards, hoverboards, scooters and roller blades/skates is banned on campus.

SCC is not responsible for any bodily injury, loss or damage to any property occasioned by use of any personal transportation device. Any damage or loss of property, or injuries on campus should be reported to the Campus Office.

Bicycles are not permitted inside SCC buildings. Bicycle racks shall be provided as needed at various locations on campus.-

The Safety and Security Specialist on each campus may remove any personalized transportation device found parked in violation and may seize hoverboards, rollerblades or skateboards used on campus in violation of this policy. Removed or seized items may be reclaimed by the owner at the Safety/Security Office on campus.

# ACADEMIC SUPPORT

## Advising

**Career advising** services are available to all declared and undeclared students, alumni and the general public. The advising process is tailored to students' needs and includes discussion of student interests, values and aptitudes; review of various programs of study; selection of programs for further exploration; discussion of program requirements; explanation of career options available in various fields of study; and arrangement of appointments with academic or vocational program staff.

One important consideration in career advising is testing and assessment. All students who wish to enter a program of study at SCC must have an assessment of their reading, writing and math aptitude. The assessment is often accomplished by taking the ACT in high school. For students who have not taken the ACT, Southeast Community College has the ASSET/COMPASS/ACCUPLACER tests available for that initial assessment. Each campus has a testing center where students can take the ASSET/COMPASS/ACCUPLACER test. An assessment of reading, writing and math aptitude may also be accomplished through the evaluation of college transfer credit.

Performance on the ASSET/COMPASS/ACCUPLACER affects eligibility for programs of study, eligibility to register for credit courses, as well as English and math classes.

**Academic advisors** are available in each of the instructional divisions to guide and inform declared students about career choices and specific program requirements.

Advisors help students understand degree requirements and maintain knowledge of transfer articulation agreements, requirements and regulations. They assist students in developing meaningful educational goals that are consistent with personal interests, values and abilities. Effective academic advising helps the student identify resources for greater academic success and helps the student navigate immediate questions and concerns and plan for the future.

## Transitions Lab

The Transitions Lab helps prepare students for success in college-level coursework by offering a special "Quick Start" brush-up workshop and the opportunity to meet with a Transition Advisor.

### How does it work?

Transition Advisors meet with new and current students to assess their needs and current course placement based on their college-entrance testing. Transition Advisors can assist people in becoming a college student or help with refreshing their skills by providing ongoing advising as they work on skills development, gain confidence and potentially boost their test scores.

The Transitions Lab is a special opportunity for students to have access to the right resources to successfully obtain a college degree, certificate, or diploma.

Together the student and the Transition Advisor determine the student's appropriate learning path which may include:

Enrolling in the "Quick-Start" brush-up workshop to boost college-level skills.

- Quick-Start is a Continuing Education, non-credit class offered for the cost of \$20 (not covered by Financial Aid)
- Study a minimum of 10 lab hours at your convenience in your needed area: math, reading, writing, technology, or keyboarding skills.
- At completion of your 10 hours, you will retest for free with the goal of higher class placement and possible entrance into your desired program.



# Testing and Assessment

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

## Makeup Testing (Lincoln)

With an instructor's permission, the Testing Center may provide makeup testing services for students who cannot attend their regularly scheduled testing date due to circumstances beyond their control. The instructor will complete and attach a "Makeup Test" cover slip to each test submitted. The following procedures are implemented to ensure proper authorization for testing and identification of each examinee:

1. All tests must have a makeup test form properly completed and attached.
2. Students referred for testing must know the title or name of the test, know the instructor's name, and present a picture ID or positive identification by SCC personnel.
3. It is very important that the test be available in the testing center once permission has been given for the student to test.
4. Instructors are responsible for picking up the completed tests.
5. To ensure the integrity of testing activities, no materials may be brought in to the Testing Center without the permission of the faculty. This includes no cell or smart phones or other personal electronic devices being allowed in the testing area of the Testing Center without the instructor's express, written permission.

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

## Test Proctoring

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

The Testing Center also provides distance-learning class testing.

## Testing Center Cheating

1. A student caught cheating in the Testing Center will have the test confiscated immediately.
2. The instructor will be notified as soon as possible by the Testing Center.
3. The instructor will address the situation as it is outlined in the course syllabus.
4. The student will be suspended from use of the Testing Center, for that class, until written notification is received by the Testing Center. The written notification will be from the instructor and must request reinstatement of Testing Center use for that student.

# Disability Services

The Americans with Disabilities Act of 1990 as amended (2008) (ADA) requires the College to make reasonable accommodations to the known physical or mental limitations of current or potential students. An accommodation is any change in the work or learning environment, or in the way things are customarily done, that enables an individual with a qualifying disability to pursue opportunities and have access to employment or programs and services offered by the College.

Southeast Community College desires to create an accessible community where individuals with disabilities have an equal opportunity to pursue their educational goals, limited only by their abilities, not their disabilities. To this end the College will:

- Provide direct, reasonable accommodations and support services for individuals with disabilities.
- Encourage self-determination, independence and personal responsibility for students with disabilities.
- Provide resources, advocacy, collaborative services, and outreach throughout the College community.
- Promote an open and welcoming environment around campus for individuals with disabilities.
- Inform and educate the Southeast Community College community about disability-related laws, rules, regulations, and policies.

The Career Advising/Disability Office at each campus location has responsibility for coordinating the efforts of the College to comply with the Americans with Disabilities Act. The office is responsible for working with eligible students to provide and coordinate appropriate academic accommodations.

### **Qualifying Disability**

To have a qualifying disability, an individual must have a record of having a substantial impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, walking, breathing, performing manual tasks, caring for oneself, learning or working.

### **Otherwise Qualified**

An individual must also be “otherwise qualified” (i.e., to be able to meet the requisite technical and academic standards.)

### **Basic Principles of Reasonable Accommodations**

- Individuals with qualifying disabilities must self-identify.
- Recent documentation describing the nature of the disability is required.
- Documentation must meet the criteria established by Southeast Community College.
- Documentation must be supplied by the individual.
- The individual must be “otherwise qualified” for a Program. Once it has been documented that an individual has a qualifying disability, SCC will work with the individual to provide reasonable accommodation.

The College is only obligated to make an accommodation to the known limitations of an otherwise qualified individual with a disability. The College is not required to provide an accommodation that is primarily for personal use. The accommodation provided need not be the most expensive or ideal accommodation, or the accommodation requested by the individual, as long as it is an effective accommodation.

### **The Decision to Self-Identify**

The decision to self-identify and request reasonable accommodations is highly personal. Southeast Community College welcomes current and prospective students to discuss their disability, documentation, possible accommodations, and concerns with Disability Services staff. If you have a disability, there is no requirement that you disclose your disability at any time, but in order to receive accommodations in college, you must self- identify. The decision not to self-identify is understood and respected.

### **Consider self-identifying and requesting reasonable accommodations if:**

- You have a documented disability that significantly affects major life functions.
- You are a client of Vocational Rehabilitation, the Commission for the Blind, the Commission for the Deaf and Hard of Hearing, or a related agency.
- You received accommodations at another college or university.

## **Requesting Reasonable Accommodations**

1. Obtain a copy of the Reasonable Accommodation request form. This form is available online at [www.southeast.edu](http://www.southeast.edu) and in the Career Advising/Assessment Office on each campus.
2. Complete, sign and date the request form.
  - Attach copies of material documenting disability.
  - Submit form and materials to the Disability Services Office on the campus where you will attend classes
    - Acceptable Sources of Documentation: Materials for documenting a disability are accepted from a licensed physician, psychiatrist, psychologist, licensed mental health provider, audiologist, speech pathologist, physical or occupational therapist, or other health care provider qualified to diagnose a disabling condition.
3. Disability Services will respond to the Request for Accommodations.

The request will be reviewed and the Reasonable Accommodation checklist will be completed by the assigned advisor.

When the individual and advisor meet, the advisor will inform the individual about qualification status– verbally and by written documentation.

### **If an individual qualifies:**

At this time, the individual may suggest ideas for reasonable accommodation. SCC will make every reasonable effort to offer an accommodation within approximately ten (10) school days.

If the accommodation is accepted, the individual and advisor will complete the Reasonable Accommodation Agreement form.

Students must contact Disability Services **every term** they attend, to access new or request continuing accommodations.

### **If an individual qualifies but does not accept the offered accommodation:**

The individual has the right to appeal an offered accommodation they may think is unacceptable.

### **If an individual does not qualify:**

The individual has the right to appeal the decision.

### **Responsibility of the Individual:**

- Obtain a copy of the Request for Reasonable Accommodation form from the Disability Services Office. Individuals who need accommodations should make their request as soon as possible.
- Complete the Request for Accommodations form and attach copies of material documenting your disability and include information about the type of accommodation provided previously.
- Submit the completed request form to the Disability Services Office on your campus.
- Disability Services will review the Request for Accommodations and assign an advisor to the individual.

### **Responsibility of the College/Disability Services:**

- Your request will be reviewed to determine whether reasonable accommodations can and should be provided by SCC.
- Disability Services staff will meet with the individual to inform him/her whether he/she qualifies under ADA guidelines to receive accommodation. Written notification of the College's decision shall also be provided to the individual.
- If the individual does qualify, this meeting will be used by the Disability Services advisor to learn more about the individual's disability and to hear suggestions or ideas for reasonable accommodation.
- For individuals who qualify, an offer of accommodation will be made in approximately ten (10) school days.

The individual has the right to accept or refuse the accommodation. If the accommodation is accepted, the individual and the Campus ADA Coordinator or designee will complete the Agreement to Provide Reasonable Accommodation form.

### **Right of Appeal**

Contact the Disability Services Office for more information on the Right of Appeal process.

If the student and the College are unable to successfully resolve problems through the appeal process within Disability Services, the student does have the right to file a grievance.

All students have the right of Due Process and fairness, in matters of dispute, including those arising from objection to, or dissatisfaction with, actions taken by Southeast Community College with regard to requests for reasonable accommodation. Remedies under this Grievance Procedure are corrective steps, measures to provide a reasonable accommodation.

For a complete explanation of the informal and formal grievance processes at SCC, consult either the College Catalog or the current Student Handbook, or contact the Dean of Student Services at your campus location.

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.

## Confidentiality & Privacy

Career Advising/Disability Services keeps all records and the documentation of students with disabilities confidential. Any information regarding student's disability and accompanying documentation is confidential and protected by law under the Family Education Records Privacy Act (FERPA), the ADA, and §504 of the Rehabilitation Act.

Individuals should contact the Campus ADA Coordinator or designee.

### **Beatrice**

Disability Services  
402-228-8242 or 800-233-5027 ext. 1242  
BeatriceADA@southeast.edu

### **Lincoln**

Disability Services  
402-437-2620 or 800-642-4075 ext. 2620  
LincolnADA@southeast.edu

### **Milford**

Disability Services  
402-761-8202 or 800-933-7223 ext. 8202  
MilfordADA@southeast.edu

### **Area Office**

ADA Coordinator  
402-323-3412 or 800-642-4075 ext. 3412  
AreaADA@southeast.edu

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

## Presence & Use of Animals at SCC Facilities and Events

Bona fide service animals may accompany students, employees, and visitors with disabilities to all SCC events, activities, and locations. Local, state, and federal laws regulate the use of service animals at SCC locations and/or events. Animals associated with a college-related Program of Study (e.g. livestock) or research laboratory activity (e.g. livestock, mice) are not covered by these guidelines. Please contact the Dean of Students on your campus for the complete administrative guidelines document for clarification and/or additional information regarding the presence and use of animals at SCC locations and events.

## Personal Counseling

Personal counseling or therapy is not available at Southeast Community College. 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 provide information to assist students to locate professional resources appropriate to their needs.

## Student Success

The Student Success Coaches on each campus assist students who are experiencing academic difficulty by helping them develop plans for success. The specialist can help students acquire skills needed for college success, such as how to study effectively, take tests, reduce stress, and manage time. The staff also can help students access other college resources, such as tutoring, career advising, health, and wellness activities. Student Success Coaches can help students problem-solve and sometimes suggest community resources that can help students with stress management or practical problems that arise due to attempting to manage multiple priorities.

The student success staff can be reached as follows:

### **Beatrice**

Kennedy Center Room K404, 402-228-3468 ext. 1351

**Lincoln**

Room H1, 402-437-2678

Learn to Dream Scholarship program, Room H1, 402-437-2606

**Milford**

Eicher Technical Center, Room 100M 402-761-8416

## TRiO/Student Support Services Program

The TRiO/Student Support Services Program (TRiO/SSS Program) is a federally funded program that helps students overcome class, social, and cultural barriers to higher education. The TRiO/SSS Program provides a holistic, supportive approach to help students succeed in all areas of life. The goal of the program is the increase retention, graduation, and transfer rates of eligible students from two-year to four-year institutions. The TRiO/SSS Program is limited to 160 SCC students who have applied and been accepted each year. Applications are available at the TRiO/SSS Program office or online at: <https://www.southeast.edu/triostudentsupportservices/>

### How do I qualify? To qualify a student must:

**Be one or more of the following:**

- a first generation college student
- within Federal low income guidelines
- a student with a documented disability

**Display an academic need based on any of the following:**

- College entrance scores (Compass, ACT, GED)
- High school cumulative GPA of 2.5 or lower in any area
- No college attendance in the last five years
- Limited English proficiency
- Others as determined by the TRiO Success Coach
- Be accepted and enrolled in a program of study that leads to an associate degree or diploma.
- Be able to complete a program of study in four (4) years.
- Be a U.S. citizen or eligible non-citizen.

What services and activities are available?

- Academic, financial, and personal counseling
- Career planning and job shadowing
- Cultural events and on-campus activities
- Student leadership opportunities
- TRiO scholarships, as available (if eligible)
- Scholarship research assistance
- Four-year college tours and transfer school counseling
- Advocacy and referral services
- Group workshops or individualized help regarding time management, stress management, study skills, test taking, note taking, scholarship essay writing

**TRiO/SSS Program offices**

**Beatrice: Kennedy – 403, 402-228-1215**

**Lincoln: 8800 O Street – H-1, 402-437-2766**

**Milford: Eicher Technical Center – 100Q, 402-761-8235**

## TRIO Upward Bound

TRIO Upward Bound is a grant-funded program awarded to SCC by the U.S. Department of Education. The goals of Upward Bound are to help academically at-risk students in grades 9 through 12 stay in school, graduate and prepare to enter and succeed in college. The program targets low-income, first-generation students.

First-generation students are those whose parents have not graduated from a four-year college.

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

The SCC Upward Bound program provides intensive support to participants including ongoing advising, counseling, tutoring, supplemental education, skills development, career and college exploration and a six-week summer instructional program which includes an out of state trip for qualifying students. Upward Bound participants who graduate from high school have the opportunity to participate in the Bridge Academy – a college transition program that gives students the opportunity to live on campus, take an SCC class, and adjust to becoming a successful college student. For more information visit The Upward Bound staff - Hoover Hall.

## Tutoring Services

Free tutoring services are available to students taking classes on each campus. Tutoring services depend on the availability of tutors and hours vary from campus to campus. Tutors are professional staff and trained students. Students also have access to online tutoring through Smarthinking. See locations listed below for information about tutoring availability, times and locations.

### Beatrice

Student Retention/Multicultural Recruitment Office  
Kennedy Center Room K404, 402-228-3468 ext. 1351

### Lincoln

Multi-Academic Center, located in the Library Resource Center on the Lincoln Campus, Room L1, 402-437-2628  
Academic Transfer Office Suite 112, downtown Education Square (ESQ) location, 402-323-3441

### Milford

Career Advising Office in the Assessment and Placement building, 402-761-8202.

### Smarthinking

With Smarthinking, students experience online tutoring that is simple, fast and always available. Students connect to live educators from any computer that has Internet access, with no special software installation or equipment required.

Smarthinking provides online tutoring 24 hours a day.

Call 402-437-2627 for details, or find Smarthinking via The Hub.

## Placement Services

Placement services for alumni and current students include

- posting of job listings on campus or online at ([www.collegecentral.com/southeast](http://www.collegecentral.com/southeast))
- job referrals
- résumé assistance
- interviewing techniques
- on-campus interviews
- career fairs

### Alumni

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

## Employment

Current SCC students interested in off-campus employment opportunities should contact the Placement Office or register with the online Placement Web tool at [www.southeast.edu](http://www.southeast.edu). Go to Quicklinks and click on Graduate Employment.

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

# CAMPUS/STUDENT LIFE

## Cancellations & Announcements

### Cancellations

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.

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. Because weather in Nebraska can vary, each campus will announce cancellations separately.

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

When weather or other conditions necessitate cancellation, the following procedure is followed as often as possible, giving the nature of changing weather conditions:

- 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.

### Regroup Emergency Text Messaging

To receive emergency notification via text message, sign up at <http://southeast.regroup.com/signup>. You can elect to sign up for a specific campus or campuses.

### Web

See [www.southeast.edu](http://www.southeast.edu), [thehub.southeast.edu](http://thehub.southeast.edu) or **Facebook**® for inclement weather and closing information. Also, sign up for Regroup text messaging alerts.

### Television

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

### Telephone

#### Beatrice

402-228-3468 – a recorded message will update you on the status of classes.

#### Lincoln

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

#### Milford

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

## Radio

### Beatrice stations notified:

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

### Lincoln stations notified:

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

### Milford stations notified:

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

## Public Address System

In Milford, announcements of extreme importance are broadcast over the College P.A. system at 8 a.m. Emergency announcements are made when necessary.

## Beatrice Campus Late-Start Shortened Schedule (10 a.m. start time)

<b>M-W-F Class Schedule</b>	
Regular Meeting Time	Late-Start Time
8–9:20 a.m.	10–11 a.m.
9:30–10:50 a.m.	11:10 a.m.–12:10 p.m.
11:30 a.m.–12:50 p.m.	12:20–1:20 p.m.
1–2:20 p.m.	1:30–2:30 p.m.
2:30–3:50 p.m.	2:40–3:50 p.m.
4 p.m.	Regular schedule resumes
<b>T-H Class Schedule</b>	
Regular Meeting Time	Late-Start Time
8–9:55 a.m.	10–11:20 a.m.
10:05 a.m.–Noon	11:30 a.m.–12:50 p.m.
12:10–2:05 p.m.	1–2:20 p.m.
2:15–4:10 p.m.	2:30–4:10 p.m.
4:10 p.m.	Regular schedule resumes
<b>Daily Classes</b>	
Regular Meeting Time	Late-Start Time
8–8:50 a.m.	10–10:30 a.m.
9–9:50 a.m.	10:40–11:10 a.m.
10–10:50 a.m.	11:20–11:50 a.m.
Noon	Regular schedule resumes



# General-Purpose-Bulletin-Boards and the Posting/ Distribution of Informational Material

Each campus may provide general-purpose-bulletin-boards which are clearly identified as such. College general-purpose-bulletin-boards are available for use by recognized student groups if scheduled and supervised in accordance with campus rules and regulations. Requests and approvals for use of College general-purpose-bulletin-boards are processed by the Campus Director's Office or designee. The College reserves the right to require any organization requesting use of College general-purpose-bulletin-boards to provide proof of adequate liability insurance which includes SCC as an additional named insured.

The specific use shall observe these rules:

1. No posting for commercial or business purposes.
2. Only one poster/announcement per activity.
3. No poster larger than 11 by 17 inches.
4. Posted material is to be removed on the day following the event.
5. No material posted for more than 14 days. Bulletin boards are to be completely cleared at the end of the academic term.
6. Posters, notices, or announcements may not be posted anywhere except on designated general-purpose-bulletin-boards without prior permission of the Campus Director.

Costs incurred for removal of items posted in violation of this regulation shall be billed to the organization, business, or individual found responsible.

Informational material may be distributed in College buildings by student organizations recognized by the College, but only with the permission of the Campus Director. Such material may be distributed on College property outside of the buildings by individuals or organizations, regardless of whether they are recognized by the College, provided that the Campus Director shall establish guidelines relating to time, location, and manner of such distribution, and that the Campus Director has given permission for the distribution.

Materials may not be distributed so as to interfere with pedestrian or vehicular traffic, or the educational program of the College, or to create a problem of litter. Flyers may not be placed on windshields of vehicles on College property. Costs incurred in removal of any items distributed in violation of these regulations will be billed to the individuals or organizations found responsible.

## **Beatrice Posted Announcements**

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

## **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.

## **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 and on The Hub. All announcements and notices posted must be approved by the Student Services Office and hung only on bulletin boards.

## Athletics

### Intercollegiate Athletics

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

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

SCC's athletic participation is governed by the eligibility rules of the NJCAA.

### Intramural Athletics

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

## Bookstore

The College operates and manages a campus bookstore on each campus. Books also are available online at [www.sccbookstore.com](http://www.sccbookstore.com).

A full range of new and used textbooks, supplies, educational aids, gift items and personal items is available.

Students attending Education Square can pre-order books for pickup or free delivery.

The bookstore offers book rental and a buy-back program for used textbooks. (Buy back is 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 City of Lincoln StarTran. Bus service is provided at the main entrance (east) of the 8800 O Street building. Bus service also is available for the Education Square location in downtown Lincoln at 11th and O Streets and the Jack J. Huck Continuing Education and Entrepreneurship centers at 68th and O Streets. 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 available on each campus as well as Education Square location, the Jack J. Huck Continuing Education Center and the Entrepreneurship Center.

### Beatrice

The Beatrice Campus operates the Storm Center Café 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 Storm Center are requested to be considerate of others. Reasonable cleanliness and appearance in dress are expected. Snack bar customers are to bus their own dishes and leave the table clean for the next person.

Vending machines and microwave also are available. Catering service is available by special arrangements.

### Lincoln

The Lincoln Campus operates the Campus Café and Campus Commons located near the east entrance and is open to SCC students, employees and the general public. The café serves breakfast and lunch, and a snack menu throughout the afternoon and evening hours. Vending machines and a microwave also are available in the Commons area and other designated areas on campus. Catering service is available by special arrangements.

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

### **Education Square, Jack J. Huck Continuing Education and Entrepreneurship Centers**

The Education Square downtown location and the Jack J. Huck Continuing Education and Entrepreneurship Centers have vending machines and a microwave available.

### **Milford**

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

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

Students eating in the cafeteria are requested to be considerate of others. Cafeteria customers are to bus their own dishes and leave the table clean for the next person. Reasonable cleanliness and appearance in dress are expected, and it is requested that shoes be worn, shirts buttoned and dirty gym clothes covered with a jacket or shirt.

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

A cafeteria committee comprised of students, the manager and the Student Activities Coordinator, meets regularly to discuss mutual problems. All comments and concerns about the cafeteria are handled through this committee. Special meetings are called when needed. The cafeteria contract is on a declining balance. When you purchase food, the amount will be subtracted from your account. You cannot carry over credit to the next term.

## **Calendar**

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

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

## **Child Care**

### **Lincoln**

The Child Development Center located on the Lincoln Campus provides SCC-Lincoln students with priority status for developmental child care. A professional staff provides care and education for the center's children. Since children are enrolled on a first-come, first-served basis according to age groups, early contact is advised. Services are available for children aged six weeks to kindergarten. The Center offers full-time and part-time options.

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

Summer Camps are available June-August for children ages Post K-age 11.

Adventure Mini-Camps for children ages 5-11 are available during the school year for specified days that the Lincoln Public Schools are not in session. Applications for both programs are available in the Child Development Center, Room C-1.

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

### **Milford**

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

## Clubs & Organizations

### Student Organizations

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

### Student Organization Guidelines

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

### Fund-Raising

Fund-raising activities by recognized student organizations or other non-profit organizations may only be conducted with the permission of the Campus Director.

### Classification for Student Organizations

#### Classification A:

Associations, Societies related to SCC programs, careers, degrees (e.g. AWS, AITP affiliated to national). Directly related to SCC Mission/Program/Curriculum (e.g. Ag Club, ENACTUS, SkillsUSA)

#### Classification B:

Honoraries (e.g. Phi Theta Kappa)

#### Classification C:

Social/Recreational groups sponsored by the College (MESO, Kaleidoscope, etc.)

#### Classification D:

Student Support/Special Interests not sponsored/endorsed by the College (e.g. other recreational, religious, political, social, affinity groups, Fraternities/Sororities)

### Travel and Transportation Guidelines for SCC Vehicles

#### Student Organizations classified as “A”, “B” or “C”

1. Travel destination must be approved by Student Activities Coordinator or campus designee.
2. Travel for student organizations in the A, B, or C categories may use available SCC vehicles:
  - Travel must be within a distance not to exceed a 250-mile radius from campus.
  - Eligible student organizations must complete the physical plant mileage reimbursement form.
  - Physical plant will bill the eligible student organization for the total miles traveled at the current IRS mileage rate approved by the SCC Board of Governors.
  - The miles traveled by the Student Organization will be paid out of the Campus Student Activities Fund (cost center budget 725).
  - Student organizations in A, B, or C categories will be eligible for subsidized mileage reimbursement up to \$750 per year. Each Student organization whose travel exceeds the \$750 limit per year will be required to raise funds (in advance) to pay for the travel that exceeds the subsidized \$750 limit.
  - Student organization trips that exceed the 250 mile radius limit will not be eligible for college vehicle usage. Student organizations traveling to destinations outside of the approved 250 mile limit must make and pay for all of their travel arrangements. College vehicles may not be used and the college will not pay for any expenses associated with the travel.

## Student organizations in the “D” classification

1. Are not eligible to use SCC College vehicles.
2. Are not eligible for mileage reimbursement from the SCC Student Activities Fund.

### Beatrice Clubs And Organizations

*AGRICULTURE CLUB: The Agriculture program has a club with several “interest areas” for members. It includes divisions for Agribusiness, Agronomy, Crops judging, and Horticulture. Classification A.*

*See listings below...*

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

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

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

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

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

*COLLEGIATE NEBRASKA CATTLEMANS – This organization is to discuss issues and fi solutions to problems that may be arising in the cattle industry. Classification D.*

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

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

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

*NEBRASKA LUTHERAN CAMPUS – Invite people, in academic settings, more deeply into Jesus Christ and the community that bears this name, so that they may discover and fulfill their vocation as disciples. Classification D.*

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

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

### **Lincoln Clubs And Organizations**

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

*CRU–This group is an interdenominational, primarily student, Christian organization seeking to provide a spiritual environment to study and discuss the Bible, worship, pray, encourage, and provide opportunities for Christian fellowship. Classification D.*

*ENACTUS–This organization has a mission to provide members the best opportunity to make a difference and develop leadership teamwork and communication skills through learning, practicing and teaching the principles of free enterprise. Classification A.*

*KAPPA BETA DELTA–The purpose of this society shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; to pursue an associate degree and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to human kind. It is organized exclusively for charitable and educational purposes. Classification B.*

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

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

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

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

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

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

*PHARMACY TECHNICIAN STUDENT ORGANIZATION is established for the purpose of assuming responsibility for contributing to Pharmacy Technician education in order to provide for the highest quality of health care, to aid in the development of the whole person, his/her professional role, and his/her responsibility for health care of the pharmacy patient, and to provide an avenue to create funds for projects and educational opportunities for organization members to enhance their educational experience in the Pharmacy Technician program. Classification A.*

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

*PSYCHOLOGY/SOCIOLOGY–This purpose of the group is to promote interest, provide information and activities that allow students in the social sciences’ fi of psychology and sociology to learn and pursue their interest. To develop and promote a program of social and educational activities related to psychology and sociology such as lectures, panels, discussions and movies for the benefit of the student body. To promote awareness and understanding for students about the fi and potential career paths within both the psychology and sociology fields. Classification A.*

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

*STUDENT PHYSICAL THERAPIST ASSISTANT ASSOCIATION—The Student Physical Therapist Assistant Association is established for the purpose of providing opportunities for the enhancement of academic, social, professional and recreational aspects of student life and future physical therapist assistants. Classification A.*

*STUDENT VETERANS ORGANIZATION—The goal is to provide student veterans the opportunity to network with other veterans, provide support for academic success, increase veteran-related programming, and allow veterans to be actively engaged in community service projects that will assist veterans at Southeast Community College. Classification D.*

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

### **Milford Clubs And Organizations**

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

*ASSOCIATED GENERAL CONTRACTORS – This group is a student chapter of the Associated General Contractors, Nebraska Building Chapter and is open to students enrolled in Architectural Engineering Technology and Building Construction Technology. The purpose of the organization is to increase student awareness of the commercial construction industry through the use of guest speakers, product demonstrations, and fi trips; to provide students networking opportunities with other construction division students and construction professionals; to provide community service; and to develop leadership skills in the student members. Classification A.*

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

*FUTURE OPERATORS OF AMERICA (FOA) – This group is a student group to encourage communication between energy generation program students, employers and faculty as well as to make students aware of career opportunities, to provide community service to the surrounding area and campus, to provide input for the continual updating and improvement of course curriculum, to promote leadership, involvement and input into the program, and to promote sound professional conduct. Classification A.*

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

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

*PROFESSIONAL SURVEYORS ASSOCIATION OF NEBRASKA (PSAN) – This group promotes community service, camaraderie, and a link between Surveying/Civil Engineering education and Surveying/ Civil Engineering Industry. PSAN is designed to promote the preservation and conservation of survey markers and the land and the communities that surround them. This group is open to students in the Land Surveying/Civil Engineering Program. Meetings are held the fi Wednesday of each month. Classification A.*

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

*SOCIETY OF MANUFACTURING ENGINEERS S218—This group is a student affiliate of the Lincoln Senior Chapter 222 open to Manufacturing Engineering and Precision Machining and Automation students in other programs related to manufacturing. The organization is designed to promote higher levels of understanding in areas related to manufacturing, to provide an opportunity for professional association membership, and to allow students opportunities for professional development in the world of manufacturing. Classification A.*

## **College Colors**

The College’s colors are blue and white.



## Commons Areas

### Student Centers/Campus Commons

SCC provides campus Student Centers where students meet to relax, socialize with other students, or participate in scheduled activities. Each Student Center provides a lounge area, snack area, TV, video games, vending machines, and wireless internet access. The hours of each campus Student Center are posted.

### Wellness/Fitness Center

Each campus has a Wellness/Fitness Center that provides, free to students, the use of exercise equipment that is designed to help students achieve a healthy lifestyle.

## Communication & Email

The College will provide each student with an email account. This will be the College's preferred method of communication with a student. The account provides students with 7 Gig of free storage in the cloud plus web apps for access to Microsoft Word, Excel, PowerPoint, and OneNote products. A link to this provided email account is located on the main page of The Hub portal. Once the student successfully logs into The Hub, they can follow the email link from main page of The Hub to access their account. Students needing more information should go to The Hub at <http://thehub.southeast.edu>.

## Employment

Students interested in current off-campus employment opportunities should contact the Placement Services or register at [www.southeast.edu](http://www.southeast.edu). Click on Placement Services then click on Online Employment Services.

## Facilities Use

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

Requests to utilize college space for events/activities not directly related to the College's mission/business/operations (e.g., credit and non-credit courses), will not be scheduled/ reserved for more than 3 times/week and will only be scheduled/reserved for the duration of a given term (quarter). Please contact the campus director for additional terms and conditions.

## Fax

### **Beatrice**

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

### **Lincoln**

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

### **Milford**

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

## Fees

The Student Services' fee is used to finance scholarships, student activities, programs and events which include intramural sports, social and cultural activities, Student Senate, tutorial services, and wellness. All part-time and full-time credit students are charged a Student Services fee each term. The Student Senate provides advice to Student



Activities Coordinators for budgeting this fee. The furnishings and equipment in the student center are examples of the use of this fee. See Tuition, Fees and Housing information online.

## First Aid

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, 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. In Beatrice or Milford, contact your instructor or residence hall counselor for assistance.

### **Beatrice**

First aid kits are available throughout the Beatrice campus including in residential housing units.

### **Lincoln**

The campus first aid station is located in the Wellness Center, room O-3. First aid kits are located throughout the campus.

### **Milford**

The campus first aid area is located in the Business Office in the Eicher Technical Center.

## Food and Drinks

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

### **Beatrice**

Food and beverages are allowed in the Storm Center Café.

### **Lincoln**

Food and beverages are allowed in the Campus Café, Commons and Student Center. The Campus Director must approve special arrangements for food service in non-designated areas.

### **Milford**

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

## Government & Leadership

### Student Ambassadors

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

### Student Senate

Student Senate is the student governing body of the campus participating in the administration of student affairs. The Senate acts in an advisory capacity and represents students in the planning and decision-making process. The president of Student Senate is a non-voting member of the SCC Board of Governors. 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.

If you would like more information on Student Senate, contact the Student Activities Coordinator on your campus.

## Residence Hall Assistants

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

## Housing

The College provides on-campus housing at the Milford and Beatrice campuses. Students living in housing must maintain a full-time student status (12 credit hours). If students should fall below full-time status, approval from the Dean of Students must be obtained to allow their staying in housing.

The College is not responsible for personal items which may be stolen or damaged. Students should carry personal property insurance for their belongings.

**NOTICE:** Any student on the registered sex offender list is prohibited from residing, working, or volunteering in any student residence facility owned and/or operated by the College.

### 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 cable TV and Internet access in each room. Housing on campus is available to all eligible/qualifying students. An ala carte meal plan is available on the Beatrice Campus, and the Storm Center Café is open Monday through Friday.

(For information on housing costs see Tuition, Fees, & Housing information online.) Beatrice Campus maintains off-campus housing for Parents of All Ages program participants.

### Lincoln

Lincoln Campus does not provide student housing, but it will provide information for students seeking housing which includes apartment and home listings, city locator maps, prices and general information on independent living. Please contact the Student Services Office for more information. NOTE: The College does not endorse, approve, inspect or recommend any apartments or homes include in any listings.

### Milford

Milford residence halls have cable TV and Internet access. Housing is available to all eligible/qualifying students. Housing contracts are signed prior to the beginning of each term on the Milford Campus. (For information on housing costs see the Tuition, Fees, & Housing information online.)

## The Hub

The Hub (<https://thehub.southeast.edu>) is SCC's intranet portal, a means of providing information, communication and applications easily through personalized views. Only current students can log in and access the site.

The Hub:

- includes a single sign-on to WebAdvisor, Moodle and the `firstname.lastname@my.southeast.edu` email account
- includes notifications of important information for students
- provides access on and off campus to all library databases and Films on Demand
- is where students access their online Moodle classes
- provides access to information students need to know about the College
- Provides access to student services such as registration, financial aid information, bill pay, etc.

## I.D. cards

Students who are currently enrolled at SCC must obtain a free SCC photo identification card (ID) by presenting a copy of their class registration form. Free photo identification cards (IDs) are available for each student for use on campus in the LRC, Business Office, Bookstore, entry to College activities, etc.

Photo IDs are not transferable. Any students requesting a replacement student photo ID card, for whatever reason during the term they are enrolled, will be charged a \$5 fee. A new ID card would be issued without the \$5 replacement charge for students returning to school who have not taken classes for one or more terms.

Students transferring to a different campus would be considered a new student and would not be charged for a replacement ID card. Photo times will be announced and taken at the following locations.

### **Beatrice**

Library Resource Center

### **Lincoln**

Information Desk (in section "V" across from Admissions) or Student Activities Office (section "O" by the gym)

### **Milford**

Student Services Desk in Welcome Center

## Library Resource Center/Media Services

The Library Resource Centers of SCC operate to provide accessible learning environments for students and employees. By using both traditional and electronic resources, the LRCs meet the needs of students and employees at each campus while serving the College as a whole.

Hours of service, phone numbers and access to the LRCs' electronic resources are available at the LRCs' web page at [www.southeast.edu](http://www.southeast.edu). Loan policies vary by location. A valid student identification card is required to check out materials. Overdue fees and replacement fees may be charged for late, lost or damaged materials. On campus and remote access to LRC databases is provided through The Hub. Separate passwords are not required for access; if students and employees experience problems accessing the databases, they should contact their campus LRC for assistance. Training with the databases is available.

Media services are available through the LRCs. Although each campus LRC laminates materials and runs transparencies, the Media services differ by campus. If interested in media services, contact your campus LRC for additional information.

## Lost and Found

### **Beatrice**

Lost and found items may be reclaimed at the Switchboard Office.

### **Lincoln**

The campus lost and found is located at the switchboard across from Student Services. Report lost items and turn in found items to this location. Unclaimed items are donated to charity at the end of each term.

Education Square's is located in Room 112.

### **Milford**

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

# Mail

## **Beatrice**

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

Student's Name SCC-Beatrice  
Hall, Room #  
4771 W. Scott Rd.  
Beatrice, NE 68310-7042

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

## **Lincoln**

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

## **Milford**

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

Student's Name SCC-Milford  
Hall, Room #  
621 State Street  
Milford, NE 68405-8498

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

# Messages

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

# Newspapers

## **Beatrice**

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

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

Students also receive training in online publishing at The Challenge. Go to [www.sccchallenge.com](http://www.sccchallenge.com).

## **Lincoln**

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

The Monday Memo is an electronic bulletin of events and news occurring at the campus throughout the week.

## **Milford**

The Monday Memo is an electronic bulletin of events and news occurring at the campus throughout the week. Access it on The Hub at <https://thehub.southeast.edu>.

## Notary

### **Beatrice**

There is not currently a notary on the Beatrice Campus.

### **Lincoln**

Notary service is available free of charge in U4, J2, L3 and at the Information Desk.

### **Milford**

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

## Performing Arts–Beatrice & Lincoln College Choir

The College choir “After the Storm” performs a variety of musical styles in concerts on campus and for organizations in the community.

### **Theatre**

Theatre production classes are open to all interested students. Theatre students rehearse and perform two productions each school year.

## Photocopy

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

## Solicitation on Campus

Solicitation on campus grounds, including Residence Halls or students’ residences, is prohibited. Commercial vendors, authorized by the Campus Director and invited by an authorized designee of the College, are exempt and allowed to supply necessary items at times, places and in a manner determined by campus administration.

## TDD (Telecommunication Device for the Deaf)

The Lincoln Campus has a TDD located in the Career Advising Center.

## 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 are strongly encouraged to carry insurance for their personally-owned equipment.

# QUALITY ASSURANCE

## Engaged Learning Experience

Southeast Community College supports the Engaged Learning Experience where teaching and learning focus on engaging students in the application of knowledge and skills through interactive activities. ELE is based on a five-part framework:

1. Pre-Class Content Delivery
2. Pre-Class Assessment/Ticket to Class
3. Engaging Classroom Activities
4. Assessment of Higher Order Thinking
5. Remediation, Redirection and Review

ELE creates a learning environment that happens in and outside the classroom to enhance student learning.

## Global Education - Student World Denizen Project

What is a denizen? A denizen is someone who has lived at a particular place for a prolonged period of time and has learned the culture of his/her new environment. It is our hope that students who become part of the Student World Denizen Project will learn and embrace the new diverse cultures and people with which they come into contact. We want our students to look beyond the classrooms of SCC and see the world and understand that our concept of community now extends beyond the campus, city, county, and the state, to encompass the world. We want our students to have the knowledge and skills that will allow them to participate in the global community and to become global citizens.

SCC's Global Education Student World Denizen Project is designed to more fully globalize our curriculum and increase faculty, staff and student awareness and involvement in global issues, activities and dialogue through the implementation of a series of SCC-sponsored activities. The Global Education Student World Denizen project includes the following requirements:

1. Students will complete at least 22.5 credits (five courses) from the approved list of Global Education Courses (all interested students must secure approval from the Office of Global Education Initiative prior to stating the SCC Global Education Student World Denizen Project). All of the course requirements for the project are listed on the Global Education website: [www.southeast.edu/globaleducation](http://www.southeast.edu/globaleducation). Approved transfer credit will be accepted for courses comparable to the approved list of Global Education classes offered at SCC.
2. Students will maintain a B average or a grade-point average of 3.0 in courses designated as having global content.
3. Students will participate in six total (a minimum of three activities during each academic year) international passport activities (screening of a film, book reading group, International Education Week activities, speakers/dialogue or an approved community event) before they graduate or transfer from SCC.
4. Students will help plan one approved on-campus event relating to a global issue.
5. Students gain global experience (45 hours of participation) in either a Global Education Global Studies (GLST 2970/GLST 2980) travel course and trip, an approved International Internship/Cooperative, or an approved local global domestic experience.
6. Students will give a formal capstone presentation related to their global experience (class/trip or domestic experience).
7. Students will submit the PowerPoint of their capstone presentation to the Global Education Coordinator, to be placed on the Global Education website.
8. Students completing the requirements of the Global Education Student World Denizen Project will receive an official Letter of Distinction.

## Assessment of Student Learning and Program Review

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

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

## Student Evaluation of Faculty and College Services

Students are provided opportunities to evaluate their courses and instructors and other college services provided by the College. College services includes, Financial Aid, Registration, Admission, Student Activities, Child Care, Food Service, Library Services, Technology, and the overall appearance of the College. The purpose for us wanting your feedback is for improvement in either instructional methods or college services. For information regarding course evaluations please contact your Program Chair, or for college services, contact the Campus Director.



# Personnel

2016-2017 Catalog

Southeast Community College

---



# Personnel Listing

## Administrative/Professional

Emily Adams

Institutional Research Analyst  
MS, Western Illinois University, 2014  
BA, Creighton University, 2011

Sarah Aguirre

Student Success Coach, Learn to Dream  
BS, Nebraska Wesleyan University, 2013

Christina Albracht

Testing Center Specialist  
BA, Doane College, 2008  
AAS, Southeast Community College, 2005

Tatje Alder

Assistant Manager, Food Service  
AAS, Southeast Community College, 2011

Justin Allman

John Deere Developer Level 2  
BS, Pittsburg State University, 2004  
AAS, Illinois Central College, 2002

Andy Anderson

John Deere Trainer Level 1  
BS, Iowa State University, 1998

Justin Armstrong

John Deere Trainer Level 1  
AAS, Lake Land College, 2007

Nicole Austin

Human Resources Training, Policy, & Resources  
Specialist  
BA, Doane College, 2013  
AAS, Southeast Community College, 2009

Lori Balke

Career Advisor/Assessment  
BS, University of Nebraska, 1985

Patty Bartels

Education Specialist Upward Bound  
BS, Peru State College, 2014  
AAS, Southeast Community College, 2013

Kaye Bartels-Eiland

Admissions Representative  
BA, Doane College, 1998

Kenton Baughman

Administrative Director, John Deere Training  
MS, Pittsburg State University, 1980  
BS, Pittsburg State University, 1979  
AAA, Colby Community College, 1978  
Certification, Flint Hills Area VoTech, 1977

Mark Bayliss

Testing Center Coordinator  
MA, Siena Heights, 1996  
BA, Siena Heights, 1992

Claudio Bentivoglio

John Deere Trainer Level 1  
BS, University of Marilia, 2014

Bradley Bohnenblust

John Deere Trainer Level 1  
BS, Pittsburg State University, 2014

Steven Bors

Director, Entrepreneurship Center  
MSN, University of Nebraska, 1985  
BS, US Merchant Marine Academy, 1980

Charles Brewer

Financial Aid Associate Director  
MA, Doane College, 2014  
BA, Concordia University, 2003

Alan Brunkow

Information Services Manager  
AAS, Southeast Community College, 1978

Chris Buckman  
John Deere Trainer Level 2  
BS, Pittsburg State University, 1973

Thomas Cardwell  
Dean, Student Enrichment  
PhD, University of Nebraska, 2000  
MA, University of Nebraska, 1977  
BA, University of Nebraska, 1975

Rebecca Carr  
Associate Director, Institutional Research  
MA, West Virginia University, 1993  
BS, Colorado State University, 1989

Amy Chesley  
Dean, Continuing Education  
BA, Concordia University, 2006  
AAS, Southeast Community College, 1993

Rebecca Chin  
John Deere Trainer Level I  
BS, McGill University, 2012  
Diploma, John Abbott College, 2008

Connie Collin  
Director, Training Solutions  
MBA, University of Nebraska, 1995  
BS, Peru State College, 1973

Jeff Corey  
Physical Plant Superintendent  
High School Diploma, 1987

Bryan Crouch  
John Deere Trainer Level 2  
BS, Sam Houston State University, 1996  
AAS, Navarro College, 1998

Christopher Cummins  
Director, Media & E-Learning  
BS, Wayne State College, 1996

Kody Daniels  
John Deere Trainer Level 1  
BS, Pittsburg State University, 2015

Susan Dauber  
Distance Learning Curriculum Designer/Technical  
Coordinator  
MA, University of Nebraska, 1983  
BA, Kearney State College, 1977  
AA, Southeast Community College, 1975

Melissa Decker  
Director, TRIO Upward Bound  
BS, Peru State College, 1992  
AAS, Southeast Community College, 1990

Joel Dickinson  
Admissions Representative  
BS, Black Hills State University, 1986

Stephen Dietz  
Associate Dean of Student Services  
MA, Doane College, 2013  
BA, Doane College, 2006  
AAS, Southeast Community College, 2001

Susan Dunn  
Access/Equity Specialist  
MLS-Legal Studies, University of Nebraska College  
of Law, 1992  
MLS-Library Science, Emporia State University,  
1979  
BFA, Doane College, 1978

Kathy Eitzmann  
Dean, Business Division  
PhD, University of Nebraska, 2011  
MA, Doane College, 2002  
BS, Truman State University, 1988

Steve Engelhardt  
John Deere Trainer Level 2  
BS, Minnesota State University, 2003

Paul Erichsen  
Agriculture Lab Manager  
BS, Fort Hays State University, 2004

Margarita Feyerherm  
Student Retention/Multicultural Recruitment  
Specialist  
MA, University of Nebraska, 1997  
BA, University of Nebraska, 1990

Kevin Forch  
Student Retention Specialist  
M.Ed, University of Nebraska, 2014  
BS, University of Nebraska, 2008

Patricia Frakes  
Admissions Representative  
High School Diploma, 1967

Robert Ginsburg  
Property & POAA Coordinator/Head Softball  
Coach  
AA, Community College of Allegheny County,  
1975

Yolanda Gomez  
ESL Coordinator  
BA, Institute Poltecnico National, 1981

Carol Gustafson  
Assistant Director, Training Solutions  
MA, Doane College, 2013  
BA, Doane College, 2007  
LPN, Lincoln Technical Community College, 1973

Rodney Gustafson  
Information Services Technician  
MS, University of Nebraska, 1978  
BS, University of Nebraska, 1973

Andrea Haggard  
Marketing Specialist  
BA, Creighton University, 1994

Ann Hajek  
Financial Aid Associate Director  
BS, Kearney State College, 1987

David Hallowell  
Webmaster  
AAS, Metro Community College, 2000

Stacey Harrifield  
Student Activities Coordinator  
BS, Wayne State College, 2003

Beverly Harvey  
Vice President for Student Services/Lincoln  
Campus Director  
M.Ed, University of Nebraska, 2002  
BS, Bellevue University, 1998  
AAS, Southeast Community College, 1989

Donna Havener  
Associate Registrar  
AAS, Southeast Community College, 2001

Leonard Havlovic  
John Deere Trainer Level 1  
BS, University of Nebraska, 1973

Dennis Headrick  
Vice President for Instruction  
PhD, University of Nebraska, 2003  
MA, University of Nebraska, 1985  
BA, University of Nebraska, 1976  
AA, Southeast Community College, 1974

Travis Heck  
John Deere Developer Level 2  
BS, Pittsburg State University, 2004  
AAS, Pittsburg State University, 2001

Marguerite Himmelberg  
Director, Client Solutions  
BS, University of Nebraska, 1985

Mary Hittle  
Administrative Director Client Services  
AA, Southeast Community College, 2001

Nancy Holman  
Director, Continuing Education/ Family &  
Consumer Science and Leisure Activities  
BS, University of Nebraska, 1975

Casey Holsing  
Admissions Representative  
MA, Baker University, 2010  
BA, Midland University, 2005

Joanie Houti  
Project Manager  
BA, Dana College, 1996

Shirley Huttenmaier  
Placement Specialist  
BS, Peru State College, 1991

Paul Illich  
President  
PhD, Texas A&M University, 1993  
MS, Texas A&M University, 1990  
BS, Texas State University, 1987  
AA, Blinn College, 1985

Lora Ives  
Assistant Director, Training Solutions  
BA, University of Nebraska, 2007

Tanya Jarchow  
Director, TRiO Student Support Services Program  
MA, University of Nebraska, 2006  
BS, University of Nebraska, 1998  
AAS, Northeast Community College, 1996

Sarah Jones  
Bookstore Manager  
BS, University of Nebraska, 2002

Amy Jorgens  
Vice President for Administrative Services  
MBA, University of Nebraska, 2009  
BS, Nebraska Wesleyan University, 1990

Susan Kash-Brown  
Assistant Director, ESL  
Masters School for International Training, 1989  
BA, University of Nebraska, 1980

Jamie Keller  
Admissions Representative  
BA, Chadron State College, 2011

Erin Killman  
Publications Specialist  
AAS, Southeast Community College, 2002, 2004,  
2006

Rob Koch  
Student Retention Specialist  
BA, University of Nebraska, 1990  
AAS, Southeast Community College, 1986

Ed Koster  
Vice President for Technology/Milford Campus  
Director  
MBA, Wayne State College, 2011  
BS, Northwest Missouri State University, 1989

Sarah Kramer  
Human Resources Coordinator  
MA, Doane College, 2010  
BS, Northwest Missouri State, 2004

Jody Kreikemeier  
Testing Center Specialist  
MS, Wayne State College, 1996  
BA, University of Nebraska, 1992

Kat Kreikemeier  
Administrative Director Admissions & Career  
Services  
MS, University of Nebraska, 2009  
BA, Nebraska Wesleyan University, 2005

Toni Landenberger  
Assistant Campus Director/Administrative Director  
of Virtual Learning  
M.Ed, University of Nebraska, 2001  
BS, Peru State College, 1993

Kirstin Larsen  
Training Coordinator, John Deere  
AAS, Northern Virginia Community College, 2010  
BA, Iowa State University, 2007

Tate Lauer  
Assistant Director, Adult Education  
BS, University of Nebraska, 1994

Anthony Lauer  
John Deere Trainer Level I  
BS, Pittsburg State University, 2012  
AAS, Cowley County Community College, 2010

Brooke Lenhoff  
Assistant Director, Entrepreneurship Center  
BS, University of Phoenix, 2009  
AAS, Southeast Community College, 2007

Jeanette Lupori  
Food Service Manager  
AAS, Southeast Community College, 1997

Paul Lytle  
Assistant Director, Training Solutions  
MSOM, Peru State College, 2011  
BAS, Peru State College, 2008  
AAS, Southeast Community College, 2004

Barry Masin  
Assistant Campus Director  
BS, University of Nebraska, 1973

Gay Mason  
Retention and Support Specialist,TRiO/SSS  
Program  
BS, Iowa State University, 1987

Rachel Mason  
Student Activities Coordinator  
BS, Kearney State College, 1981

Erin May  
Assistant Director, SENCAP/Dual Credit  
M.Ed, Doane College, 2014  
BS, Northwest Missouri State University, 2007

Rachael McLeod  
Resource Development Director  
MA, University of Nebraska, 2009  
BA, University of Nebraska, 1994

Cindy Meyer  
Learning Center Coordinator  
Certificate, University of Colorado, 1996

Douglas Meyer  
Admissions Representative  
BS, University of Nebraska, 1990

Dana Meyers  
Assistant Director, Training Solutions  
Certificate, MO Western State University, 2011  
BA, University of Nebraska, 1996

Jason Misegadis  
John Deere Trainer Level 1  
BA, Pittsburg State University, 2002  
BA, Barton County Community College, 2000

Robin Moore  
Administrative Director, Institutional Research  
BS, University of Nebraska, 1984

Kelly Morgan  
Assistant Director/SCC Area Outreach Program  
AAS, Southeast Community College, 1990

Robert Morgan  
Dean of Virtual Learning/Beatrice Campus  
Director  
MA, University of Nebraska, 1995  
BS, University of Nebraska, 1980

Janet Nason  
Business Manager/Director, Accounting & Finance  
BS, University of Nebraska, 1988

Corinne Neel  
Academic Advisor  
BS, Bellevue University, 1997  
AS, Central Community College, 1995

Randy Nelson  
Administrative Director, SENCAP/Dual Credit  
EdD, University of Nebraska, 1989  
MA, University of Nebraska, 1981  
BA, University of Nebraska, 1972

Patrick O'Neill  
Career Advisor/Assessment  
MPA, University of Nebraska, 1992  
BA, University of Nebraska, 1984

Stephanie Osterthun  
Academic Advisor  
MS, Kansas State University, 1997  
BGS, Wichita State University, 1991  
AA, Cowley County Community College, 1989

Stu Osterthun  
Administrative Director, Public Information and  
Marketing  
M.Ed, Southwestern College, 1995  
BS, Northwest Missouri State University, 1983

Robert Overkamp  
Associate Registrar  
MA, University of Missouri, 2009  
BS University of Nebraska, 1999

Cheryl Parks  
Assistant Director, SENCAP/Dual Credit  
BS, Peru State College, 2008  
AA, Southeast Community College, 2004

Dion Parks  
Assistant Athletic Director/Head Baseball Coach  
MA, Dakota Wesleyan University, 2010  
BS, Bellevue University, 2008

Charlotte Pasco  
Dean, Health Sciences Division  
BA, Doane College, 1997  
Diploma, Creighton University, 1981  
Certificate, School of Respiratory Therapy-Sioux  
Valley, 1972

Glenn Pasho  
Dean, Construction & Electronics and  
Communications & Information Technology  
Division  
BS, University of South Dakota, 1982  
AAS, University of South Dakota, 1981  
AAS, Stevens Trade School, 1979

Luke Pawlowski  
Multimedia Education Specialist  
BS, University of Nebraska, 2006

Mike Pegram  
Dean of Student Enrollment  
MS, Western Illinois University, 2000  
BA, Truman State University, 1997

Frederick Petsch  
Administrative Director, John Deere Training  
BS, University of South Dakota, 1975  
AAS, Southeast Community College, 1971

Janalee Petsch  
Director, Library Resource Center  
High School Diploma, 1970

Eleise Pinnow  
Instructional Designer/Trainer  
BS, Peru State College, 2014  
AAS, Southeast Community College, 2011

Audra Podliska  
Resource Development Director  
MS, University of Nebraska, 2005  
BA, University of Nebraska, 1994

James Presley  
John Deere Trainer Level 2  
AAS, Northwest Mississippi Community College,  
1976

Carrie Puhalla  
Head Women's Volleyball Coach/Student  
Activities  
BS, Northwest Missouri State University, 1995

Geriann Rada  
Director, Transitions & Tutoring  
BS, University of Nebraska, 2011  
AA, Mesa Community College, 1991

Lyndsi Rasmussen  
Director, Library Resource Center  
MA, University of Missouri, 2012  
BS, University of Nebraska, 2006

Rod Rhodes  
Administrative Director, Instructional  
Effectiveness & Research  
MS, University of Nebraska, 1988  
BA, Nebraska Wesleyan University, 1982

Michele Richards  
Academic Advisor  
BA, Doane College, 1998  
AAS, Lincoln School of Commerce, 1992

Ryan Riddle  
John Deere Trainer Level I  
BS, Ohio State University, 2015

Stacy Riley  
Career Counselor/Assessment  
MS, Peru State College, 2008  
BS, University of Nebraska, 2005

Diane Rink  
Administrative Director, Registration & Records  
MS, University of Oklahoma, 1994  
BS, Doane College, 1992  
AAS, Southeast Community College, 1990

Carolee Ritter  
Dean, Arts & Sciences Division  
PhD, University of Nebraska, 2005  
MA, Colorado State University, 1992  
BA, Rutgers University, 1989

Amy Rockel  
Instructional Designer/Trainer  
BA, University of Nebraska, 2001

Kyle Rutschman  
John Deere Trainer Level 1  
BS, Pittsburg State University, 1998

Karen Sachtleben  
Career Counselor/Assessment  
MA, University of Nebraska, 1998  
BS, University of Nebraska, 1976

Lynn Saffer  
Adult Education Coordinator  
BA, Kearney State College, 1980  
AA, Platte Technical Community College, 1978

Michele Saucier  
Academic Advisor Health Focus  
MA, University of Nebraska, 2006  
BS, University of Nebraska, 1979  
AAS, Community College of the Air Force, 1986

Kari Schell  
Director, Child Development Center  
BS, University of Nebraska, 2001  
AAS, Central Community College, 1998

Denise Schlake-Ideus  
Dean, Ag/Food/Natural Resources  
Division/Community Services & Resources  
Division  
PhD, University of Missouri, 1995  
MS, University of Nebraska, 1981  
BS, University of Nebraska, 1979

Brent Schluckebier  
Physical Plant Superintendent  
AAS, Southeast Community College, 1997

Sterling Schmitz  
John Deere Trainer Level 1  
AAS, NW Mississippi Community College, 1999

Dannon Scott  
John Deere Trainer Level 2  
BAS, Peru State College, 2011  
AAS, Garden City Community College, 2000

Pam Sedlacek  
Bookstore Manager  
BA, Chadron State College, 1991  
AA, Southeast Community College, 1983

Jerry Shald  
John Deere Trainer Level 3  
AAS, Southeast Community College, 1979

Michael Shaw  
John Deere Trainer Level I  
High School, 1967

Joanne Shimmin  
Director, Library Resource Center  
MA, Kearney State College, 1990  
BA, Kearney State College, 1983  
ABE, Western Bible College, 1983

Katie Skinner  
Purchasing Manager  
AAS, Southeast Community College, 2008

Jermayne Smallwood  
John Deere Trainer Level 1  
BS, North Carolina State University, 2013

Jennifer Snyder  
Social Media Marketing/Writing Specialist  
BJ, University of Nebraska, 1990

Rachel Sommerer  
Financial Aid Associate Director  
MS, Drake University, 1997  
BS, Truman State University, 1990

Jose Soto  
Vice President for Access/Equity/Diversity  
JD, University of Nebraska Lincoln College of Law,  
1984  
BA, Inter-American University of Puerto Rico,  
1975

Lisa St. Louis  
Director, Purchasing  
BA, Doane College, 1986

Jay Stalder  
Instructional Designer/Trainer  
BS, University of Nebraska, 2000  
AAS, Southeast Community College, 1999

Jayne Steffens  
Financial Aid Associate Director  
BS, Kearney State College, 1978

Rhonda Taft  
Director, Continuing Education/Transportation  
Diploma, Southeast Community College, 1981

Bruce Tangeman  
Vice President for Human Resources/Professional  
Development  
BS, University of Nebraska, 1980

Craig Thelen  
Physical Plant Superintendent  
AAS, Southeast Community College, 1985

Lila Thomas  
Academic Advisor  
BS, Peru State College, 1993  
AA, Fairbury Jr. College, 1972

Laura Thompson  
Publications Specialist  
AAS, Southeast Community College, 2007

Shelly Tolle  
Placement Specialist  
BA, Peru State College, 2005  
AAS, Southeast Community College, 1982

Brian Torrence  
Security & Safety Coordinator  
BS, Concordia University, 2001

Melissa Troyer  
Administrative Director of Financial Aid  
BS, Peru State College, 2011  
AAS, Southeast Community College, 2005

Lori Vancura  
Associate Registrar  
MS, University of Wisconsin, 1993  
BA, Briar Cliff College, 1985

Diane Vesely-Robb  
Director, Adult Education  
BS, University of Nebraska, 1993

Lisa Vosta  
Supervisor, Print Shop  
Diploma, Southeast Community College, 1979

Kym Wallingford  
Learning Center Coordinator  
BS, Peru State College, 1998  
BA, Westmar College, 1987

Jeanette Walsh  
Director, Continuing Education/ Health Programs  
BSN, University of Nebraska Medical Center, 1992  
RN, Diploma, Nebraska Methodist Hospital School  
of Nursing, 1975

Jennifer Warren  
Bookstore Manager  
BS, Nebraska Wesleyan University, 1995

Theresa Webster  
Assistant Campus Director/Dean of Student  
Affairs, Disability and Veteran Services  
MA, Doane College, 2003  
BA, University of Nebraska, 1998

Lynn Willey  
Placement Specialist  
BA, Doane College, 1991  
AAS, National College of Business, 1972

Glen Williams  
Dean, Transportation/Manufacturing Division  
MS, Central State University, 1986  
BS, University of Nebraska, 1976

Randy Williams  
Administrative Director of Infrastructure/Systems  
AAS, Southeast Community College, 1990



Myles Wilson  
John Deere Trainer Level 1  
Diploma, Lincoln College of Technology, 2013

Peggy Wilson  
Loan Analyst  
BS, Bellevue University, 2009  
AAS, Southeast Community College, 2006

Nickolas Winquist  
John Deere Trainer Level 1  
Diploma, Nicholer Area Technical College, 2002

Brock Zautke  
Learn To Dream Recruitment & Retention  
Specialist  
BS, University of Nebraska, 2010

Zack Zimmerman  
Associate Director, Nebraska Business  
Development Center  
MS, Benedictine University, 2006  
BS, Missouri Western State University, 2001

## Faculty

Michael Aalberg

Chair/Instructor Electronic Systems Technology

M.Ed, University of Nebraska, 2002

BS, University of South Dakota, 1982

AAS, University of South Dakota, 1980

Jason Adams

Instructor, Building Construction Technology

AAS, Southeast Community College, 2007, 2009

Alice Alexander

Instructor, Practical Nursing

MSN, Fort Hays State University, 2011

MS, Friends University, 1996

BSN, Fort Hays State University, 1980

Diane Anderson

Instructor, Practical Nursing

MSN, Nebraska Wesleyan University, 2008

BSN, Union College, 2000

LPN, Southeast Community College, 1994

Janice Arnold

Co-chair/Instructor, Social Sciences

M.Ed, University of Nebraska, 1973

BS, University of Nebraska, 1968

Tiffini Bailey

Instructor, Medical Laboratory Technology

BA, Doane College, 2003

AAS, Southeast Community College, 1992

Scot Baillie

Instructor, Business Administration

M.Ed. AEDL, University of Phoenix, 2004

BS, Peru State College, Peru, NE 1984

AAS, Southeast Community College, 1982

Kathleen Baker

Instructor, Speech

MA, Abilene Christian University, 2001

BS, Oklahoma Christian University, 1999

Amanda Baron

Chair/Instructor, Humanities/Spanish

PhD, University of Nebraska, 1999

MA, Santafé de Bogotá-Colombia, 1988

BA, Santafé de Bogotá-Colombia, 1983

Nicole Barrett

Instructor, Business Administration

J.D., Creighton University School of Law, 2007

MA, Bellevue University, 2009

BS, Bellevue University, 2003

Toby Bartels

Instructor, Mathematics

PhD, University of California, 2006

BS, California Institute of Technology, 2000

Steven Bassett

Chair/Instructor, Anatomy and Physiology

MS, Kearney State College, 1982

BA, Hastings College, 1978

Ryan Batenhorst

Chair/Instructor, Paramedic

EMT Paramedic, Southeast Community College,

1997

Karen Beaman

Instructor, Welding Technology

AAS, Southeast Community College, 2009, 1993

Josh Beck

Instructor, Precision Machining and Automation  
Technology

AAS, Southeast Community College, 2006

William Beltz

Chair/Instructor, Arts & Sciences/Business  
Divisions

M.Ed, University of Nebraska, 1981

BA, Wayne State College, 1970

Gary Benson  
Instructor, Business Administration  
ABD, Southern Illinois University, 1996  
MBA, Central Michigan University, 1981  
BSBA, Central Michigan University, 1979

Michael Berg  
Instructor, Precision Machining and Automation  
Technology  
AAS, Southeast Community College, 1983

Michael Bergwell  
Instructor, Mathematics  
MS, South Dakota State University, 2009  
BS, South Dakota State University, 2006

Samuel Bethune  
Instructor, Criminal Justice  
JD, University of Nebraska College of Law, 1992  
BA, Drake University, 1985

Linda Bettinger  
Co-chair/Instructor, Computer Information  
Technology  
MA, University of Nebraska, 1978  
BA, Nebraska Wesleyan University, 1976

Sheri Blok  
Instructor, Speech  
PhD, University of Nebraska, 2002  
MA, Central Michigan University, 1992  
BA, Central Michigan University, 1989  
AA, Grand Rapids Community College, 1986

Jeff Boaz  
Chair/Instructor, Heating, Ventilation, Air  
Conditioning & Refrigeration Technology  
BA, Concordia University, 1998  
HVAC/R Degree, Redwing Area Vocational  
Technical Institute, 1981

Jane Bock  
Instructor, Psychology  
PhD, University of Southern California, 1995  
MA, University of Southern California, 1992  
MS, University of Nevada, 1984  
BA, Wittenberg University, 1978

John Bockoven  
Instructor, Precision Machining and Automation  
Technology  
AAS, Southeast Community College, 1990

Jacob Bonander  
Instructor, Speech  
MA, University of Alabama, 2012  
BA, University of Alabama, 2010

Tyler, Bonnicksen  
Instructor, EMS/Paramedic  
Certificate, Creighton University, 2010, 2003  
Diploma, Southeast Community College, 2010

Donald Bossung  
Instructor, Computer Information Technology  
AAS, Southeast Community College, 1999  
Diploma, Southeast Community College, 1983

Lester Breidenstine  
Chair/Instructor, Diesel-Ag Equipment Service  
Tech and Chair/Instructor, Diesel Technology-  
Truck  
AAS, Southeast Community College, 1972

Nathan Breuer  
Instructor, Electrical & Electromechanical  
Technology  
AAS, Southeast Community College, 2014

Kami Brinkerhoff  
Instructor, Practical Nursing  
MSN, Nebraska Wesleyan University, 2013  
BSN, University of Nebraska Medical Center, 1998

Celia Brown  
Instructor, Anatomy/Physiology/Biology  
MS, University of Central Arkansas, 1999  
BSE, University of Central Arkansas, 1988

Dean Bruha  
Instructor, Automotive Technology and Diesel  
Technology-Truck  
AAS, Southeast Community College, 1976

Tracy Buch  
Instructor, Medical Assisting  
MA, Bellevue University, 2008  
BA, Bellevue University, 2007  
AAS, Washburn University, 1996

Paul Buell  
Instructor  
AAS, Southeast Community College, 1980

Amanda Buman  
Instructor, Dental Assisting  
Diploma, Southeast Community College, 2005  
BS, University of Nebraska, 2003

Doug Burks  
Instructor, Energy Generation Operations  
BS, Doane College, 2010

Patricia Burris  
Instructor, English  
Ed.D, University of South Dakota, 2012  
MSE, Wayne State College, 2003  
BS, Wayne State College, 2001  
AAS, University of Nebraska School of Technical  
Agriculture, 1977

Gregory Burroughs  
Instructor, Fire Protection Technology  
BS, California State University, 1993  
AS, Sierra Community College, 1990

Rebecca Burt  
Instructor, Life Sciences  
MA, University of Nebraska, 1988  
BA, Chadron State College, 1984

Carrie Campbell  
Instructor, Developmental Math  
PhD, University of Nebraska, 2009  
MS, Pittsburg State University, 2002  
BS, Pittsburg State University, 2001

William Campbell  
Instructor, Social Sciences  
M.Ed, Peru State College, 1988  
BS, University of Nebraska, 1974

Alan Carter  
Instructor, Precision Machining and Automation  
Technology  
AAS, Southeast Community College, 1974

Jame Cartwright  
Instructor, Early Childhood Education  
MA, University of Nebraska, 2007  
BA, University of Nebraska, 2003

Erin Caudill  
Instructor, Food Service/Hospitality  
MS, University of Nebraska, 1979  
BA, University of Nebraska, 1975

Bridget Christensen  
Instructor, Sociology  
MA, State University of New York, 1995  
BA, University of Nebraska, 1993

Mark Christensen  
Instructor, General Motors Automotive Service  
Educational Program (ASEP)  
AAS, Southeast Community College, 1990  
BS, University of Nebraska, 1985

Sheri Christensen  
Instructor, Physics  
M.Ed, Concordia University, 2007  
BS, University of Nebraska, 1984  
AA, Southeast Community College, 1982

Kevin Christiansen  
Instructor, Horticulture  
BS, University of Nebraska, 1991

Bridget Clark  
Chair/Instructor, Physical Therapist Assistant  
MPT, University of Nebraska Medical Center, 1999

Joyce Colombe  
Instructor, Medical Laboratory Technology  
M.Ed, University of Nebraska, 2002  
BS, University of Nebraska Medical Center, 1976

Tracy Corr  
Instructor, Business Administration  
MPA, University of Nebraska, 2002  
BA, Doane College, 2001  
AAS, Hamilton College, 1994

RoxAnn Coudeyras  
Chair/Instructor, Office Professional  
MS, University of Nebraska, 1989  
BS, University of Nebraska, 1979  
AAS, Peru State College, 1977

Lori Crawford  
Instructor, Practical Nursing  
MSN, Nebraska Wesleyan University, 2008  
BSN, University of Nebraska Medical Center, 2001

Shane Crockett  
Instructor, Human Services  
MA, Doane College, 2004  
BS, University of Nebraska, 1997

Patrick Crouch  
Instructor, Criminal Justice  
J.D., University of Nebraska 1989  
BS, University of Nebraska, 1980

Kelly Cummins  
Instructor, Polysomnographic Technology;  
Respiratory Care  
MSOM, Peru State College, 2012  
BS, Wayne State College, 1996  
AAS, Southeast Community College, 2001

Paul Cummins  
Instructor, Electrical & Electromechanical  
Technology  
AAS, Southeast Community College, 1984

Susan Curry  
Instructor, Early Childhood Education  
PhD, Kansas State University, 2011  
MS, Kansas State University, 2004  
BSE, University of Central Arkansas, 1995

Angela Cyza  
Instructor, Radiologic Technology  
BS, Midwestern State University, 2010  
AAS, Southeast Community College 2006 & 2008

Benton Daly  
Instructor, Welding Technology  
AAS, Southeast Community College, 2007

Michael Davis  
Instructor, History  
PhD, Kansas State University, 2011  
MA, Kansas State University, 1995  
BA, City University of New York - Brooklyn  
College, 1992

Kimberly Day  
Instructor, Office Professional  
MBA, Regis University, Denver CO 2006  
BS, University of South Carolina, 1988

Angelique Dean  
Instructor, Dental Assisting  
BS, Doane College, 2014  
Diploma, Southeast Community College, 2008

Beth Deinert  
Instructor, Business Administration  
PhD, University of Nebraska, 2007  
M.Ed, University of Nebraska, 1997  
BS, University of Nebraska, 1992

Linda Delgado  
Instructor, Coding Certificate  
ART, American Medical Record Association, 1988  
BS, Chadron State College, 1973

Danny DeLong  
Co-chair/Instructor, English; Humanities  
M.Ed, University of Nebraska, 1995  
BA, Kearney State College, 1969

Tony DeLong  
Instructor, Nondestructive Testing Technology  
BS, Peru State College, 2016  
AAS, Southeast Community College, 2003

Michael DeWitt  
Instructor, Radiologic Technology  
BS, Bellevue University, 2005  
AAS, Southeast Community College, 1999

Hildy Dickinson  
Instructor, Computer Programming  
BS, Bellevue University, 2005  
AAS, Southeast Community College, 1983

Steve Dinsmore II  
Instructor, Science  
MA, University of South Dakota, 2006  
MS, South Dakota State University, Brookings SD  
2004  
BS, Wayne State College, 1996

Rita Dondlinger  
Chair/Instructor, Criminal Justice  
MFS, Nebraska Wesleyan University, 2003  
BA, Kansas Wesleyan University, Salina KS 1992

Mark Duffek  
Instructor, Agribusiness  
BS, University of Nebraska, 1998  
AAS, Southeast Community College, 2005

Dusty Duis  
Instructor, Practical Nursing  
BSN, University of Nebraska Medical Center, 2000  
Diploma, Southeast Community College, 1996

Alan Earhart  
Instructor, Chemistry  
MS, Ohio State University, Columbus OH 1998  
BS, San Diego State University, San Diego CA  
1993  
AAS, Grossmont College, El Cajon CA 1988

Robert Eddy  
Chair/Instructor, Math/Science/Chemistry  
MS, Kearney State College, 1984  
BS, Chadron State College, 1972

Heather Edwards  
Instructor, Chemistry  
PhD, Iowa State University, 2012  
BS, University of Nebraska, 2006

Kasey Edwardson  
Instructor, Medical Laboratory Technology  
MPH, University of Nebraska Medical Center, 2015  
BA, Bellevue University, 2013  
AAS, Southeast Community College, 2012

Karl Eickhoff  
Instructor, Diesel Technology-Truck  
AAS, Southeast Community College, 1994

Judy Elder  
Instructor, Mathematics  
M.Ed, Doane College, 2012  
BS, Kansas State University, 1982

Wayne Embrey  
Instructor, Automotive Technology and Diesel  
Technology-Truck  
NOCTI, University of Nebraska, 1992

Robert Epps  
Instructor, Food Service/Hospitality  
AAS, Southeast Community College, 2003

Annie Erichsen  
Chair/Instructor, Agriculture Business &  
Management Technology  
BS, University of Nebraska, 2002

Jennifer Engelhaupt  
Instructor, Human Services  
MA, Doane College, 2008  
BS, University of Nebraska, 1999

Jennifer Euteneuer  
Instructor, Developmental Mathematics  
MA, University of Nebraska, 2000  
BS Creighton University, 1995

Amanda Fahrer  
Instructor, Speech  
MA, Kansas State University, 2013  
BA, Doane College, 2011

Amanda Fairley  
Instructor, Agriculture  
BA, Delaware State University, 2010  
BS, Delaware State University, 2010

Kimberly Fangman  
Instructor, English  
MA, University of Iowa, 1989  
BA, Briar Cliff University, 1988

Kelly Findley  
Chair/Instructor, Radiologic Technology  
MA, Bellevue University, 2008  
BS, Bellevue University, 2005  
AAS, University of Nebraska Medical Center, 1979

Lynette Finley  
Instructor, Business Administration  
M.Ed, Wayne State College, 2012  
BA, Wayne State College, 2001  
BS, Kearney State College, 1990

Daniel Fogell  
Instructor, Anatomy/Physiology/ Biology  
MA, University of Nebraska, 2000  
BS, University of Nebraska, 1997

Spencer Frazier  
Instructor, John Deere Tech  
AAS, Central Community College, 2000

Dolen Freeouf  
Instructor, Physics/Mathematics  
MEd, University of Nebraska, 1974  
BA, Doane College, 1965

Jacob Friesen  
Instructor, Diesel Technology-Truck  
AAS, Southeast Community College, 1995

Ashley Fritz  
Instructor, Practical Nursing  
MSN, Nebraska Wesleyan University, 2014  
BSN, College of Saint Mary, 2011  
AAS, College of Saint Mary, 2010

Mark Fuerniss  
Instructor, Mathematics  
MS, University of Nebraska, 1982  
MST, University of Nebraska, 1980  
BS, Regis College, 1969

Gene Furry  
Instructor, Automotive Technology  
AAS, Southeast Community College, 1971

Krystal Gabel  
Instructor, Business Administration  
BS, College of St. Mary, 1993  
MBA, University of Nebraska, 1992  
BS, University of Nebraska, 1986

Pat Galitz  
Instructor, Business Administration  
MA, University of Nebraska, 1995  
BS, University of Nebraska, 1983

Jeannette Gallagher  
Instructor, Speech  
MS, Kearney State College, 1989  
BS, Kearney State College, 1987

Maybell Galusha  
Instructor, Food Service/Hospitality  
MS, Peru State College, 2011  
BS, University of Nebraska, 1987

Sanela Ganic  
Instructor, Business  
MBA, Chadron State College, 2015  
BS, Bellevue University, 2006  
AAS, Southeast Community College, 2004

Terri Gardner  
Instructor, Business Administration  
MPA, University of Nebraska, 1994  
BS, University of Nebraska, 1986

Rachel Gar-El  
Instructor, Math  
MA, Penn State University, 1999  
BChE, University of Delaware, 1993

Deborah Gaspard  
Instructor, Business Administration  
MBA, Tulane University, 2000  
BA, Tulane University, 1997

Casey Glassburner  
Instructor, Surgical Technology  
BS, Doane College, 2008  
AAS, Southeast Community College, 2005

Alex Goeckel  
Instructor, Livestock  
BS, Kansas State University, 2012

Mark Goes  
Instructor, Agriculture Business & Management  
Technology  
BS, University of Nebraska, 1986

Randall Goldsmith  
Instructor, Electronic Systems Technology  
AAS, Southeast Community College, 1983

Gordon Haag  
Instructor, Business Administration  
M.Ed, Doane College, 2000  
BA, Kearney State College, 1979  
AAS, McCook College, 1976

Paul Haar  
Instructor, Physics  
PhD, Stanford University, 1996  
AB, University of Chicago, 1989

Richard Hadley  
Instructor, Speech  
MA, University of Nebraska, 1990  
BS, Nebraska Wesleyan University, 1986

Nancy Hagler-Vujovic  
Co-chair/Instructor, Art  
MFA, University of Wyoming, 1990  
MA, Northern Illinois University, 1985  
BA, Northeastern Illinois University, 1981

Charles Hansen  
Instructor, Deere Construction & Forestry  
Equipment Tech  
AAS, Southeast Community College, 2013

Shannon Hansen  
Instructor, Welding Technology  
Bachelor of Technology Division of CE, Peru State  
College, 1999  
AAS, Southeast Community College, 1990  
AA, Western Community College, 1986

Brandon Harpster  
Chari/Instructor, Food Service/Hospitality  
BA, New England Culinary Institute, 2012  
AAS, Southeast Community College, 2000

Linda Hartman  
Co-chair, Instructor, Business Administration  
MS, University of Nebraska, 2006  
BS, Kearney State College, 1986  
AA, McCook Community College, 1984

Fran Hartwell  
Chair/Instructor, Long Term Care Administration  
MA, Nebraska Methodist College, 2006  
BA, Merrimack College, 1979



Joshua Harvey  
Instructor, Associate Degree  
BSN, Creighton University, 2005  
AAS, Central Community College, 2001, 1999

Michelle Hawco  
Instructor, Human Services  
MA, Doane College, 2013  
BA, College of St Mary, 2005

Mark Hawkins  
Co-chair/Instructor, Welding Technology  
AAS, Southeast Community College, 1981

Susanne Helms  
Instructor, Chemistry  
MS, University of Nebraska, 1993  
BS, College of St. Mary, 1990

Karen Hermsen  
Chair/Instructor, Office Professional  
ME, University of Nebraska, 1990  
BS, University of Nebraska, 1973

Sally Herrin  
Instructor, English  
PhD, University of Nebraska, 1983  
MA, University of Nebraska, 1977  
MS, Louisiana State University, 1974  
BA, Indiana University, 1973

Crystal Higgins  
Chair/Instructor, Practical Nursing  
NLN Certified Nurse Educator, The National  
League for Nursing, 2007  
MS, Andrews University, 1992  
BSN, University of Nebraska Medical Center, 1987  
Diploma, RN, Nebraska Methodist Hospital School  
of Nursing, 1975

Charles Hildebrand  
Instructor Design & Drafting Technology  
AAS, Southeast Community College, 2011

Thomas Hohman  
Instructor, Diesel-Ag Equipment Service  
Technology  
BS, University of Nebraska, 1974  
AAS, Fairbury Junior College, 1972

Sandeep Holay  
Chair/Instructor, Mathematics/Science  
PhD, University of Nebraska, 1994  
MS, Purdue University, 1989  
MSC, University of Poona, 1985  
BSC, University of Poona, 1983

Susan Holland  
Instructor, Business Administration  
M.Ed, University of Nebraska, 1987  
BS, University of Nebraska, 1982

Jill Holliday  
Instructor, Practical Nursing  
MSN, Nebraska Wesleyan University, 2011  
BSN, University of Nebraska Medical Center, 2007  
ADN, Southeast Community College, 1997

Amy Holst  
Instructor, Medical Assisting  
BSN, Midland Lutheran College, 2009  
ADN, Southeast Community College, 1998

Chelsea Hood Reese  
Instructor, Business Administration  
MA, Doane College, 2005  
BS, Doane College, 1998

Kenneth Hoppmann  
Co-chair/Instructor, Music  
MusD, American Conservatory of Music, 2001  
DMA, University of Nebraska, 2001  
MM, University of Wyoming, 1988  
BM, University of Wyoming, 1986

Rick Horne  
Instructor, Surgical Technology  
BS, Doane College, 2013  
AAS, Southeast Community College, 2005

Jamie Hosler  
Instructor, Medical Assisting  
BS, Doane College, 2008  
AAS, Southeast Community College, 1988

Martha Howe  
Instructor, Practical Nursing  
MSN, Nebraska Wesleyan University, 2002  
BSN, Nebraska Wesleyan University, 1997  
RN, Bryan Memorial Hospital, 1988  
LPN, Fairbury Junior College, 1974

Michael Howe  
Instructor, Building Construction Technology  
AA, Southeast Community College, 1986  
AA, Southeast Community College, 1985

Michael Howe  
Instructor, Building Construction Technology  
AAS, Southeast Community College, 1986

Teresa Hruza  
Instructor, Business  
MBA, Bellevue University, 2015  
BS, University Nebraska Kearney, 1987

Anton Humlicek  
Instructor, Automotive Technology  
AAS, Southeast Community College, 1985

Glenn Humphress  
Instructor, Geography  
MA, University of Kentucky, 1993  
BS, University of Kentucky, 1989  
AAS, Elizabethtown Community College, 1986

Erin Hussey  
Instructor, Office Professional  
MA, University of Nebraska, 2011  
BA, University of Nebraska, 2009

Leo Iacono  
Instructor, Philosophy  
PhD, University of Nebraska, 2008  
MA, University of Nebraska, 2006  
BA, University of Washington, 2000  
AA, Seattle Central Community College, 1997

Elizabeth Isemann  
Instructor, Political Science  
MA, Miami University of Ohio, 1994  
BA, Truman State University, 1992

James Isemann  
Instructor, History  
PhD, Kansas State University, 2009  
MA, Truman State University, 1992  
BA, Truman State University, 1991

Jeffery Ives  
Instructor, Electronic Systems Technology  
AAS, Southeast Community College, 2000

Mark Jacobsen  
Instructor, Automotive Technology  
AAS, Southeast Community College, 1982

Steve Janssen  
Instructor Business Entrepreneurship  
MBA, University of Nebraska, 1982  
BS, University of Nebraska, 1979

Barbara Jauken  
Instructor, Computer Information Technology  
BS, Kearney State College, 1983  
AAS, McCook Community College, 1974

Ken Jefferson  
Chair/Instructor, Automotive Technology and  
Chair/Motorcycle, ATV & Personal Watercraft  
Technology  
Bachelor of Technology, Peru State College, 2002  
AAS, Southeast Community College, 1970

Jeanine Jewell  
Co-chair/Instructor, English  
PhD, University of Nebraska, 2005  
MA, Western Washington University, 1996  
BA, University of Iowa, 1977

Daniel Johnson  
Co-chair/Instructor, Social Sciences  
MS, Iowa State University, 1977  
BS, Iowa State University, 1975

Douglas Johnson  
Instructor, Business Administration  
BS, Nebraska Wesleyan University, 1973

Jodi Johnson  
Instructor, Early Childhood Education  
MS, University of Nebraska, 2005  
BS, University of Nebraska, 1993

Todd Johnson  
Instructor, Business Administration  
MBA, University of Nebraska, 1994  
BS, Kearney State College, 1987

Veronica Jones-Aki  
Instructor, Human Services  
BA, Rider University, 1979

Michael Kadavy  
Instructor, Human Services  
BS, College of St. Mary, 1986  
AAS, Southeast Community College, 1981

Todd Kahle  
Instructor, Developmental English  
MA, Emporia State University, 2006  
BSEd, Emporia State University, 2003  
BS, Emporia State University, 2000

Scott Kahler  
Chair/Instructor, Precision Machining and  
Automation Technology and Chair/Instructor,  
Diversified Manufacturing Technology  
BS, University of Nebraska, 1981  
AAS, Southeast Community College, 1977

Lynnett Kastens  
Instructor, Medical Laboratory Technology  
BS, University of Nebraska, 2002  
AAS, Southeast Community College, 2007

Deb Kay  
Instructor, Office Professional  
MA, University of Nebraska, 1984  
BS, University of Nebraska, 1982

Tammy Kelch  
Instructor, Human Services  
MS, Doane College, 2004  
BS, Nebraska Wesleyan University, 1999

Karen Killham  
Instructor, Computer Information Technology  
BA, University of Nebraska, 1974  
AA, North Platte Junior College, 1972

Patty Killman  
Instructor, Office Professional  
BA, Wichita State University, 1974  
AAS, Wichita State University, 1972

Laurie Kilzer  
Instructor, Computer Information Technology  
BA, Bellevue University, 2007  
AAS, Southeast Community College, 1998  
Diploma, Southeast Community College, 1988

B. Neal Kirchner  
Instructor, English  
MFA, University of Alabama, 1995  
MA, Emporia State University, 1992  
BS, Emporia State University, 1990

Janet Kirchner  
Instructor, English/Developmental Writing  
Ed.D University of Nebraska, 2014  
MA, University of Alabama, 1993  
BA, Regis University, Denver CO 1990

Jonathan Kisby  
Instructor, General Motors Automotive Service  
Educational Program (ASEP)  
AAS, Southeast Community College, 1994

Rowdy Kluender  
Instructor, Ford Automotive Student Service  
Educational Training (ASSET)  
AAS, Southeast Community College, 1989

Elijah Knight  
Instructor, Anatomy & Physiology  
M.Ed, University of Nebraska, 2004  
BA, University of Northern Colorado, 2001

Karen Koch  
Instructor, Architectural-Engineering Technology  
M.Ed, University of Nebraska, 2013  
BA, University of Nebraska, 1991  
AAS, Southeast Community College, 1998

Randall Koch  
Instructor, Precision Machining and Automation  
Technology  
AAS, Southeast Community College, 1999

Richard Kohn  
Instructor, Business Administration  
JD, University of Nebraska College of Law, 1982  
BS, University of Nebraska, 1975

Julie Kohtz  
Instructor, Computer Information Technology  
AAS, Southeast Community College, 1991

Cinda Konken  
Chair/Instructor, Human Services  
MSW, University of Nebraska, 1999  
BSW, Nebraska Wesleyan University, 1996

Rose A. Kowalski  
Instructor, Business Administration  
M.Ed, University of Nebraska, 1994  
BA, University of Nebraska, 1989,  
AAS, University of Nebraska, 1976

Crystal Kozak  
Instructor, Early Childhood Education  
M.Ed, Doane College, 2010  
BS, University of Nebraska, 1990

Russell Kreis  
Instructor, Electronic Systems Technology  
BS, University of Southern Mississippi, 2004  
AAS, Mississippi Gulf Coast Community College,  
1993  
AAS, Community College of the Air Force, Keesler  
AFB, 1992

Cynthia Kreps  
Instructor, Surgical Technology  
BS, Doane College, 2010  
AAS, Southeast Community College, 1998

Norman Kreps  
Instructor, Manufacturing Engineering Technology  
AAS, Southeast Community College, 1978

Nancy Krumland  
Instructor, Business Administration  
MS, University of Nebraska, 1979  
BS, University of Nebraska, 1975

Dustin Kruse  
Instructor, John Deere Ag Tech  
AAS, Southeast Community College, 2008

Michael Kuebler  
Chair/Instructor, Professional Truck Driver  
Training  
Certificate, Brown Institute, 1996

Terry Kuebler  
Instructor, Motorcycle, ATV & Personal Watercraft  
Technology  
Diploma, Southeast Community College, 2001

Jerry Kumke  
Instructor, Automotive Technology  
AAS, Southeast Community College, 1986

Donald Kuszak  
Instructor, Professional Truck Driver Training  
Diploma, High School, 1978

Denise Lagueux  
Instructor, Practical Nursing  
MSN, University of Nebraska Medical Center, 2003  
BSN, Nebraska Wesleyan University, 1998  
ADN, College of St. Mary, 1990  
LPN, Diploma, Southeast Community College,  
1981

Tammie Lang  
Instructor, Business Administration  
EdD, College of St. Mary, 2015  
MS, Bellevue University, 2006  
BS, Grace University, 1998  
AAS, College of St. Mary, 2002  
AAS, Southeast Community College, 1987

Luann Larsen  
Instructor, Psychology  
MA, University of Nebraska, 1987  
BA, University of Nebraska, 1982

Dale Lawver  
Instructor, John Deere Tech  
AAS, Southeast Community College, 1992

Barry Lewis  
Instructor, Automotive Technology  
AAS, Southeast Community College, 1998

Kristin Lewis  
Instructor, Respiratory Care  
MS, Rosalind Franklin University, 2014  
BS, Midland Lutheran College, 1989

Joshua Libengood  
Instructor, Manufacturing/Engineering Technology  
AAS, Southeast Community College, 2011

Kate Loden  
Instructor, English  
MA, Northern Arizona University, 1982  
BA, University of Colorado, 1981

Wendy Love  
Instructor, Architectural-Engineering Technology  
AAS, Southeast Community College, 1990

Christopher Luebbe  
Instructor, Welding Technology  
AA, Southeast Community College, 2005

Tyler Lyhane  
Instructor, John Deere Ag Technology  
AAS, Southeast Community College, 2011

Cherri Lynch-Fuehring  
Instructor, EMS/Paramedic  
BS, Bellevue University, 2012  
AAS, Western Iowa Tech Community College,  
1998

Danvas Mabeya  
Instructor, Sociology  
PhD, Kansas State University, 2011  
MA, Kansas State University, 2004  
MA, United States International University, 2002

Keith Mabon  
Instructor, Criminal Justice  
BS, Northwest Missouri State University, 1990

Lisa Machado Harris  
Instructor, Business Administration  
MBA, University of Phoenix, 2002  
BS, University of Nebraska, 1994

David Madcharo  
Instructor, Energy Generation Operations  
MBA, Case Western Reserve University, 2010  
BS, University of Nebraska, 1992

Matthew Maddox  
Instructor, Spanish  
MA, University of Nebraska, 2011  
BA, University of Nebraska, 2006

Bonnie Malcolm  
Instructor, Office Professional  
M.Ed, University of Nebraska, 1983  
BS, Chadron State College, 1975

Lisa Malmgren  
Instructor, Chemistry  
MS, University of South Florida, 2007  
BS, University of Wisconsin, 2005  
AA, Century Community College, 2003

Tonya Maloy  
Instructor, Associate Degree Nursing  
MSN, Nebraska Wesleyan University, 2011  
BSN, University of Nebraska Medical Center, 2005  
ADN, Southeast Community College, 1997

Brenda Manning  
Instructor, Medical Assisting  
AAS, Southeast Community College, 2004  
Diploma, Southeast Community College, 1975

Melinda Martinson  
Instructor, Associate Degree Nursing  
MSN, Nebraska Wesleyan University, 2009  
BSN, Nebraska Wesleyan University, 2006

Sara Masten  
Instructor, Social Science  
MS, University of Nebraska, 2002  
BS, University of Nebraska, 2000

Teresa Mattern  
Instructor, Radiologic Technology  
BA, Bellevue University, 2007  
AAS, Southeast Community College, 1995

Robin McCleery  
Instructor, Mathematics  
MA, University of Nebraska, 1998  
BA, Wayne State College, 1992  
AAS, Northeast Technical Community College,  
1990

Steven McConnell  
Instructor, Biological Sciences  
MS, University of Nebraska, 1983  
BS, University of Nebraska, 1981

Danny McCulloch  
Instructor, Welding Technology  
AAS, Southeast Community College, 1998

Tim McLain  
Instructor, Ford Automotive Student Service  
Educational Training (ASSET)  
AAS, Northeast Technical Community College,  
1983

Michael Mellon  
Instructor, Anatomy & Physiology  
MA, Baylor University, 2003  
MS, University of Nebraska, 2009  
BS, Baylor University, 2001

Judy Mieth  
Instructor, Radiologic Technology  
MS, Wayne State College, 2005  
BS, University of Nebraska, 1978

Julie Miller  
Chair/Instructor, Early Childhood Education  
M.Ed, Doane College, 2005  
BS, University of Nebraska, 1998

April Minster  
Chair/Instructor, Associate Degree Nursing  
MSN, Nebraska Wesleyan University, 2011  
MPH, University of Nebraska, 2010  
BSN, University of Nebraska Medical Center, 2004

Steven Monroe  
Instructor, Electronics Systems Technology  
MS, University of Denver, 1999  
BS, Regis University, 1988  
AAS, Denver Institute of Technology, 1983

Rick Morpew  
Chair/Instructor, Automotive  
Technology/CAP/ASEP/ASSET  
AAS, Iowa Lakes Community College, 1972

Todd Morrill  
Instructor, MOPAR-Chrysler/Dodge/RAM/Jeep  
College Automotive Program  
BS, Bellevue University, 2011  
AA, Northeast Community College, 1984

Robert Moyer  
Instructor, Mathematics  
MS, University of Nebraska, 1993  
BS, University of Nebraska, 1990

Dale Mueller  
Chair/Instructor, Land Surveying/GIS/Civil  
Engineering Technology  
BS, Colorado Technical University, 2011  
AS, St. Cloud Technical College, 1997

Trevor Nebesniak  
Instructor, Motorcycle, ATV & Personal Watercraft  
Technology  
Diploma, Southeast Community College, 1992

Susan Merrill  
Instructor, Developmental Studies  
M.Ed., Doane College, 1994  
B.ED., Wayne State College, 1981

Jodi Nelson  
Instructor, Associate Degree Nursing  
MSN, Graceland University, 2008  
BSN, Graceland University, 2008  
Diploma, Bryan School of Nursing, 1999  
BA, Nebraska Wesleyan University, 1991

Barbara Neuwerth  
Instructor, Business Administration  
MBA, Northern Arizona University, 1990  
Bachelor of Technology, Northern Montana  
College, 1984  
AS, Northern Montana College, 1984

Dan Nickel  
Instructor, Computer Networking  
Diploma, Central Community College, 1977

Richard Nielsen  
Instructor, English  
PhD, University of Nebraska, 1991  
MA, University of South Dakota, 1980  
BA, Yankton College, 1977

Dana Nimic  
Instructor, Mathematics  
MS, University of Nebraska, 1991  
MAT, University of Nebraska, 1990  
BS, University of Nebraska, 1988  
Diploma, Southeast Community College, 1984

Carolyn Nolte  
Instructor, English  
MA, University of Nebraska, 2002  
BA, Nebraska Wesleyan University, 1996

Gerald Norris  
Instructor, Automotive Technology  
AAS, Southeast Community College, 1981

Arend Nyland  
Instructor, Welding Technology  
AAS, Southeast Community College, 2003

Melissa Oerman  
Instructor, Food Services/Hospitality  
MS, University of Nebraska, 1996  
BS, University of Nebraska, 1994

Francine Oran  
Instructor, Medical Assisting  
MA, Bellevue University, 2008  
BS, Arizona State University, 1992  
Medical Assistant, Diploma, Institute of Medical-  
Dental Technology, 1982

Terry Otto  
Instructor, Electronic Systems Technology  
AAS, Southeast Community College, 1996

Sue Outson  
Instructor, Psychology  
MA, University of Nebraska, 1983  
BS, University of Nebraska, 1980

Mark Packard  
Instructor, Sociology  
MS, University of Nebraska, 1992  
Teaching Cert, Morningside College, 1980  
BS, Morningside College, 1973

Susan Pallas-Duncan  
Instructor, Business Administration  
MBA, University of Nebraska, 1997  
BA, Chadron State College, 1987

Theresa Parker  
Instructor, Long Term Care Administration  
BA, College of St. Mary, 1988  
AAS, Southeast Community College, 1985

Katrina Patton  
Instructor, Geographic Information Systems  
Technician  
BS, University of Arkansas, 2008  
AAS, University of Arkansas, 1996

Kimberly Paul  
Instructor, Psychology  
PhD, University of Nebraska, 2005  
MEd, University of Nebraska, 1997  
BA, University of Nebraska, 1995

Diane Paul  
Instructor, English  
MA, University of Nebraska, 1981  
BS, University of Nebraska, 1977

Daniel Pearson  
Instructor, Heating, Ventilation, Air Conditioning,  
Refrigeration Technology  
AAS, Northeast Community College, 1976

Carol Penrosa  
Instructor, Associate Degree Nursing  
MS, Andrews University, 1993  
BSN, Union College, 1976

Stanley Peters  
Instructor, Business Administration  
MBA, University of Nebraska, 1983  
BS, University of Nebraska, 1978

Ronald Petsch  
Chair/Instructor, Building Construction  
Technology Technology  
M.Ed, University of Nebraska, 1991  
BS, University of Nebraska, 1978  
AAS, Southeast Community College, 1974

Elina Pierce  
Chair/Instructor, Pharmacy Technician  
MSP, University of Phoenix, 2009  
BA, University of Nebraska, 2007  
Certificate, School of Medical Billing, 2005

John Pierce  
Chair/Instructor, Energy Generation Operations  
BS, Bellevue University, 1994  
Diploma, Central Community College, 1978  
AAS, Central Community College, 1975

Angela Poppenhagen  
Instructor, Respiratory Care  
BS, Midland University, 1998

Travis Pralle  
Chair/Instructor, Agriculture Business &  
Management Technology  
BS, Kansas State University, 2006  
AAS, Southeast Community College, 2002

Erin Putney  
Instructor, Practical Nursing  
BSN, University of Nebraska Medical Center, 2006



Casey Pycior  
Instructor, English  
Ph.D, University of Nebraska 2015  
MFA, Wichita State University, 2011  
MA, University of Missouri, 2007  
BS, Mid/America Nazarene University, 2003

Glenn Ray  
Instructor, Computer Information Technology  
AAS, Southeast Community College, 1999  
Diploma, Southeast Community College, 1987

Robert Redler  
Instructor, Electrical & Electromechanical  
Technology  
AAS, Southeast Community College, 1986

Sharon Rehn  
Chair/Instructor, Surgical Technology  
MA, Doane College, 2013  
BS, Doane College, 2001  
ADN, College of St. Mary, 1984  
CST Diploma, Southeast Community College,  
1981

Kent Reinhard  
Instructor, Mathematics/Physics  
MS, University of New Hampshire, 1989  
BS, University of Nebraska, 1985

Kenneth Reinsch  
Chair/Instructor, Electrical & Electromechanical  
Technology  
AAS, Southeast Community College, 1977

Kathy Reiter  
Instructor, Business Administration  
MSA, Central Michigan University, 2003  
MBA, University of Toledo, 1989  
BBA, University of Toledo, 1980

Dawn Renshaw  
Chair/Instructor, Practical Nursing  
MSN, West Virginia University, 2012  
BSN, West Liberty University, 1992

Bill Rethmeier  
Instructor, Heating, Ventilation, Air Conditioning,  
& Refrigeration Technology  
BS, Doane College, 2000  
AAS, Southeast Community College, 1992

Victoria Rethmeier  
Instructor, Food Service/Hospitality  
MS, New Mexico State University, 1997  
BS, University of Nebraska, 1993

David Reynolds  
Instructor, Engineering/Physics  
PhD, University of California, 2004  
BS, University of Iowa, 1998

Doug Reznicek  
Instructor, John Deere Tech  
AAS, Southeast Community College, 1981

Jennifer Rohr  
Instructor, Practical Nursing  
BSN, University of NE Medical Center 2006  
MS, University of Nebraska, 2004  
BS, University of Nebraska, 1999

Sam Rosenau  
Instructor, Welding Technology  
AAS, Southeast Community College, 2002

Phip Ross  
Co-chair/Instructor, Developmental English  
PhD, University of Nebraska, 2013  
MA, University of Nebraska, 1992  
BS, Kearney State College, 1987

Marci Rost  
Instructor, Office Professional  
M.Ed, University of Nebraska, 2001  
BS, University of Wyoming, 1993

Jered Roth  
Instructor, Auto Collision Repair Technology  
AAS, Southeast Community College, 1989

Michael Roth  
Instructor, Heating, Ventilation, Air Conditioning,  
& Refrigeration Technology  
AAS, Southeast Community College, 1996

Todd Roth  
Chair/Instructor, Design & Drafting Technology  
BS, Bellevue University, 2013  
AAS, Southeast Community College, 2000  
AAS, Southeast Community College, 1999

Kristin Ruiz  
Instructor, Practical Nursing  
MN, University of Kansas Medical Center, 1986  
BSN, University of Nebraska Medical Center, 1981  
ADN, University of Nebraska Medical Center, 1979

Alan Rumbaugh  
Instructor, Livestock Production  
BS, Tarleton State University, 1989

Eric Sack  
Instructor, English  
MA, University of Nebraska, 1994  
BA, Wesleyan University, 1982

Nicholas Salestrom  
Instructor, English  
MFA, University of Missouri, 2013  
MA, University of Nebraska 2008  
BA, Nebraska Wesleyan University, 2005

Jill Sand  
Chair/Instructor, Respiratory Care  
MEd, Concordia University, 2012  
BS, Midland Lutheran College, 1997  
Certificate, Respiratory Care, Immanuel Medical  
Center, 1997

Anthony Schafers  
Instructor, Automotive Technology  
AAS, Southeast Community College, 1981

Adam Scheele  
Instructor, Welding Technology  
AAS, Southeast Community College, 2012

Mary Schieke  
Instructor, Office Professional  
MBA, Colorado Technical University, 2000  
BS, Huron University, 1993

Andrew Schiessl  
Instructor, Diesel Truck  
AAS, Diesel Technology-Truck, 2012

Lynn Schlake  
Instructor, Agriculture Business & Management  
Technology  
BS, University of Nebraska, 1980

Debbie Schmeckle  
Instructor, Mathematics  
MS, University of Nebraska, 1997  
BS, University of Nebraska, 1994

Renee Schnieder  
Simulation Coordinator  
Certification, Bryan College of Health Sciences,  
2013  
MSN, University of Nebraska Medical Center, 1998  
BSN, Nebraska Wesleyan University, 1992  
RN Diploma, Saint Joseph Mercy School of  
Nursing, 1977

Eldon Schoonveld  
Instructor, Auto Collision Repair Technology  
AAS, Southeast Community College, 1972

Gerrine Schreck-Kirby  
Instructor, Food Service/Hospitality  
MA, Doane College, 2011  
BA, Doane College, 2006  
Diploma, Des Moines Area Community College,  
1978

Jo Schuster  
Co-chair/Instructor, Computer Information  
Technology  
BS, Kearney State College, 1983

Dan Schweitzer  
Instructor, Electrical & Electromechanical  
Technology  
AAS, Southeast Community College, 2007

Janet Scott  
Instructor, Economics  
MA, University of Nebraska, 2008  
BA, Union College, 2001  
BS, Union College, 2001

Frederick Scott  
Instructor, Computer Information Technology  
MS, Simon Fraser University, 2012  
MA, New York University, 2008  
BA, University of Nebraska, 2006

Gina Seebohm  
Instructor, Mathematics  
MS, West Texas A&M University, 2005  
BA, Furman University, 1997

Craig Shaw  
Instructor, Auto Collision Repair Technology  
AAS, Southeast Community College, 1988

Preston Shires  
Instructor, History  
PhD, University of Nebraska, 2002  
MA, California State University, 1984  
BA, University of California, 1979

Michael Sizer  
Instructor, Land Surveying/GIS/Civil Engineering  
AAS, Iowa Western Community College, 1975

Jeff Slafter  
Instructor, John Deere Tech  
BS, Peru State College, 2006  
AAS, Southeast Community College, 1985

Eric Smith  
Instructor, Mathematics  
MS, University of Nebraska, 1998  
BS, University of Nebraska, 1994

Matthew Smith  
Instructor, Automotive Technology  
AAS, Southeast Community College, 1999

Jarie Sones  
Instructor, Practical Nursing  
LPN, Southeast Community College, 2004  
MSN, Nebraska Wesleyan University, 2013  
BSN, Nebraska Wesleyan University, 2009  
AAS, Cloud County Community College, 2006

Terry Spoor  
Chair/Instructor, Fire Protection Technology and  
Chair/Instructor, Fire and Emergency Services  
Management  
BS, Northwest Missouri State University, 1979  
AAS, Oklahoma State University, 1978

Michael Stalker  
Instructor, Electrical & Electromechanical  
Technology  
AAS, Southeast Community College, 1988

Laura Stallings  
Instructor, Surgical Technology  
BS, Doane College, 2015  
AAS, Southeast Community College, 2008

Loran Stara  
Instructor, Building Construction Technology  
Technology  
AAS, Southeast Community College, 1983

Bruce Stephen  
Instructor, Anatomy & Physiology  
MS, University of Massachusetts, 1994  
BS, State University of New York, 1991

John Stephenson  
Instructor, Mathematics  
MS, Wichita State University, 1994  
BS, Wichita State University, 1989

Norman Stimbert  
Instructor, Computer Information Technology  
AAS, Southeast Community College, 2000  
AAS, Southeast Community College, 1985

Crystal Stuhr  
Chair/Instructor, Dental Assisting  
Diploma, Southeast Community College, 1994

Beth Stutzman  
Instructor, Computer Information Technology  
AAS, Southeast Community College, 1991  
Diploma, Southeast Community College, 1982

Melissa Stutzman  
Instructor, Human Services  
MA, Doane College, 2004  
BA, University of Nebraska, 2001  
AA, Southeast Community College, 1998

Roxanne Stutzman  
Instructor, Computer Information Technology  
AAS, Southeast Community College, 1979

Rose Suggett  
Chair/Instructor, Psychology  
PhD, Madison University, 2004  
MS, University of Nebraska, 1995  
BS, Peru State College, 1992

Emily Suh  
Instructor, Developmental English  
MA, University of Minnesota, 2008  
BA, University of Minnesota, 2006

Cynthia Surrounded  
Instructor, Human Services  
M.ED American Intercontinental University, 2008  
MS, Nebraska Wesleyan University, 2003  
BS, Nebraska Wesleyan University, 2001  
AAS, Southeast Community College, 1998

Kirby Taylor  
Instructor, Precision Machining and Automation  
Technology  
AAS, Southeast Community College, 1994

Keith Tempel  
Instructor, Deere Construction & Forestry  
Equipment Tech  
AAS, Southeast Community College, 1992

Debra Thomas  
Instructor, Early Childhood Education  
MS, University of Nebraska, 1976  
BA, University of Nebraska, 1974

Aaron Thompson  
Instructor, Building Construction Technology  
Technology  
BS, Brigham Young University, 2002

Ian Thompson  
Instructor, Physical Therapist Assistant  
AAS, Southeast Community College, 2011

Lori Thompson  
Instructor, Associate Degree Nursing  
MSN, Clarkson College, 2009  
BSN, Creighton University, 1997  
BA, University of Nebraska, 1995

Terri Tiedeman  
Co-chair/Instructor, Business Administration  
M.Ed, University of Nebraska, 2007  
BS, University of Nebraska, 1978

Chelsea Tietjen  
Instructor, Agronomy/Plant Science  
MS, University of Nebraska, 2012  
BS, University of Nebraska, 2010  
AAS, Southeast Community College, 2007

Megan Timanus  
Instructor, Graphic Design|Media Arts  
BASA, University of Nebraska, 2010  
AAS, Metropolitan Community College, 2005

Kevin Timoney  
Instructor, Electrical & Electromechanical  
Technology  
AAS, Southeast Community College, 1991, 1992

Dennis Toalson  
Chair/Instructor, Agribusiness  
M.Ed, University of Missouri, Columbia, MO 1981  
BS, University of Missouri, 1971

Barbara Tracy  
Instructor, English  
PhD, University of Nebraska, 2009  
MA, University of Nebraska, 1992  
BA, Bellevue University, 1989

Ivette Trentini-Hutcheson  
Instructor, Speech  
MA, Bellevue University, 2008  
BS, Bellevue University, 2005  
AAS, Southeast Community College, 1997

Nicole Trevena Flores  
Instructor, Psychology  
MA, Doane College, 2009  
BA, Doane College, 2005

John Tucker  
Instructor, Radiologic Technology  
BSRT, University of Nebraska, 2011  
AAS, Southeast Community College, 2002

Kevin Uhler  
Instructor, Automotive Technology  
BS, Bellevue University, 1996  
AAS, Southeast Community College, 1995

John Vance  
Instructor, Diesel-Ag Equipment Service  
Technology  
AAS, Southeast Community College, 2011

Elaine Vavra  
Chair/Instructor, Manufacturing Engineering  
Technology  
BA, Concordia College, 1997  
AAS, Southeast Community College, 1993

Steve Vavra  
Instructor, Diesel-Ag Equipment Service  
Technology  
AAS, Southeast Community College, 1983

William Vocasek  
Chair/Instructor, Auto Collision Repair Technology  
and Chair, Deere Construction & Forestry  
Equipment Tech and Chair, John Deere Tech  
AAS, Southeast Community College, 1979  
AAS, Southeast Community College, 1977

Kent Vollenweider  
Instructor, Developmental Math  
MBA, University of Nebraska, 1994  
BS, University of Nebraska, 1981

Elizabeth Vornbrock  
Instructor, Graphic Design/Media Arts  
AAS, Southeast Community College, 2012

Randall Walbridge  
Chair/Instructor, Nondestructive Testing  
Technology  
AAS, Southeast Community College, 1981

Dalene Walker  
Instructor, Associate Degree Nursing  
MSN, Clarkson College, 2008  
BA Nursing, Augustana College, 1980

Dustin Walsh  
Instructor, Mathematics  
MS, University of Nebraska, 2003  
BS, University of Kansas, 2000

Brittany Walters  
Instructor, Dental Assisting  
BS, Bellevue University, 2013  
Diploma, Southeast Community College, 2005

Janeen Ward  
Instructor, Early Childhood Education  
M.Ed, Doane College, 2009  
BA, Kearney State College, 1986

Tyra Warnke  
Instructor, Developmental Math  
MS, University of Nebraska Kearney, 1991  
BA, Wayne State College, 1989  
AAS, McCook Community College, 1986

Kimberly Waswick  
Instructor, Computer Information Technology  
MS, Minot State University, 1998  
BA, Minot State University, 1990  
AA, Minot State University, 1990

Misty Wehling  
Instructor, Microbiology/Biology  
MS, University of Nebraska, 2004  
BS, Union College, 2001

Thomas Wheeldon  
Instructor, Ag/Bioscience  
BS, University of Nebraska, 1981

Stacey Wheeler  
Instructor, Science  
MS, Purdue University, 1988  
BS, Purdue University, 1986

Joshua Whitney  
Instructor, Journalism & English  
MA, Northern Arizona University, 2002  
BS, Peru State College, 1997

William Wiley  
Instructor, Nondestructive Testing Technology  
BS, Peru State College, 2009  
AAS (2), Southeast Community College, 1979

Roger Will  
Instructor, Associate Degree Nursing  
MSN, Bishop Clarkson, 1995  
BSN, University of Nebraska College of Nursing,  
1987  
BS, University of Nebraska, 1977  
Diploma, Mary Lanning School of Nursing, 1975

Robert Williams  
Instructor, Life Sciences  
PhD, University of Nebraska, 1984  
BS, University of Nebraska, 1973

Warren Wilson  
Instructor, Business Administration  
JD, University of Nebraska, 1978  
BA, University of Nebraska, 1975

Kenni Woerner  
Co-chair/Instructor, Agribusiness  
BA, Doane College, 2001

Brent Wohl  
Instructor, Welding Technology  
AAS, Southeast Community College, 1996

Julie Wolberg  
Instructor, Pharmacy Technician  
BS, University of Nebraska, 2000

Nancy Wolfe  
Instructor, Office Professional  
ME, University of Nebraska, 1985  
BS, University of Nebraska, 1974

Joel Wooton  
Instructor, History  
MS, United States Sports Academy, 1993  
MS, United States Sports Academy, 1986  
BS, University of Nebraska, 1978

Vicki Wooton  
Instructor, Business Administration  
MS, United States Sports Academy, 1993  
BA, Midland Lutheran College, 1984

Gary Yocum  
Instructor, Agriculture Business & Management  
Technology  
MS, Kansas State University, 1987  
BS, Kansas State University, 1986  
AS, Cloud County Community College, 1984

Shereen Young  
Instructor, Associate Degree Nursing  
MSN, Nebraska Wesleyan University, 2007  
BSN, University of Nebraska Medical Center  
College of Nursing, 1983  
ADN, University of Nebraska College of Nursing,  
1981

Thomas Young  
Instructor, Social Sciences  
PhD, University of Nebraska, 1985  
MS, University of Nebraska, 1981  
BS, University of Nebraska, 1979

Michael Yueill  
Instructor, Welding Technology  
AAS, Southeast Community College, 2001

Kathy Zabel  
Chair/Instructor, Medical Assisting  
MA, Bellevue University, 2007  
BS, Nebraska Wesleyan University, 1978  
AAS, Southeast Community College, 1979

Dan Zabel  
Co-chair/Instructor, Welding Technology  
AAS, Southeast Community College, 1980

David Zachek  
Instructor, Computer Aided Design Drafting  
AAS, Southeast Community College, 2008

Renae Zarybnicky  
Instructor, Dental Assisting  
Diploma, Southeast Community College, 2011

Robert Zetocha  
Instructor, Speech  
MA, North Dakota State University, 1982  
BS, North Dakota State University, 1979

Katherine Zupancic  
Instructor, Psychology  
PhD, Capella University, 2011  
MA, University of Northern Colorado, 1984  
BA, University of Southern Colorado, 1978

## Support Staff

Mohammed Al-Asadi

Custodian I - Physical Plant

Allan Allen

Library Resource Center Specialist/Media Services  
Technician - Library Resource Center

Elizabeth Baker

Residential Services Manager - Student Services

Seada Balas

Custodian I - Physical Plant

Stacey Barnard-Dorn

Executive Administrative Assistant - Instruction

Lindsey Barta

Financial Aid Technician - Student Services

Gary Beethe

Maintenance Worker I - Physical Plant

Mark Billesbach

Maintenance Worker II - Physical Plant

Marcia Blender

Administrative Assistant II - Ag/Food/Natural  
Resources and Community Services & Resources  
Divisions

John Blowers

Maintenance Worker I - Physical Plant

Karen Bonczynski

Executive Administrative Assistant - Campus  
Office/Student Services

Melinda Brown

Child Care Assistant Coordinator - Child  
Development Center

Dan Brown

Teaching Lab Assistant - Computer Information  
Technology

Diane Bruna

Food Service Worker - Cafeteria/Snack Bar

Tobbie Campbell

Custodian II - Physical Plant

Steph Canning

Accounts Receivable Specialist - Administrative  
Services

Christie Carnes

Administrative Assistant I - Ag/Food/Natural  
Resources and Community Services & Resources  
Divisions

Kim Cartwright

Information Systems Technician - Information  
Services

Dawn Clover

Administrative Assistant I - Business Division

Harold Clover

Custodian II - Physical Plant

Rex Coleman

Information Systems Technician - Information  
Services

Lynsey Collier-Graham

Training Assistant John Deere - John Deere

Angela Connell

Administrative Assistant II - Continuing Education

Linda Creevan

Account Clerk III - Administrative Services

Larry Cronk

Parts Store Manager - Campus Services

Tracy Dahlstrom

Copy Machine Operator - Print Shop



Nancy Danley  
Administrative Assistant I - Career Advising

Jim Davenport  
Maintenance Worker II - Physical Plant

Barbara Davis  
Custodian II - Physical Plant

Rosella Decker  
Administrative Assistant I - Continuing Education

Marcie DeLong  
Account Clerk II - Administrative Services

Eric Dirks  
Maintenance Worker I - Physical Plant

Brett Ducker  
Fitness and Wellness Coordinator - Student Services

Ian Edelmaier  
Network Systems Technician - Information Services

Ronda Eggerling  
Library Resource Center Media  
Production/Services Technician - Library Resource Center

Nikki Escobar  
Assistant Bookstore Manager - Administrative Services

William Evans  
Computer Programmer - Information Services

Kenneth Fox  
Custodian I - Physical Plant

Sarene Friedli  
Administrative Assistant I -  
Transportation/Manufacturing Division

Carlos Garcia  
Administrative Assistant I - Student Services

William Gehrig  
Custodian I - Physical Plant

Sharon Goldfarb  
John Deere Training Assistant - Transportation

Lori Goldsmith  
Administrative Assistant I - Continuing Education

Julian Gomez  
Financial Aid Technician - Student Services

Mary Gordon  
Administrative Assistant I - Student Services

Misty Griggs  
Administrative Assistant II - Arts & Sciences  
Division

Jill Gurney  
Human Resources Information Systems Specialist  
- Human Resources

Rodney Gustafson  
Information Systems Technician - Information Services

Patricia Haddow  
Registration Technician - Student Services

Donnetta Hajek  
Administrative Assistant I - Instruction

Myron Ham  
Custodian II - Physical Plant

Jim Hamilton  
Custodian II - Physical Plant

Tanya Hare  
Account Clerk III - Administrative Services

Kelly Harms  
Administrative Assistant I - Student Services

Mary Ann Harms  
Admissions Technician - Student Services

Gary Hartshorn  
Custodian I - Physical Plant

Lynda Heiden  
Executive Administrative Assistant - Area Office

Ron Heyen  
Call Center Technician - Information Services

Jessica Himmelberg  
Admissions Technician - Student Services

Natasha Holly  
Administrative Assistant I - Continuing Education

Tarik Houti  
SharePoint Developer/Web Programmer -  
Information Services

Reynaldo Huamanca  
Custodian II - Physical Plant

Christina Hummel  
Assistant Residential Services Manager - Student  
Services

Shannon Ibarra  
Baker - Café

Marjorie Itzen  
Administrative Assistant I - Physical Plant

Diane Jiskra  
Payroll Specialist - Administrative Services

Glenda Johnsen  
Custodian I - Physical Plant

Adam Johnson  
Custodian II - Physical Plant

Kelly Johnson  
Assistant Bookstore Manager - Administrative  
Services

Sherri Jones-Parks  
Account Clerk III - Administrative Services

Beth Jungbluth  
Custodian II - Physical Plant

Kandice Jurgens  
Administrative Assistant I - TRIO Upward Bound  
Program

Lacey Jurgens  
Residential Services Manager - Student Services

Bryan Kahler  
Custodian II - Physical Plant

Kevin Kelly  
Information Systems Technician - Information  
Services

Mark Kilgore  
Maintenance Worker II - Physical Plant

Angela King  
Administrative Assistant I - Placement

Alexander Koch  
Custodian I - Physical Plant

Brittany Kreikemeier  
Child Development Center Group Supervisor -  
Child Development Center

Doreen Krontz  
Child Development Group Supervisor - Child  
Development Center

Cassie Kruse  
Executive Administrative Assistant -  
Technology/Campus Office

Tracy LaBrie  
Custodian I - Physical Plant

Nicholaus Lamblin  
Administrative Assistant I - Arts & Sciences  
Division

Eric Landkamer  
Maintenance Worker II - Physical Plant

Rosemarie Lange  
Administrative Assistant II - Health Sciences  
Division

Austin Le  
Financial Aid Technician - Student Services

Ruth Lewis  
Custodian I - Physical Plant

Hope Lifaefi  
Food Service Worker - Café

Theresa Linder  
Administrative Assistant II - Student Services

Brian Liska  
Assistant Parts Store Manager - Administrative  
Services

Sam Loos  
Security and Safety Specialist - Human Resources

Leon Lovitt  
Farm Manager - Ag/Food/Natural Resources  
Division

John Mamaril  
Administrative Assistant I - Student Services

Mindy Marsh  
Admissions Technician - Student Services

Elwood Martin  
Custodian I - Physical Plant

Steven Mason  
Maintenance Worker II - Carpenter - Physical  
Plant

Paul Mayberger  
Custodian I - Physical Plant

Tanya McKee  
Administrative Assistant I - Student Services

Chelsea McMahan  
Administrative Assistant II - Business Division

Mark Meints  
Security and Safety Specialist - Human Resources

Alyssa Meter  
Administrative Assistant I - Health Sciences  
Division

Sandra Miles  
Assistant Bookstore Manager - Administrative  
Services

Mark Monson  
Custodian I - Physical Plant  
Amber Moody  
Administrative Assistant I - Placement

Lori Moravec  
Library Resource Center Specialist - Library  
Resource Center

Rochelle Morton  
Administrative Assistant I - Continuing Education

Ha Nguyen  
Account Clerk I - Administrative Services

Siddig Nour  
Information Systems Technician - Information  
Services

Wesley Oden  
Maintenance Worker II - Physical Plant

Rosemary Ohlsen  
Registration Technician - Student Services

Cathleen Oslzly  
Registration Technician - Student Services

Donna Osterhoudt  
Administrative Assistant I - Arts & Sciences  
Division

Donna Otte  
Custodian I - Physical Plant

Mark Overman  
Custodian II - Physical Plant

Pamela Overman  
Custodian II - Physical Plant

Lily Payne  
Administrative Assistant I - Student Services

Sara Pegram  
Business Intelligence Developer/Programmer -  
Information Services

Larry Peterson  
Maintenance Worker II - Physical Plant

Elaine Peterson  
Custodian I - Physical Plant

Thuy Pham  
Account Clerk III - Administrative Services

Brian Piontek  
Press Operator - Print Shop

Audrey Priefert  
Account Clerk III - Administrative Services

Reidith Rediger  
Computer Programmer - Information Services

Clark Rediger  
Maintenance Worker I - Physical Plant

Marcia Redler  
Account Clerk II - Administrative Services

Jean Reed  
Custodian I - Physical Plant

Jonathan Ren  
Teaching Lab Assistant - Computer Information  
Technology

Tony Rhoden  
Custodian I - Physical Plant

Rod Richards  
Network Systems Technician - Information  
Services

Denise Roth  
Administrative Assistant II - Administrative  
Services

Duane Roth  
Lead Programmer/Analyst - Information Services

Lora Roth  
Account Clerk II - Purchasing

Marty Rowland  
Enterprise Systems Specialist - Information  
Services

Michael Rudebusch  
Information Systems Technician - Information  
Services

Jennifer Rupprecht  
Executive Administrative Assistant - Virtual  
Learning Division/Campus Office

Connie Russell  
Administrative Assistant II - Student Services

James Sassman  
Custodian II - Physical Plant

Kathrina Schaben  
Administrative Assistant I - Student Services

Sabrina Schinstock  
Administrative Assistant I - Student Services

Ann Schlueter  
Account Clerk II - Administrative Services

Rodney Schmale  
Maintenance Worker I - Physical Plant

Dennis Schmidt  
Information Systems Technician - Information Services

Jenna Schueman  
Administrative Assistant I - Student Services

Paige Schulte  
Administrative Assistant I - Student Services

Nathan Schwab  
Maintenance Worker I - Physical Plant

Tess Schwenka  
Call Center Technician - Information Services

Bruce Schwisow  
Maintenance Worker II - Physical Plant

Cory Scott  
Network Systems Technician - Information Services

Lisa Simon  
Catering Coordinator/ Event Scheduler - Café and Catering

Linda Snelling  
Custodian I - Physical Plant

John Spellman  
Maintenance Worker II - Physical Plant

Bruce Spitzer  
Parts Store Manager - Administrative Services

John Stabenow  
Maintenance Worker II - Physical Plant

Joy Steckly  
Payroll Specialist - Administrative Services

Jason Steele  
Custodian I - Physical Plant

Elizabeth Steinhour  
Library Resource Center Specialist - Library Resource Center

Carrie Stollar  
Child Development Group Supervisor - Child Development Center

Sandra Studnicka  
Custodian II - Physical Plant

Craig Stutzman  
Shipping and Receiving Clerk - Purchasing

Gordon Stutzman  
Maintenance Worker I - Physical Plant

Jolene Stutzman  
Human Resources Benefits & Compensation Analyst - Human Resources

Terry Stutzman  
Information Systems Technician - Information Services

Holly Terrell  
Receptionist/Switchboard Operator - Campus/Student Services

Ron TeSelle  
Maintenance Work I - Physical Plant

Bang Tran  
Media Services Specialist - Information Services

Paul Tvrdy  
Maintenance Worker II - Physical Plant

Bridget Uhrich  
Financial Aid Technician - Student Services

Daniel Vajgrt  
Shipping and Receiving Clerk - Purchasing

Marcia VanAndel  
Administrative Assistant I - Placement

Julie Vasey  
Administrative Assistant II - Physical Plant

Mark Vasey  
Custodian II - Physical Plant

Janet Vaughn  
Child Development Group Supervisor - Child  
Development Center

Roy Venhaus  
Maintenance Worker II - Physical Plant

Jessica Vetter  
Administrative Assistant I - Arts & Sciences  
Division

Mark Vlasnik  
Custodian II - Physical Plant

James Voboril  
Maintenance Worker I - Physical Plant

Gilbert Wallman  
Custodian I - Physical Plant

Cheryl Watson  
Accounting Clerk I - Administrative Services

Amanda Whyrick  
Network Systems Technician - Information  
Services

Sheri Wiemann  
Child Development Group Supervisor - Child  
Development Center

Arlene Williams  
Custodian I - Physical Plant  
Sally Wobig  
Administrative Assistant II - Construction &  
Electronics/Communications & Information  
Technology Divisions

Patsy Wohlgemuth  
Account Clerk III - Continuing Education

Michael Wood  
Maintenance Worker II - Physical Plant

Harlan Wood  
Maintenance Worker I - Physical Plant

Tracie Wooge  
Custodian II - Physical Plant

Seanna Yeager  
Library Resources Center Specialist - Library  
Resource Center

Sharon Zuhlke  
Food Service Coordinator - Cafeteria/Snack Bar

## Adjunct Faculty

Tammy Adcock

Instructor, Business Administration  
MA, Doane College, 2007  
BA, Doane College, 2005  
AS, Union College, 1998

John Aden

Instructor, Cont. Ed. -Industrial Automation  
AAS, NE Technical College (SCC) Milford, 1972

Jennifer Agee

Instructor, Chemistry  
BS, University of Nebraska-Lincoln, 2003

Carolyn M. Allen

Instructor, Nursing Assistant  
AA, Kettering College of Medical Arts, 1972

Doug Amen

Instructor, Electrician Construction – IBEW  
Electrical Contractor, 2014

Amy Anderson

Instructor, Nursing Assistant  
MS, Hawthorn University, 2013  
BSN, Nebraska Methodist College, 1999

Tiffany Bahm

Instructor, Economics  
MA, Doane College, 2008  
BS, Nebraska Wesleyan University, 2005

Katie Baker

Instructor, Speech  
MA, Abilene Christian University, 2001  
BS, Oklahoma Christian University, 1999

Michael Baker

Instructor, History  
MA, University Nebraska-Lincoln, 1994  
BS, University of South Carolina, 1975

Wendi Baus-Herbin

Instructor, Mathematics  
BS, University of Nebraska-Lincoln, 1992

Allen Bean

Instructor, Speech  
M.Div, Trinity Ev. Div. School, 1975  
Th.M., Trinity Ev. Divinity School, 1978  
BA, Indiana University, 1966

Stephanie Berger

Instructor, Nursing Assistant  
BSN, Marquette University, 2008

Gautam Bhadbhade

Instructor, Mathematics  
MS, Oklahoma State University, 1980  
BS, Laxminarayan Institute of Technology, 1976

Alan Blair

Instructor, English  
MA, University of Cincinnati, 2009  
BA, Ohio University, 2007

Michael Blum

Instructor, Business Administration  
MA, Doane College, 2010  
BA, University of Nebraska-Lincoln, 2005

Eastwood Boardman

Instructor, Business Administration  
MA, Webster University, 1984  
MA, University of Northern Colorado, 1980  
BS, Ashland University, 1969  
AA, Kemper Military College, 1967

Pamela Brooks

Instructor, Business Administration  
BA, Doane College, 1982  
MBA, Walden University, 2008

Lisa Bourlier

Instructor, Business Administration  
MEd, University of Nebraska-Lincoln, 1992  
BS, Chadron State College, 1980  
AS, Nebraska Western College, 1978

Shannon Brinkman

Instructor, Mathematics  
BS, University of Nebraska - Lincoln, 1995

Doug Brtek  
Instructor, Business Administration  
Ed.D, Northcentral University, 2016  
MA, Bellevue University, 2007  
BA, University of Nebraska-Lincoln, 1999

Rob Bryant  
Instructor, Economics  
MBA, University of Chicago, 2007  
BS, University of Nebraska-Lincoln, 1993

Nancy Buchli  
Instructor, Mathematics  
BS, Concordia Teachers College, 1989

William Burris  
Instructor, History  
MA, University of South Dakota, 1979  
BA, Wayne State College, 1976  
AA, Northeast Community College, 1974

Lisa Butler  
Instructor, Physical Therapist Assistant  
DPT, Creighton University, 2003  
MTS, Madonna University, 2005  
BS, University of Nebraska-Lincoln, 1997

Marlyce Carlson  
Instructor, Office Professional  
MS, Wayne State College, 1993  
BA, Northwestern College, 1987

James Clark  
Instructor, History  
Ph.D, University of Texas at Austin, 1999  
MA, University of Texas at Austin, 1990  
BA, Oklahoma State University, 1982

Jacqueline Clifford  
Instructor, Science  
MEd, Doane College, 2005  
BS, Doane College, 1993

Gabrielle Cooper  
Instructor, Science  
BS, University of Nebraska-Lincoln, 2013

Patricia Cottingham  
Instructor, Human Services  
Ed.D, University of Phoenix, 2008  
M.Ed, University of Nebraska, 1987  
BA, University of Nebraska, 1977

Ann Crawford  
Instructor, Nursing Assistant  
RN Diploma, Clarkson College, 1976

Mary Crook  
Instructor, Business Administration  
MA, University of Oklahoma, 1994  
BS, University of Nebraska, 1988

Rebecca Czaja-Stevens  
Instructor, Psychology  
MSW, University of Nebraska - Omaha, 2006  
BS, University of Nebraska - Kearney, 2002

Lisa Darlington  
Instructor, Business Administration, Office  
Professional & Customized Training Solutions  
MCRP, University of Nebraska-Lincoln, 1999  
BA, University of Nebraska-Lincoln, 1990

Donna D'Costa  
Instructor, Business Administration  
MBA, University of Nebraska, Lincoln, 2007  
Bachelor of Commerce, Mangalore University,  
1997

Hai Diep  
Instructor, Philosophy  
MA, University of Washington, 2010  
BA, BS, University of Illinois, 2001

Jill Dorff  
Instructor, Business Administration  
MBA, University of South Florida, 1991  
MS, Doane College, 2013  
BA, University of South Florida, 1989

Leah Droge  
Instructor, Human Services  
BS, Nebraska Wesleyan University, 2004



Ella Durham  
Instructor, Graphic Design Media Arts  
BFA, University of Nebraska–Lincoln, 2011  
AAS, Southeast Community College, 2008

Theresa Dumont  
Instructor, Nursing Assistant  
RN, Creighton University, 1998

Tonya Dutton  
Instructor, English  
MA, University of Nebraska-Lincoln, 2005  
BS, University of Nebraska-Lincoln, 1989

Karen Eisenhauer  
Instructor, Music  
MM, University of Colorado at Boulder, 1987  
BM, Hastings College, 1982

Karen Emerson  
Instructor, Office Professional  
M.Ed., Doane College, 2007  
BS, University of Nebraska-Lincoln, 1978

Vanessa Emlich  
Instructor, English  
MA, University of Surrey, 2003  
BA, Humboldt State University, 1999

Randall Emry  
Instructor, Chemistry  
MS, University of Nebraska - Lincoln, 1980  
BS, University of Nebraska - Lincoln, 1972

Michael Engel  
Instructor, Criminal Justice  
BA, Doane College-Lincoln, 1993

Jennifer Engelhaupt  
Instructor, Human Services  
MA, Doane College, 2008  
BS, University of Nebraska -Lincoln, 1999

Carla Engstrom  
Instructor, American Sign Language  
MA, University of Nebraska-Lincoln, 1991  
BA, University of Nebraska-Lincoln, 1978  
American Sign Language Interpreter

Bailey Feit  
Instructor, Office Professional  
MA, Doane College, 2011  
BS, Doane College, 2009

Maryjan Fiala  
Instructor, Office Professional  
MS, Peru State College, 2011  
MS, Kansas State University, 2014  
BAS, Peru State College, 2009

Steven Fischbein  
Instructor, Geology  
Ph.D, University of Nebraska, Lincoln, 2006  
MS, California State University, 1987  
BS, Sonoma State University, 1983  
AA, Golden West College, 1981

Joseph Flores  
Instructor, Psychology Academic Foundations  
BA, University of Nebraska-Lincoln, 2013  
MS, Grand Canyon University, 2016

Gary Lee Frantz  
Instructor, Business Administration  
Ph.D, University of Nebraska Lincoln, 2003  
MS, Kansas State University, 1986  
BS, University of Nebraska Omaha, 1982  
AAS, Community College of the Air Force, 1994

Kera Frederick  
Instructor, Psychology  
M.Ed., Springfield College, 1994  
BA, Nebraska Wesleyan, 1993

Deborah Freeman  
Instructor, Speech Theatre  
MA, Oklahoma State University, 1976  
BA, Oklahoma State University, 1974

Mark Fuerniss  
Instructor, Mathematics  
MS, University of Nebraska - Lincoln, 1982  
MScT, University of Nebraska - Lincoln, 1980  
BS, Regis University, 1969

Kathleen Geier  
Instructor, Respiratory Care  
MEd, Concordia University, 2015  
BA, Concordia University, 2003  
AAS, Southeast Community College, 1998

Jason Gildow  
Instructor, English  
Ph.D, University of Nebraska-Lincoln, 2004  
MA, University of Nebraska-Lincoln, 1998  
BA, University of Nebraska-Lincoln, 1996

Joshua Griffith  
Instructor, Electrician Construction – IBEW  
Electrical State Journeyman  
Journeyman Electrician, 2014

Donald Gross  
Instructor, Fire Science  
BS, Bellevue University, 2000  
AAS, Southeast Community College, 1991

Hoshana Gropp  
Instructor, Manufacturing Engineering  
Technology  
AAS, Southeast Community College 2002

Jon Gruett  
Instructor, Music  
DMA, University of Washington, 1999  
MS, Indiana University - Bloomington, 1993  
BA, University of Nebraska, 1974

Eric Hager  
Instructor, Philosophy  
Ph.D., University of Nebraska-Lincoln, 2006  
MA, Trinity International University, 2003  
BA, Central Bible College, 1999  
AA, Central Bible College, 1999

David Hamilton  
Instructor, Economics  
Ph.D, University of Nebraska-Lincoln, 2014  
MBA, University of Nebraska-Lincoln, 1983  
BS, University of Nebraska-Lincoln, 1976

Jody Hansen  
Instructor, Science  
MHA, Bellevue University, 2010  
BSBA, University of Nebraska-Lincoln, 2004

Chuck Hatzenbuehler  
AWS, CWI, CWE  
Welding Technician

Gregory Hays  
Instructor, English  
MA, University of Connecticut, 2004  
MA, York University, 2006  
BA, University of Connecticut, 2002

Robert Heng  
Instructor, Science  
MS, University of Arizona, 1967  
BS, Peru State College, 1961

Wesley Henning  
Instructor, Criminal Justice  
BS, Northwest Missouri State University, 1992

Katy Hertzell  
Instructor, Nursing Assistant  
Diploma, Southeast Community College, 1978

Phillip Hesterman  
Instructor, Music  
Ph.D, University of Nebraska, 2011  
MA, Hastings College, 2000  
MA, Concordia University, 1994  
BS, Concordia University, 1984

Henry Hinrichs  
Instructor, Science  
MS, University of Nebraska - Lincoln, 1965  
BS, Peru State College, 1960

Srisuda Holay  
Instructor, Mathematics  
MS, University of Nebraska - Lincoln, 1991  
BS, University of Nebraska - Lincoln, 1988  
BA, Chulalongkorn University, 1982

Sara Hollcroft  
Instructor, Business  
MS, Peru State College, 1988  
BA, Peru State College, 1971

Betty Hoosier  
Instructor, Health Occupations  
BA, Bethany College, 1971  
AS, Amarillo College, 1978

Blaine Horalek  
Instructor, Electrician Construction – IBEW  
Electrical Contractor, 2014  
Electrical State Journeyman  
Journeyman Electrician, 2014

Rachel Hruza  
Instructor, English  
MA, University of Nebraska-Lincoln, 2011  
BA, University of Nebraska at Kearney, 2009

Joyce Huff  
Instructor, Office Professional  
M.Acc., University of Denver, 1985  
BS, University of Nebraska, 1977

Shane Hunter  
Instructor, English  
MA, Pittsburg State University, 2005  
BA, Pittsburg State University, 1996

Gregory Jack  
Instructor, Fire Protection Technology  
MA, Strayer University, 2010  
MS, Southern New Hampshire University, 2016  
BA, Northwest Christian College, 1999  
AA, Lane Community College, 1997

Linda Jaquez  
Instructor, English  
MA, Colorado State University, 1989  
BA, University of Northern Colorado, 1983  
AA, Ames Community College, 1981

Darla Johnson  
Instructor, Business Law  
JD, University of Nebraska, 2004  
BS, University of Nebraska - Lincoln, 2000

Debra Johnson  
Instructor, English  
MA, University of Nebraska-Lincoln, 2005  
BA, University of Nebraska-Lincoln, 1981

John Johnson  
Instructor, English  
MA, University of Nebraska-Lincoln, 2013  
BA, University of Nebraska-Lincoln, 1982

Paul Johnson  
Instructor, Accounting  
MBA, University of Nebraska-Lincoln, 2000  
BSBA, University of Nebraska-Lincoln, 1996

Thompson Kay  
Instructor, American Sign Language  
MA, Ohio State University, 1980  
BA, Oakwood University, 1978

Jennifer Keitges  
Instructor, Physical Therapist Assistant  
AAS, Southeast Community College, 2013  
AAS, Southeast Community College, 1988

Chad Kendall  
Instructor, Geographic Information Systems  
AAS, Southeast Community College, 2001  
AAS, Southeast Community College, 2015

JoDe Kinnaman  
Instructor, Nursing Assistant  
Diploma RN, Mary Lanning, 1988

Krystal Klicko  
Instructor, Accounting  
MS, Keller Graduate School Of Management, 2015  
BS, University of Maryland University College, 2011

Henry Kloepper  
Instructor, Manufacturing Engineering  
Technology  
AAS, Southeast Community College, 2014

Tracie Klosterman  
Instructor, Business Administration & Office  
Professional  
MEd, University of Nebraska- Lincoln, 1995  
BS, University of Nebraska - Lincoln, 1993

Michael Knisely  
Instructor, English  
MFA, University of Arizona, 1989  
BA, University of Arizona, 1977

John Kopetzky  
Instructor, Long Term Care Administration  
BA, University of Nebraska-Lincoln, 1984

Candida Kraska  
Instructor, Spanish  
MA, Doane, 2003  
BA, Waynesburg College, 1979

Brad Kreifels  
Instructor, Criminal Justice  
MS, Bellevue University, 2006  
BS, Bellevue University, 2001  
AA, Southeast Community College, 2000

Rod Kriz  
Instructor, Business  
MS, American College, 2008  
BS, University of Nebraska - Lincoln, 1981

Julie Langholdt  
Instructor, Sociology Psychology  
MA, University of Nebraska-Lincoln, 1993  
BA, Creighton University, 1986

Kurt Leffler  
Instructor, Criminal Justice  
J.D., University of Nebraska College of Law,  
2002  
MPA, Marriott School of Management, 1994  
BA, Brigham Young University, 1984

Geo LeGeros  
Instructor, Psychology  
MA, University of Nebraska - Lincoln, 1986  
BS, Black Hills State University, 1980

Lorraine Leiser  
Instructor, Biology  
Ph.D, Notre Dame, 1984  
BS, Purdue University, 1976

Kristine Lemons  
Instructor, Business Administration  
MBA, West Texas A&M University, 2000  
BS, Union College, 1997

Stacie Lightner  
Instructor, Music  
D.Mus, McGill University, 2008  
MM, The University of Kansas, 2002  
BM, The University of Kansas, 1999  
BA, The University of Kansas 2002

Robert Lorek  
Instructor, Philosophy Humanities  
Doctor of Chiropractic, Palmer College of  
Chiropractic, 2011  
MA, University of Nebraska-Lincoln, 1994  
BS, University of Dayton, 1988

Dustin Lorenson  
Instructor, Electrician Construction – IBEW  
Electrical State Journeyman  
Journeyman Electrician, 2014

Brent Lottman  
Instructor, EMS  
MA, University of Illinois - Springfield, 2010  
BS, Peru State College, 1997

Danielle Luebbe  
Instructor, English  
MA, University of Nebraska-Lincoln, 2009  
BA, University of Nebraska-Lincoln, 2006

Christina Lytle-Hale  
Instructor, Nursing Assistant  
AAS, Southeast Community College, 2007

Tammy Madsen  
Instructor, Business Administration  
Ed.D, Walden University, 2014  
MBA, University of Phoenix, 2007  
BSBA, University of Nebraska - Lincoln, 1995

Christina Masek  
Instructor, Computer Information Technology  
AAS, Southeast Community College, 2013

Casey McCoy  
Instructor, Fire Protection Technology  
BS, University of Wisconsin, 1998  
AAS, Southeast Community College, 1992

Ben Mientka  
Instructor, Computer Information Technology  
AAS, Southeast Community College, 2000  
AAS, Southeast Community College, 1993

Arlan Meints  
Instructor, Business  
MS, Peru State College, 2013  
BA, Peru State College, 2011

Susan Meyerle  
Instructor, Social Sciences  
Ph.D, University of Nebraska-Lincoln, 2002  
MS, University of Nebraska-Lincoln, 1993  
BA, Drake University, 1988

Steven Millet  
Instructor, Geography  
BA, University of Nebraska - Lincoln, 1978

Shea Montgomery  
Instructor, English  
MA, University of Nebraska-Lincoln, 2014  
BA, Oregon State University, 2011

Pamela Morrison  
Instructor, Nursing Assistant & Med. Aide  
BA, University of Nebraska-Lincoln, 1978  
Diploma, Southeast Community College, 2007

Julieta Munoz  
Instructor, Spanish  
MA, University of Nebraska-Lincoln, 2015  
BA, Universidad del Tolima, 1989

Kristin Murphy  
Instructor, Mathematics  
MA, University of Nebraska-Lincoln, 2003  
MA, University of Nebraska-Lincoln, 2015  
BS, University of Nebraska-Lincoln, 1996

Marjean Newcomer  
Instructor, English  
M.Ed, University of Nebraska-Lincoln, 1998  
BS, University of Nebraska-Lincoln, 1977

LeighAnn Nicholl  
Instructor, Mathematics  
MS, University of Nebraska-Lincoln, 2003  
MS, Michigan State University, 1988  
BA, Union College, 1985

Tracy Niday  
Instructor, Chemistry Microbiology  
Ph.D, Arizona State University, 2012  
MS, Arizona State University, 2008  
BS, Midland University, 2005

Michael Novacek  
Instructor, Criminal Justice  
MS, Columbia Southern University, 2008  
BA, University of Nebraska, 2004

Christine Nycz  
Instructor, Geography  
MA, University of Nebraska - Lincoln, 2013  
MA, University of Nebraska - Lincoln, 2013  
BA, University of Wisconsin, 2002

Jason Oltman  
Instructor, Electrician Construction – IBEW  
Journeyman Electrician, 2014

Lori Palensky  
Instructor, Human Services & Health  
Occupations  
MS, University of Nebraska - Lincoln, 1999  
BS, University of Nebraska - Lincoln, 1988  
AS, Southeast Community College, 1978

Renea Panska  
Instructor, Mathematics  
BS, Mississippi University for Women, 1967  
MAT, University of Nebraska, 1983

Lindsay Parker  
Instructor, English  
MA, University of Nebraska - Omaha, 2012  
BA, University of Nebraska- Lincoln, 2009

June Parsons  
Instructor, Humanities  
MS, Iona College, 1988  
BS, University of Nebraska-Lincoln, 1977

Iraida Peinado  
Instructor, Spanish  
MA, University of Nebraska-Lincoln, 1996  
BA, University of Nebraska-Lincoln, 1993

Alexandra Perez  
Instructor, Speech  
MA, University of Nebraska-Omaha, 2014  
BA, Oklahoma Christian University, 2008

Bradley Peters  
Instructor, Photography, Art History &  
Photojournalism  
MFA, Yale University School of Art, 2008  
BA, University of Nebraska - Lincoln, 2004

Christina Peterson  
Instructor, Business Administration & Office  
Professional  
JD, University of Nebraska-Lincoln, 1977  
BA, University of Nebraska-Lincoln, 1973

Ramona Petro  
Instructor, Business Administration  
MBA, Wayne State College, Wayne NE, 2010  
BS, Lawrence Technological University, 1985

Sheryl Piening Keller  
Instructor, Business Administration  
MS, University of Nebraska, Lincoln, 1991  
BS, University of Nebraska, Lincoln, 1974

Carol Pralle  
Instructor, Art  
MA, University of Nebraska, 1995  
BS, Valparaiso University, 1975

Cheryl Prater  
Instructor, Nursing Assistant  
Northwest Technical School of Practical  
Nursing, 1992

Kerry Raile  
Instructor, Business Administration  
MBA, Chadron State College, 2011  
BA, Chadron State College, 1994

James Rea  
Instructor, English  
MS, Kansas State University, 1975  
BS, University of Nebraska-Kearney, 1970

Kathryn Retzlaff  
Instructor, Nutrition  
MS, University of Nebraska-Lincoln, 1977  
BS, University of Nebraska-Lincoln, 1975

Robert Revock  
Instructor, Philosophy  
MA, University of Nebraska - Lincoln, 1988  
BA, Cleveland State University, 1986

Loree Rix-Crouse  
Instructor, Human Services  
MPA, Bellevue University, 2009  
BA, College of Saint Mary, 2005

David Rosenbaum  
Instructor, Education  
MA, Doane College, 2003  
BA, Doane College, 1978

Patty Sandoval  
Instructor, Human Services  
MSW, New Mexico Highlands University, 1995  
BS, University of Nebraska, 1988

Rod Scher  
Instructor, English  
M.Ed., University of Oregon, 1984  
BS, Cal State University, Northridge, 1978  
AA, L.A. Valley Community College, 1976

Debra Schultz  
Instructor, Nursing Assistant  
Diploma, Methodist College of Nursing, 1981

Stephanie Schernikau  
Instructor, English  
MA, Doane College, 2010  
BS, University of Nebraska - Lincoln, 1996

Elizabeth Schulenberg  
Instructor, English  
MEd, Doane, 1997  
BS, Doane College, 1982

Margaret Scott  
Instructor, Mathematics  
MS, Iowa State University, 1984  
BA, University of California Santa Cruz, 1982

Greta Shanahan  
Instructor, Human Services  
MA, Doane College, 2009  
BS, Nebraska Wesleyan University, 2006

Robert Shaw  
Instructor, Psychology  
PhD., University of Nebraska, Lincoln, 1994  
MS, University of Nebraska, Kearney, 1978  
BS, University of Nebraska, Lincoln, 1973

Brenda Sieczkowski  
Instructor, English  
Ph.D, University of Utah, 2016  
MFA, University of Florida, 2001  
BA, University of Nebraska-Lincoln, 1998

Jennifer Siefken  
Instructor, Nursing Assistant  
BSN, Bethel College, 2007  
BS, University of Nebraska- Lincoln 2003

Mark Singer  
Instructor, Life Sciences  
MBA, California State University, 1987  
BS, University of California, 1974  
AS, Southeast Community College, 2001

John Skoda  
Instructor, Electrician Construction – IBEW  
Journeyman Electrician, 2014  
AAS, Southeast Community College, 2011

Danna Smith  
Instructor, Nursing Assistant  
Diploma, Southeast Community College, 2001

Debi Smith  
Instructor, Art History  
MA, California State University, 2003  
BA, California State University, 2000  
AA, Antelope Valley College, 1998

Ashley Sneller  
Instructor, Nursing Assistant  
Diploma, Southeast Community College

Dana Snyder  
Instructor, Land Surveying and Civil Engineering  
MS, University of Illinois, 1980  
BS, University of Akron, 1975

John Stavick  
Instructor, Economics  
MA, Georgia State University, 2008  
BA, Georgia State University, 2005

Corey Steel  
Instructor, Criminal Justice  
MA, Doane, 2005  
BS, University Nebraska - Kearney, 1999

Scott Stempson  
Instructor, Political Science History  
Ph.D, University of Nebraska-Lincoln, 2006  
MA, University of Nebraska-Lincoln, 2000  
BA, University of North Dakota, 1992  
BA, University of Nebraska-Lincoln, 1991

Michael Sterns  
Instructor, Mathematics  
MA, University of Nebraska - Lincoln, 2006  
BA, University of Nebraska - Lincoln, 1986

Adell Stiles  
Instructor, Mathematics  
BS, University of Nebraska-Lincoln, 1981

Candace Sturgeon  
Instructor, Human Services  
BS, Nebraska Wesleyan University, 2008  
AA, Southeast Community College, 2000

Clayton Streich  
Instructor, Mathematics  
MA, University Of Nebraska, 1969  
BS, Nebraska Wesleyan, 1966

Trudie Teijink  
Instructor, Art  
MFA, University of Nebraska - Lincoln, 2010  
BFA, Amsterdam School for the Arts, 1992

Marcia Tetley  
Instructor, Nursing Assistant & Med Aide  
AS, Southeast Community College, 2007

Alan Thompson  
Instructor, Arts and Science  
DPT, Creighton University, 2006  
BS, University of Nebraska Lincoln, 1998

Lois Todd-Meyer  
Instructor, English  
Ed.D, University of Nebraska-Lincoln, 2015  
MAT, Hastings College, 1997  
BA, Hastings College, 1977

Sarah Trainin  
Instructor, English  
MA, CSUSB, 2000  
BA, University of Southern California, 1989

Mamta Trivedi  
Instructor, Mathematics  
MS, India, 1990  
Bachelor In Math and Science, India, 1988  
Bachelor in Education, India 1991

Peggy Trumble  
Instructor, Office Professional  
ME, University of Nebraska-Lincoln, 1991  
BS, Kearney State College, 1981

Nicole Tunnison  
Instructor, Business Administration  
MA, University of Nebraska - Lincoln, 2006  
BA, Hastings College, 1996

Christopher True  
Instructor, Mathematics  
MS, University of Nebraska-Lincoln, 1999  
BS, University of Nebraska-Lincoln, 1986

Jamie Ulmer  
Instructor, Theatre  
BA, Doane College, 1997

Michael Unruh  
Instructor, Energy Generation Operations  
Naval Nuclear Power Program, Nuclear  
Machinist Mate

Donna Waller  
Instructor, Computer Information Technology  
B.Tech, Peru State College, 2001  
AAS, Southeast Community College, 1998

Pamela Williams  
Instructor, German  
MS, University of Nebraska Lincoln, 2000  
BS, Chadron State College, 1975

Deb Wingrove  
Instructor, Computer Information Technology  
AAS, Southeast Community College, 2004



Laura Madeline Wiseman  
Instructor, English  
Ph.D, University of Nebraska-Lincoln, 2011  
MA, University of Arizona, 2004  
BS, Iowa State University, 2002

Elizabeth Wooster  
Instructor, Early Childhood  
MEd, Doane College, 2004  
BS, University of Nebraska - Lincoln, 1991

Svetlana Yashirin  
Instructor, Music  
DMA, University of Nebraska-Lincoln, 2006  
MM, University of Nebraska-Lincoln, 1996  
BM, University of Nebraska-Lincoln, 1994

Joseph Yocum  
Instructor, Criminal Justice  
MS, Kaplan University, 2007

BS, Bellevue University, 1992  
AAS, Southeast Community College, 1982

Xiaoning Zhang  
Instructor, Chinese  
Ph.D, Shaanxi Normal university, 2009  
MS, Shaanxi Normal University, 2004  
BA, Baoji Normal College, 1999

Kristi Ziegler  
Instructor, Business  
MS, Bellevue University, 2008  
BS, University of South Dakota, 1998

Rosemary Zumpfe  
Instructor, Art  
Ph.D., University of Nebraska, 2013  
MA, University of Missouri,  
BA, Doane College

## 2016-2017 Board of Governors

Dale Kruse  
Chairperson  
1200 S. Fifth Ave.  
Beatrice, NE 68310

Nancy A. Seim  
Vice Chairperson  
2515 N. 76th St.  
Lincoln, NE 68507

James J. Garver  
Secretary  
815 Elmwood Ave  
Lincoln, NE 68510

Ruth M. Johnson  
Treasurer  
819 N. 33rd St.  
Lincoln, NE 68503

Kathy Boellstorff  
62902 - 733 Rd.  
Johnson, NE 68378

Robert J. Feit  
2510 Norman Circle  
Lincoln NE 68512

Terrence L. Kubicek  
1800 S. 53rd St.  
Lincoln, NE 68506

Steven Ottmann  
1146 County Road F  
Dorchester, NE 68343

Edward C. Price  
1410 N 97th St  
Lincoln NE 68505

Don Reiman  
71594 606 Ave  
Virginia, NE 68458

Lynn Schluckebier  
215 E. Jackson Ave  
Seward NE 68434

Pat Galitz  
Faculty Rep. Lincoln

## The Mission

The mission of Southeast Community College is to empower and transform its students and the diverse communities it serves. The College provides accessible, dynamic, and responsive pathways to career and technical, academic transfer, and continuing education programs. Student success and completion is maximized through collegiate excellence, exemplary instruction, comprehensive student support services, enrichment programs, and student-centered processes. SCC is committed to a proactive and evidence-based approach that continually assesses and responds to student, community, and employer demand for higher education.

## Core Values

Southeast Community College adheres to a set of core values that drive the decisions and actions of the institution.

1. Excellence – Commitment to the highest level of performance in all facets of the College's programs, services, and operations through effective investment and support of all assets.
2. Integrity – Continuous pursuit of fulfillment of mission and goals through transparency and ethical practices in all College operations.
3. Innovation – Commitment to inquiry and the respectful challenging of assumptions to promote creativity, alternative points of view, and opportunities for ongoing discovery.
4. Inclusion – Promotion of opportunities and advancement for a diverse and dynamic student, faculty/staff, and community population through the creation of a positive, compassionate, and reflective culture.
5. Stewardship and Accountability – Commitment to investment in appropriate resources in fulfillment of College's mission and goals and reliance on responsible management of human, physical, and financial resources.

## Nondiscrimination Policy

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

## Declaración de política sobre equidad/antidiscriminación

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

# **SC** *Southeast community college*

## Beatrice Campus

4771 W. Scott Rd., Beatrice, NE 68310-7042  
402-228-3468, 800-233-5027  
FAX: 402-228-2218

## Lincoln Campus

8800 O St., Lincoln, NE 68520-1299  
402-471-3333, 800-642-4075  
FAX: 402-437-2402  
Deaf TDD: 402-437-2702

## Milford Campus

600 State St., Milford, NE 68405-8498  
402-761-2131, 800-933-7223  
FAX: 402-761-2324

## Education Square (ESQ)

1111 O St., Ste 112, Lincoln, NE 68508-3614  
402-323-3441, 800-642-4075  
FAX: 402-323-3453

## Entrepreneurship Center

285 S. 68th St. Place, Lincoln, NE 68510-2572  
402-323-3383, 800-642-4075  
FAX: 402-323-3399

## Jack J. Huck Continuing Education Center

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

## SCC-Area Office

301 S. 68th St. Place, 5th floor, Lincoln, NE 68510-2449  
402-323-3400, 800-642-4075  
FAX: 402-323-3420

[www.southeast.edu](http://www.southeast.edu)