

CC *South*
east
community college

2017
2018

COLLEGE CATALOG



Phone Numbers

Beatrice 402-228-3468 or 800 233-5027

Lincoln 402-471-3333 or 800 642-4075

Milford 402-761-2131 or 800 933-7223

Admissions

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

Email: Admissions@southeast.edu

Alumni

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

Athletics (Intercollegiate)

Beatrice 402-228-8232

Bookstore

Beatrice 402-228-8267
Lincoln 402-437-2560
Milford 402-761-8214

Website: sccbookstore.com

Campus Tours

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

Career Advising

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

Continuing Education

Beatrice 402-228-8244
Lincoln 402-437-2700, 800-828-0072

Email: continuinged@southeast.edu

Entrepreneurship Center

Lincoln 402-323-3383

Financial Aid

All campuses 402-437-2610
Email: FinancialAid@southeast.edu

GED® Classes

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

Housing

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

LRC (Library Resource Center)

Beatrice 402-228-8224
Lincoln 402-437-2585
Milford 402-761-8245

MoodleRoom Support

All campuses 402-437-2815

Multicultural Recruitment

Beatrice 402-228-3468 ext. 1351

Parents of All Ages Program (POAA)

Beatrice 402-228-3468 ext. 1350

Placement (graduates)

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

Registration/Records

All campuses 402-437-2605
Email: Registration@southeast.edu

Student Accounts (Cashier/Tuition)

All campuses 402-437-2669

Student Activities

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

Student Retention/

Multicultural Recruitment

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

Student Services

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

Testing/Assessment Center

Beatrice 402-228-8242
Lincoln 402-437-2715
Milford 402-761-8202

TRIO Student Support Services

Beatrice 402-228-8228
Lincoln 402-437-2766
Milford 402-761-8235

TRIO Upward Bound

Beatrice 402-228-3468 ext. 1405

Veterans Services

All 402-437-2668

Weather Hotline

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

or go to thehub.southeast.edu

Computer Helpdesk

All 402-437-2447

Email: helpdesk@southeast.edu

Website: helpdesk.southeast.edu

Notes: _____

Letter from the President

On behalf of the Board of Governors, the administration, faculty and staff, welcome to Southeast Community College.

SCC is committed to its mission of transforming students and the diverse communities it serves through accessible, dynamic and responsive pathways to career and technical, academic transfer and continuing education programs.

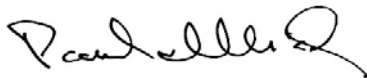
If you are a prospective student, SCC has more than 50 program options to choose from, as well as degree, diploma and certificate options. We believe you will find a program or class that is perfect for you.

Southeast is a vibrant two-year public institution of higher education serving a primary area of 15 counties in southeast Nebraska. SCC offers multiple locations and continues to expand its online opportunities. With high-quality career/technical and academic programs and very affordable tuition and fees, SCC provides students with tremendous opportunities to create their futures through the obtainment of new knowledge, skills and awareness. Our unique blend of career/technical programs will provide students with the skills necessary to be successful in the workforce. SCC's programs provide students with opportunities to work with the latest equipment and technologies. Students enrolled in career/technical programs also receive high-quality instruction in academic areas to ensure they have both the technical and academic skills necessary to succeed at different organizational levels and in a variety of dynamic work environments. The first two years of a four-year degree represent the essential academic foundation. SCC's Academic Transfer program provides students with an outstanding opportunity to obtain a high-quality academic foundation at very affordable rates. SCC offers small class sizes with instructors dedicated to instructional excellence, student success and the development of reflective and creative learners.

In July 2015, the College implemented its 2015-19 Strategic Plan: Creating Futures Through Inquiry, Knowledge and Application. This plan provides SCC with a roadmap to ensure the College focuses on meeting student and employer demand for higher education. The plan emphasizes SCC's student-centered focus through positive and engaging learning environments and comprehensive support services. SCC is committed to student success in the workforce and in higher education settings. The College believes that learning extends beyond the classroom and specific academic content. SCC students will have opportunities for personal and cultural enrichment through wellness programming, global and diversity education, field experiences, research initiatives, and many other challenging and engaging endeavors. The College's outstanding faculty and staff are committed to success of our students and have dedicated themselves to SCC's inspiring mission and purpose.

We welcome students of all races and nationalities, women and men, veterans, people with disabilities, and students of all ages in our programs and activities. SCC values diversity as an important part of the educational process and continues to seek students, faculty and staff who bring a variety of life experiences and viewpoints to the College. If there is anything that you need from me or my team of professionals at the College, please contact us.

Sincerely,



Dr. Paul Illich

President

Tuition and Fees

Tuition and fees must be paid by the first day of class. The following tuition and fees rates are effective July 1, 2017-June 30, 2018.

Tuition Rates

Nebraska resident All credit hours taken (per credit hour/per term)	\$65.50
Out-of-State All credit hours taken (per credit hour/per term)	\$79.50

General Fees

Student Services Fee (including \$0.25 alumni fee) All credit hours taken (per credit hour/per term)	\$2
Graduation fee (nonrefundable)	\$25

Housing Fees

BEATRICE

Beatrice Campus Housing Costs (per quarter - rates include Internet access, cable TV and a mandatory non-refundable \$300 food credit to the Storm Center Café) **Per Student**

Deposit (refundable damage/surety deposit)	\$150
Eisenhower, Roosevelt and Washington Halls (apartment style) 2-4 per room-per student	\$1,500
Hoover Hall (residence hall) 2-4 per room-per student	\$1,175

MILFORD

Milford Campus Residence Hall Costs (per quarter - rates include Internet access and cable TV) **Per Student**

Deposit (refundable damage/surety deposit)	\$150
Nebraska and Cornhusker Residence Halls (men's residence halls) (includes housing/residence hall and board/cafeteria food)	
1 living space per student (with shared commons)	\$1,412
2 per room-per student (Nebraska and Cornhusker Halls)	\$1,580
3 per room-per student (Nebraska and Cornhusker Halls)	\$1,389
4 per room-per student (Nebraska Hall)	\$1,272
Pioneer Hall Complex (apartment-style women's & family housing)	
Cafeteria and apartment (per quarter) (4 per unit-per student)	\$1,725
Board (cafeteria food) only - cafeteria rates per quarter (14 meals per week)	\$915
Housing only - apartment housing per quarter (4 per unit-per student)	\$793
Married/Single Parent Student Housing (per month)	\$797

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

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.

COLLEGE INFORMATION

About SCC

SCC History

In 1971, the Legislature passed a bill which combined junior colleges, state vocational-technical colleges, and the area technical schools into one system of two-year institutions. The consolidation originally established eight technical community college areas. The number was reduced to six when the Lincoln and Southeast areas merged in 1973. As conceived in 1971, Nebraska community college areas were to be governed locally by elected boards.

SCC's Beatrice Campus, approximately 45 miles south of Lincoln, offers technical and transfer programs, including a nearly 900-acre laboratory farm operation where students receive hands-on education in six focus areas. The main part of campus includes classroom buildings, a gymnasium for intercollegiate athletics and intramurals, and student housing.

The Beatrice Campus is a former John J. Pershing College that operated from 1966-1971. SCC began utilizing the campus in the late 1970s, and in 1986, operations at Fairbury Junior College were moved there.

SCC has had a presence in Lincoln for decades. It offers 26 technical areas of study in the Capitol City, as well as a robust transfer program for students who wish to continue their education at a four-year institution. Students can choose various paths en route to demonstrating their newly acquired skills, and the college's proximity to the University of Nebraska-Lincoln makes it an ideal choice for UNL students who wish to earn general education credits at an economical cost.

SCC derives its operating revenue from three major sources: local property taxes, state aid (a combination of sales and income tax funds apportioned by the Legislature), and tuition. The Board works hard to keep an education at SCC affordable. However, despite consistently ranking as the most affordable higher education option in Nebraska, SCC is financially out of reach for some students.

But a groundbreaking scholarship program is helping to make SCC affordable. The Learn to Dream Scholarship pays tuition and fees (up to 45 quarter credit hours) for qualifying students to attend SCC. The program was initially funded by Nelnet and Union Bank & Trust and was set up to benefit students attending Lincoln's public and private high schools. But the program was expanded to include all high schools in SCC's 15-county district, ensuring that all qualified students can take advantage of the program. This program offers hope to students who qualify for a free or reduced-price lunch and who otherwise may think they could never attend college.

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.

Accreditation, Approvals & Memberships

Southeast Community College has been accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, since 1983. The Higher Learning Commission granted the College reaffirmation of accreditation in 2012-2013 with the next reaffirmation of accreditation in 2022-2023.

What is Accreditation?

Accreditation in higher education is a process of external quality review to ensure that a college or university meets established standards. Accreditation involves the process of self-study generating a report about how the college is meeting standards and a review of the college by trained peer reviewers who evaluate the college's efforts at maintaining standards.

In the U.S., accreditation is carried out through private, nonprofit organizations designed for this specific purpose. Accreditation is required in order for students to gain access to federal funds including student grants and loans. Non-accredited institutions are not eligible for federal financial aid.

Types of Accreditation

Regional Accreditation: This involves accreditation by a non-profit organization that reviews colleges and universities within a geographically specific area. The Higher Learning Commission accredits colleges and universities within the states of Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming.

Specialized and Professional Accreditation: Specialized and professional accreditation is granted to non-profit organizations that review programs within a narrowly defined profession or field of study.

College Governance

Board of Governors

SCC is governed by an 11-member Board of Governors. Two members are elected to four-year terms from each of five districts. One member holds an at-large seat on the Board. 2017-2018 Board of Governors: Kathy Boellstorff, Johnson; Robert J. Feit, Lincoln; James J. Garver, Lincoln; Dale Kruse, Beatrice; Terrence L. Kubicek, Lincoln; Steven Ottmann, Dorchester; Edward C. Price, Lincoln; Donald Reiman, Virginia; Nancy A. Seim, Lincoln; Kristin Yates, Lincoln; Lynn Schluckebier, Seward, and Pat Galitz, Faculty Representative, Lincoln.

College Locations

Beatrice Campus

SCC's campus in Beatrice, a community of approximately 12,500, is located on the west end of the city on Scott Road, just off U.S. Highway 136. Beatrice is the county seat of Gage County and is approximately 45 miles south of Lincoln on U.S. Highway 77. The main part of campus is comprised of several classroom and office buildings, as well as three housing units and a gymnasium. Approximately 900 students take classes on the Beatrice Campus. Just south of the main campus is the Agriculture Center, situated on a nearly 900-acre laboratory where students receive hands-on instruction in six focus areas.

Lincoln Campus

SCC's Lincoln Campus is the College's largest enrollment center with approximately 7,000 students. Located on the east edge of Lincoln, a community of nearly 260,000, SCC's Lincoln Campus is comprised of one large building divided into sections per academic discipline, a cafeteria, child development center, gymnasium, and Welcome Center. There also is a separate building for Fire Protection Technology and a concourse for the Professional Truck Driver Training program. Lincoln, Nebraska's Capitol City, affords SCC students many amenities such as cultural arts activities, restaurants and shopping.

Education Square

SCC's downtown Lincoln location, called Education Square, is home to a large Academic Transfer program, along with the Criminal Justice, Graphic Design/Media Arts, and Pharmacy Technician programs. Education Square is a popular center for University of Nebraska-Lincoln students to pick up classes that will transfer back to the university. In the heart of downtown Lincoln, SCC's Education Square location is close to a variety of dining, shopping and cultural events, including historic Haymarket.

Entrepreneurship Center

SCC's Entrepreneurship Center serves as a resource center for anyone interested in Entrepreneurship. Offered at the center is assistance for anyone interested in starting a business or looking for direction on their path to business independence. The third floor of the center is dedicated to Business Incubation/Start-up. The center also hosts credit and non-credit classes on Entrepreneurship.

Jack J. Huck Continuing Education Center

Jack J. Huck Continuing Education Center offers various classrooms and a 75-seat auditorium, perfect for customized training for business and industry. Besides non-credit continuing education courses, the Center has a kitchen for the Culinary/Hospitality program and Continuing Education health-related programs such as Emergency Medical Services, CPR and First Aid, and Nursing Assistant and Medication Aide.

Milford Campus

SCC's campus in Milford, a community of approximately 2,000, is located on the southeast edge of the city on State Street. Milford, a community in Seward County, is located approximately 22 miles west of Lincoln on Interstate 80, then four miles south on Highway 6. The campus includes several classroom buildings, a cafeteria, a gymnasium, fitness center, and residence halls. The original campus, known as Nebraska State Trade School, enrolled five students on May 1, 1941. Today, the Milford Campus is home to approximately 700 students who are enrolled in 20 Programs of Study.

Learning Centers

In support of the 2015-2019 Strategic Plan, program and continuing education opportunities have expanded through the establishment of six learning centers across the 15-county service area. The Learning Centers are geographically distributed across the service area to maximize the number of individuals living within a 35-mile radius from each of the centers. The Learning Centers are located in Falls City, Hebron, Nebraska City, Plattsmouth, Wahoo, and York. They offer a variety of credit and noncredit courses from workforce development to leisure learning.

Consumer Information/Student Right-to-Know

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to provide specific information to current and prospective students. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>. SCC, acting in compliance with this Act, posts the required Student Right-to-Know information on the SCC website at <https://www.southeast.edu/studentrighttoknow/>.

Per federal regulations set forth by The Higher Education Act, educational institutions are also required to disclose specific consumer information about the school and the availability of student financial aid to prospective and continuing students. These federal regulations provide all prospective and enrolled students with information on subjects with which they should be familiar. You can find these and other consumer information on the SCC website at <https://www.southeast.edu/consumer-information/>.

Availability of SCC Staff to Disseminate Consumer Information

The following individuals or their designees are available to disseminate all Student Right to Know/Consumer Information and other institutional programmatic information or provide printed materials as requested.

Beatrice Campus Dean of Students	4771 West Scott Road	Beatrice NE 68310	800-233-5027, Ext. 1220
Lincoln Campus Associate Dean of Students	8800 O Street	Lincoln NE 68520	800-642-4075, Ext. 2862
Milford Campus Dean of Students	600 State Street	Milford NE 68405	800-933-7223, Ext. 8270

Non-Discrimination and Equal Opportunity Statement

SCC adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. SCC will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity or expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristic information and testing, domestic violence victim status, Family Medical Leave or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Access, Equity, and Diversity, 301 S 68th Street Place, Lincoln NE 68510, or 402-323-3412.

Inquiries involving students should be directed to the Campus Dean of Students:

- Beatrice 402-228-8220
- Lincoln 402-437-2862
- Milford 402-761-8270

If you are a person with a disability and require an accommodation while attending this college, please contact the Director of Disability and Academic Support Services, 402-437-2620.

Crime Statistics and Fire Safety

In accordance with the Crime Awareness and Campus Security Act of 1990 (20 U.S.C., section 1092), now the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act and the Higher Education Act of 1965 (HEA), SCC publicizes an annual report by every October 1 containing three years of campus crime statistics. Included in the Report is also the Campus Fire Safety Annual Compliance required for campuses with residential housing.

This report provides prospective students and/or their parents or guardians, current students and employees' information regarding College policies, crime statistics, fire statistics, safety tips, and emergency phone numbers. It also provides an overview of some of the programs offered by the college meant to inform students, employees and applicants of the nature and amount of crimes that occur on any SCC campus, non-campus and reasonably contiguous public property. The annual statistics are prepared by collecting crime data from SCC Security records and incident reports, in addition to information crime statistics for specified geographic locations from other local law enforcement agencies. Crime statistics are included in the Annual Security and Fire Report and submitted to the Department of Education. The full text of the SCC Annual Safety, Security and Crime/Fire Statistics Report is available at www.southeast.edu/campussafety/.

Each year, all SCC employees and enrolled students receive e-mail notification of the website to access this report. Persons interested in accessing a paper copy of this report should contact the Dean of Students on their campus. Crime statistics for SCC locations, local jurisdictions and other institutions nationwide can be found at <http://ope.ed.gov/security/>.

Graduation/Completion Rates

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at www.nces.ed.gov.

Each institution must annually make available to prospective and enrolled students the completion, graduation or transfer rate of certificate- or degree-seeking, first time, full-time, undergraduate students. In addition, fall-to-fall retention rate information is provided for both full-time and part-time students. SCC posts Graduation Rate Data on our Student Right-to-Know page at www.southeast.edu/studentrighttoknow/.

SCC also annually publishes the Athlete Completion and Graduation Rate report. This report is provided to prospective students and their parents when athletically-related student aid is offered.

Gainful Employment

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", at SCC those programs are:

- Dental Assisting
- Medical Assisting
- Motorcycle, ATV & Personal Watercraft Technology
- Pharmacy Technician
- Practical Nursing

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 <https://www.southeast.edu/studentrighttoknow/>.

Equity in Athletics Disclosure Act

The Equity in Athletics Disclosure Act requires co-educational institutions of postsecondary education that participate in a Title IV, federal student financial assistance program, and have an intercollegiate athletic program, to prepare an annual report to the Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams. The Department will use this information in preparing its required report to the Congress on gender equity in intercollegiate athletics.

SCC's Equity in Athletics Report is posted on our Consumer Information page at <https://www.southeast.edu/consumer-information/>. Individuals interested in additional information regarding the federal law should reference <http://ope.ed.gov/athletics>. This site provides data from thousands of colleges and universities in a convenient searchable form.

Privacy of Educational Records/FERPA

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). 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."

FERPA

Generally, you have the following rights: to inspect and review your educational records; to a hearing to challenge the contents of your records; and to receive copies of all or part of your 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, your 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, you 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 your 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 award year in which funds were awarded. Direct Loan reports must be kept for three years after the end of the award year in which they were submitted while Direct Loan borrower records must be kept for three years from the end of the award year in which the student last attended. 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.

Solomon Amendment

The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older.

The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list of "student recruiting information," which may or may not match SCC's FERPA directory information list. However, if the student has submitted a request to restrict Directory Information, then no information from the student's education record will be released under the Solomon Amendment.

Solomon Information

1. Name
2. Address (home and mailing)
3. Telephone (home and mailing)
4. Age (is not defined as Directory information at SMU)
5. Place of birth (is not defined as Directory information at SMU)
6. Level of education
7. Academic major
8. Degrees received
9. Educational institution in which the student was most recently enrolled

Procedure for releasing information to military recruiter:

Military recruiters may request student recruitment information once each term or semester for each of the 12 eligible units within the five branches of the service:

- a. Army: Army, Army Reserve, Army National Guard
- b. Navy: Navy, Navy Reserve
- c. Marine Corps: Marine Corps, Marine Corps Reserve
- d. Air Force: Air Force, Air Force Reserve, Air Force National Guard
- e. Coast Guard: Coast Guard, Coast Guard Reserve

The request should be submitted in writing on letterhead clearly identifying the unit of service requesting the student recruitment information.

The request should specify whether the information needed is for the current or previous semester.

Social Security Numbers

The College requests, but does not require, a student provide their Social Security number during the admissions process. Students who do not provide a Social Security number during the admissions process will be required to provide one for Federal Student Aid. 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. Either the Social Security Number or the Taxpayer Identification Number are required by the IRS student 1098T tax credits.

Students who do not have a Social Security number or Tax Identification Number are eligible to take classes and be admitted to a Program of Study; however, students 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.

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 Social Security or tax ID numbers should be directed to the campus Registration and Records Office.

Drug and Alcohol Awareness and Prevention

Standards of Conduct for Students Regarding Alcohol and Drugs

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. See the SCC Student Code of Conduct for further information regarding the conduct process. 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
- Participation in SCC alcohol and/or drug educational programs
- Disciplinary probation
- Suspension/expulsion/eviction from on-campus facilities/programs
- 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 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 SCC Student Code of Conduct.

Federal and State Penalties and Sanctions

Federal Penalties and Sanctions for Illegal Possession of Controlled Substances:

Making students and employees aware of all federal and state penalties and sanctions assists in ensuring a safe learning environment.

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: 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.	5 kgs or more mixture	First Offense: 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 \$10 million if an individual, \$50 million if not an individual.
Cocaine Base (Schedule II)	28-279 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture	Second Offense: 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.	1 kg or more mixture	Second Offense: 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. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
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	

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 \$10 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. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 years, not more than life. If death or serious injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.
Marijuana	50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	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 other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish	More than 10 kg		
Hashish Oil	More than 1 kg	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.
Marijuana	1 to 49 plants; less than 50 kg mixture (but does not include 50 or more marijuana plants regardless of eight		
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, and Drugs of Abuse. Retrieved January 2017. 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 that establish penalties for various drug related offenses summarized below.

Crimes Involving Minors and Restricted Locations:

Except as authorized by the Uniform Controlled Substances Act, any person eighteen years of age or older who knowingly or intentionally manufactures, distributes, delivers, dispenses, or possesses with intent to manufacture, distribute, deliver, or dispense a controlled substance or a counterfeit controlled substance (i) to a person under the age of eighteen years, (ii) in, on, or within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school, a community college, a public or private college, junior college, or university, or a playground, or (iii) within one hundred feet of a public or private youth center, public swimming pool, or video arcade facility shall be punished by the next higher penalty classification than the penalty prescribed in subsection (2), (7), (8), (9), or (10) of this section, depending upon the controlled substance involved, for the first violation and for a second or subsequent violation shall be punished by the next higher penalty classification than that prescribed for a first violation of this subsection, but in no event shall such person be punished by a penalty greater than a Class IB felony. Except as authorized by the Uniform Controlled Substances Act, it shall be unlawful for any person eighteen years of age or older to knowingly and intentionally employ, hire, use, cause, persuade, coax, induce, entice, seduce, or coerce any person under the age of eighteen years to manufacture, transport, distribute, carry, deliver, dispense, prepare for delivery, offer for delivery, or possess with intent to do the same a controlled substance or a counterfeit controlled substance. Any person who violates subdivision (a) or (b) of this subsection shall be punished by the next higher penalty classification than the penalty prescribed in subsection (2), (7), (8), (9), or (10) of this section, depending upon the controlled substance involved, for the first violation and for a second or subsequent violation shall be punished by the next higher penalty classification than

that prescribed for a first violation of this subsection, but in no event shall such person be punished by a penalty greater than a Class IB felony.. Neb. Rev. Stat. § 28-416(4) and (5) (Supp. 1999).

Tax Provisions:

No dealer may possess marijuana or controlled substances upon which a tax is imposed by section 77-4303 unless the tax has been paid on the marijuana or controlled substance as evidenced by an official stamp, label, or other indicium. A tax is hereby imposed on marijuana and controlled substances at the following rates:

- On each ounce of marijuana or each portion of an ounce, one hundred dollars;
- On each gram or portion of a gram of a controlled substance that is customarily sold by weight or volume, one hundred fifty dollars; or
- On each fifty dosage units or portion thereof of a controlled substance that is not customarily sold by weight, five hundred dollars.

For purposes of calculating the tax under this section, marijuana or any controlled substance that is customarily sold by weight or volume shall be measured by the weight of the substance in the dealer's possession. The weight shall be the actual weight, if known, or the estimated weight as determined by the Nebraska State Patrol or other law enforcement agency. Such determination shall be presumed to be the weight of such marijuana or controlled substances for purposes of sections 77-4301 to 77-4316.(3) The tax shall not be imposed upon a person registered or otherwise lawfully in possession of marijuana or a controlled substance pursuant to Chapter 28, article 4.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 practitioner. 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).

Any person who violates this section shall be guilty of a Class II misdemeanor. "Drug paraphernalia" is defined to include such things as hypodermic syringes, needles, pipes and bongs 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). Any person eighteen years of age or older who violates section 28-442 by delivering drug paraphernalia to a person under eighteen years of age who is at least three years his or her junior shall be guilty of a Class I misdemeanor. Neb. Rev. Stat. § 28-443 (Reissue 1995).

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). A violation is punishable of a Class III misdemeanor for the first offense, and a Class II misdemeanor for the second and all subsequent offenses. 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. Controlled substance analogue means a substance (i) the chemical structure of which is substantially similar to the chemical structure of a Schedule I or Schedule II controlled substance as provided in section 28-405 or (ii) which has a stimulant, depressant, analgesic, or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the stimulant, depressant, analgesic, or hallucinogenic effect on the central nervous system of a Schedule I or Schedule II controlled substance as provided in section 28-405. A controlled substance analogue shall, to the extent intended for human consumption, be treated as a controlled substance under Schedule I of section 28-405 for purposes of the Uniform Controlled Substances Act; 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 a Class I misdemeanor. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 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). Any person who knowingly and intentionally violates section 53-180 shall be guilty of a Class IIIA felony and serve a mandatory minimum of at least thirty days' imprisonment as part of any sentence he or she receives if serious bodily injury or death to any person resulted and was proximately caused by a minor's (a) consumption of the alcoholic liquor provided or (b) impaired condition which, in whole or in part, can be attributed to the alcoholic liquor provided. 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). Any person violating subsection (2) of this section shall be guilty of a Class III misdemeanor. Neb. Rev. Stat. § 53-186 (5) (Supp. 1999).

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). Information regarding the variety of penalties issued is located at <http://nebraskalegislature.gov/laws/statutes.php?statute=60-6,197.01>. Neb. Rev. Stat. § 60-6,197.01 (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.

Risk of addiction for all substances

Information may be found at <https://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; buildup of excess acid in body fluids
Steroids	Anabolic/Andreno-genic (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 and 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 Lightning	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>.

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://www.ne211.org>).

Safety, Security & Health

Safety and Security at SCC

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.

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 or visit the College's Safety and Security website at www.southeast.edu/campussafety.

Safety/Security/Law Enforcement on Campus

The College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules established by College officials. Southeast Community College has developed administrative guidelines, and accompanying procedures, intended to establish a deliberative process to determine whether a student or situation poses a direct threat to the health and safety of others within the College community. All persons, in College facilities and at College-sponsored activities and events, are subject to these laws and rules at all times. As part of a multi-campus system that includes Learning Centers throughout a 15-county service area, safety and security is the responsibility of everyone and the management of it falls to a number of individuals, including identified Campus Safety Authorities, who have, as a portion of their assigned responsibilities, safety and security duties. SCC has assigned lead administrative responsibility for: 1) enforcing institutional rules of conduct related to safety/security, and 2) referring potential or alleged violations of law to government authorities to the Assistant Campus Directors (or designee) at each location.

Students, employees, visitors, potential students, and others interested in SCC safety and security programs and services are encouraged to review the College's Annual Safety, Security and Crime/Fire Statistics Report found on the Safety and Security website.

Emergency Response and Notifications

SCC provides notification information related to crime or other potentially threatening situations in an accurate and timely fashion and issued as a means of a "Campus Timely Warning Notice" or an "Emergency Notification." SCC partners with Regroup to offer an emergency notification system. Regroup is available to all staff, faculty, and enrolled students. SCC's Campus Notification system will disseminate timely emergency notifications and weather announcements via text message, email, and voice messages. Please visit <https://southeast.regroup.com/signup> to register and personalize your notifications.

Standard Response Protocol

Campus Safety Personnel utilize the Standard Response Protocol to coordinate emergency response procedures. Posted throughout the campuses are Standard Response Protocol posters that outline what to do in case of a variety of emergencies. SCC posts this information on the safety and security website www.southeast.edu/campussafety. Safety officials test the emergency response and evacuation procedures annually and publicize the emergency response and evacuation procedures throughout the campus communities. Annual testing may be either announced or unannounced. The College also maintains a Campus Safety & Security website www.southeast.edu/campussafety which contains "best practices" and information about emergency response guidelines for the campus community to follow.

Any student or employee can request an escort to their vehicle or SCC residence hall by contacting the campus switchboard or custodial supervisor.

If you feel a reasonable threat to your safety and security, please contact law enforcement immediately by dialing 911 to report crimes or emergencies. 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 (a reporting system on The Hub or SCC website). To report any incidents, you may contact the Assistant Campus Director, Campus Dean of Students, or the Campus Safety & Security Specialist. You can also submit a TIPS report. TIPS is not a 911 or emergency reporting site. TIPS expands the methods by which any member of the campus community can share matters they feel need to be elevated or addressed. It is not the college's intent to replace direct contact with campus officials, but instead to provide an avenue for reporting campus incidents or positive acts of kindness to share. Access TIPS via the SCC website www.southeast.edu or The Hub.

Law Enforcement Contacts

In situations deemed as non-emergency or not requiring special considerations (e.g., safety and security, immediacy), please follow these procedures 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 in the main administrative office at each SCC location. 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 Students. The Dean coordinates and assists 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).

Harassment, Discrimination and Adherence to Title IX

Sexual Misconduct Policy

SCC is committed to maintaining a positive and safe learning and working environment. SCC students and employees are responsible for assuring that SCC maintains an environment for study and work free from sexual assault or misconduct. All members of the SCC community are expected to conduct themselves in a manner that ensures a safe environment.

Title IX, Campus SaVE Act

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. Although Title IX is perhaps best known for its mission to achieve gender equity in athletic programming, Title IX's protections are much broader in scope. It applies to all forms of sexual discrimination, including sexual harassment, sexual misconduct, and sexual violence. It also applies to all forms of gender-based harassment. Title IX applies equally to students, college employees, or nonemployee third parties.

Gender and Sex-based Discrimination Not Condoned

Members of the SCC community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. SCC does not condone gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are not repeated.

Definitions of Sex Related and Civil Rights Offenses

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 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
- c. when the actor is 19 years of age or older and the victim is at least 12 but less than 16 years of age.

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. 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.

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 follow up on any reports of retaliation and take appropriate action as necessary.

Consent

Consent is an important concept when it comes to sexual assault. Consent must be a willingness or agreement to engage in sexual activity that is freely given with full information of the facts and circumstances. A person cannot give valid consent in Nebraska if he/she is:

- Overcome by force or fear;
- Unconscious or powerless;
- Mentally incapacitated, whether due to a mental disease or alcohol/drug intoxication;
- Under the age of 14; or
- Providing apparent consent due to fraud or misrepresentation.

Confidentiality

The privacy of all parties will be respected and safeguarded. Information related to a report of misconduct will be shared with only those College employees who have a "need to know" in order to assist in an investigation and/or resolution of a complaint. Confidentiality cannot be guaranteed but will be maintained to the greatest extent possible. In accordance with Section 40002(a) of the Violence against Women Action of 1994 (VAWA), personally identifying information (information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking) will not be included in any publicly available recordkeeping.

Trained responders to allegations of sexual misconduct will keep reports private. These trained professionals can provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community.

In instances where the College would be unable to take disciplinary action in response to an alleged violation of this policy because a complainant insists on confidentiality, the College must weigh a request for confidentiality against the College's obligation to provide a reasonable safe, non-discriminatory environment for all parties. In all cases, the College will pursue other steps to limit the effects of the conduct that violates this policy and prevent its recurrence. However, a request for confidentiality will impede the College's ability to investigate the incident and pursue disciplinary action against the alleged perpetrator. The Title IX Coordinator or designee will determine what information about a victim should be disclosed and to whom and will inform victims of such disclosures for consent prior to sharing of information.

Reporting an Incident of Sexual Misconduct

Reporting incidents of misconduct that occurs both on and off campus and involves a Southeast Community College student and/or when the conduct negatively affects the victim's school experience or overall school environment is investigated by trained staff. Any behavior, which causes the sexual abuse/assault of another person, will not be tolerated and is a violation of the College's Code of Conduct and may result in sanctions including warnings, disciplinary probation, suspension or termination, of student/employee status or expulsion.

For complaints against a third party, the matter will be referred to local law enforcement for investigation and the victim will be referred and assisted as needed to ensure their safety. SCC will take any necessary action in the best interest of the victim during the pendency of the investigation. While all sexual discrimination and sexual misconduct complaints will be filed with the Title IX Coordinator, student-involved complaints will use the Student Code of Conduct process for disciplinary measures, as applicable. Employee-involved complaints will use Human Resources processes to determine the appropriate disciplinary action, or recommendation for disciplinary action, up to and including dismissal, in accordance with applicable laws, rules, and/or applicable Southeast Community College.

Southeast Community College strongly encourages any person subjected to sexual misconduct to report the conduct to law enforcement and to the College's Title IX office. A complaint may be filed using any one or more of the following methods:

1. **File a Title IX Report with the College**
SCC's Title IX Administrator is Jose J. Soto. 301 S. 68th St. Place, Lincoln NE 68510. (402.323.3412 Office) (402.613.1181 Cell)
jsoto@southeast.edu

2. **File a Report Using the College's Incident Reporting System**

You may share a concern or file a complaint using the TIPS incident reporting. The TIPS link may be found on The Hub and the college's website: 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. Do not use this site to report events presenting an immediate threat to life or property. Call 911 to report emergencies. 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. Regardless, you may report anonymously through the College's TIPS incident reporting system.

3. **Contact a Responsible Employee**

Responsible employees are individuals working at SCC who have an obligation and duty 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 follow up on your concerns. Faculty, staff, and student employees (including RAs) are considered mandatory reporters (Responsible Employees). To the extent you want Southeast Community College to take action, you need to report to a Responsible Employee, campus Safety & Security Specialist, Campus Security Authority, or the Title IX Coordinator.

Each campus has identified individuals to assist you as needed.

Beatrice Campus

- Dean of Students, 402-228-8220
- Assistant Campus Director, 402-228-8286

Lincoln Campus (Including Education Square, Continuing Education Center, Entrepreneurship Center):

- Associate Dean of Students, 402-437-2862

Milford Campus

- Dean Students/Assistant Campus Director, 402-761-8270

Campus Security - 402-437-2800

Crime reports may also be made to the following SCC personnel who are designated Campus Security Authorities (CSAs). For Clery Act reporting purposes, CSAs are SCC officials who have significant responsibility for student and campus activities, including, but not limited to, student activities, student athletics, and student judicial and discipline proceedings.

Safety and Security Coordinator	Lincoln Campus Associate Dean of Students	Beatrice Campus Athletic Director
Safety and Security Specialist	Beatrice Campus Director	Beatrice Campus Athletic Department Coaches
Vice President Human Resources	Milford Campus Director	Beatrice Campus Athletic Department Assistant Coaches
Vice President Instruction	Beatrice Campus Assistant Campus Director	Advisors of Clubs or Organizations (all campuses)
Vice President Access, Equity & Diversity	Beatrice Campus Residence Hall Manager	Beatrice Campus Student Activities Coordinator
Vice President Student Services	Milford Campus Residence Hall Manager	Lincoln Campus Student Activities Coordinator
Beatrice Campus Dean of Students	Beatrice Campus Assistant Residence Hall Manager	Milford Campus Student Activities Coordinator
Milford Campus Dean of Students	Milford Campus Assistant Resident Hall Manager	Director of Student Success

IMPORTANT TO NOTE: The Title IX Coordinator or Responsible Employee/Campus Security Authority can assist you with the reporting process, getting help, explaining your rights as a student/employee, investigation processes and protection options. If you decline to pursue a formal criminal action through a local law enforcement agency, you can pursue institutional actions consistent with the SCC Student Code of Conduct, Title IX and Clery Act. Alternatively, you can choose not to pursue any institution action, but pursue criminal action or make a report to law enforcement. Complaints against a third party who are not students or employees of the College can be reported to the Title IX Administrator or any Responsible Employee.

4. Contact Local Law Enforcement

Students are strongly encouraged report all sex offenses (e.g., rape, acquaintance rape, forcible/non-forcible sex) to local law enforcement officials.

- Beatrice Police Department.....402-223-4080
- Lincoln Police Department402-441-6000
- Milford Police Department.....402-761-2772

5. 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>.

Sexual Assault Education and Prevention

The College provides information and orientation to promote the awareness of sex offenses and has awareness and prevention programs designed to provide education regarding safety and security, including prevention of sexual assault. These programs are organized through the campus Student Success, Student Activities and Residence Life staff along with the Office of Professional Development and includes a program designed around Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for employees and students. This program consists of a series of online and face-to-face courses that covers the College’s policies and expectations related to Title IX, Clery Act and VAWA. Completion of the course is required for all employees of the College, including active student employees. The class is offered, but not required for all other students. Additional opportunities to attend on-going programming sessions related to personal safety issues such as; sexual assault, domestic and dating violence, hate crimes, stalking, active bystander, and drug & alcohol issues.

For more information about official notices, policies and procedures, services, safety tips, resources, education and prevention programs, please, visit the following website <http://knowyourix.org/>.

Firearms, Weapons, Dangerous Instruments

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

These prohibitions apply to EVERYONE (employees, students, invitees, and visitors) and are enforceable EVERYWHERE (all College property and all College-related events.) The possession, concealment or use of firearms, weapons, fireworks and explosive materials, or any item used or intended 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 (see examples of prohibited items below). Violations of these prohibitions will result in disciplinary and/or law enforcement action.

The authority to develop, implement, and interpret administrative guidance for this policy lies with 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.

Definitions/ Examples of Prohibited Items

- Firearms – Any weapons designed or readily converted to expel any projectile by the action of an explosive are strictly prohibited by college policy as well as by Nebraska State Statute 28-1204.04. All violations will be enforced and involve law enforcement. 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 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.

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
- An approved part of the regular course of instruction or college-approved activity.

Illness or Accident on SCC Owned or Controlled Property

Every effort is 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 resulting from faulty equipment or College negligence. However, SCC is not responsible for accidents that occur on campus because of student negligence. We urge students to maintain private health insurance to assure coverage. We highly recommend that any student living either on campus or renting off campus invest in renter's insurance or verify that his/her family's home-owner's insurance covers his/her rental unit.

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

Smoke Free/Tobacco Free Statement

Smoking/Chewing Tobacco/E-cigarettes

The College subscribes to the Nebraska Clean Indoor Air Act of 2008, which requires indoor workplaces in Nebraska to be smoke free. In addition to banning smoking at all College facilities and vehicles, chewing or spitting of tobacco products or use of e-cigarettes is also prohibited.

This policy applies to students and guests in SCC apartment complexes and residence halls (buildings, halls, or stairwells, patios or balconies). Areas where these activities are allowed on the campuses are clearly marked.

Sex Offender Registry

Federal law (42 USC §16901), known as the Sex Offender Registration and Notification Act (SORNA), effective 7-27-2009, requires convicted sex offenders to register for the purpose of community notification. In addition, federal law requires sex offenders, already required to register in a specific state, to provide notice of each institution of higher education at which that person is employed or enrolled as a student. This registration is to be made available to law enforcement agencies with jurisdiction where the institution of higher education is located.

The Nebraska Sex Offender Registration Act (Neb. Rev. Statute 29-4001-29-4115) requires sex offenders to register with local law enforcement officials. Registry information is available to the public on the Nebraska State Patrol's website: <https://sor.nebraska.gov/>.

Southeast Community College is an open enrollment institution. Per College Policy E-2j: SCC places certain restrictions on registered sex offenders and requires they report to the Campus Dean of Students each term they are enrolled in classes. Registered sex offenders are not prohibited from admission, enrollment or attendance at Southeast Community College. This policy is intended to provide guidance for such persons and for SCC to deal fairly and appropriately with such persons and to protect our campus communities.

Obligation to Self-Report

Any person who is required by law to register as a sex offender and who, as a condition of community control (or any similar program in any jurisdiction other than Nebraska, such as probation or parole) that includes restrictions which prohibit contact with juveniles must self-report his or her status to the Campus Dean of Students within three (3) days of enrollment in any SCC course, whether on campus, at a remote location, or online. For purposes of this Policy, enrollment means registering for any class, course, or program (regardless of payment status and whether the class has started) at any SCC campus or learning center and any other sites where SCC offers such class, course or program.

Any person who is required to self-report under this Policy must provide documentation of convictions, conviction dates and, if applicable, contact information for community control, probation, or parole. All information collected will be maintained with the Campus Dean of Students.

Failure to Self-Report

A person's failure to self-report as required may result in disciplinary and/or legal action against a student, including but not necessarily limited to, suspension, expulsion, criminal trespass, or reporting to community control supervisor (probation or parole officer). See the SCC Student Code of Conduct.

Specific Campus Location and/or Enrollment Restrictions

Any person who is required to self-report under this Policy may be prohibited from:

- Entering the Lincoln Campus C Section and its playground which houses the campus Child Development Center.
- Entering the Lincoln Campus Career Academy which provides dual credit educational programming for students commonly under the age of 18.
- Entering any other area of the College in which services to children or minors are being provided.
- Residing, working or volunteering in residence halls.
- Enrolling and/or attending any class, course, or program with other persons who are under age 18. Additional specific restrictions on campus location and/or enrollment may be imposed based on legal requirements associated with sex crime convictions as well as the conditions of community control (probation or parole). Restrictions on enrollment may include, but are not limited to:
 - Restricted or prohibited access to certain classrooms or areas of campus;
 - Restricted or prohibited internet access; and,
 - Enrollment in online course sections only.

Decisions about specific restrictions will be made by the Campus Dean of Students in collaboration with the Campus Safety & Security Specialist. Any person subject to such restrictions will be informed in writing of any decisions pertaining to any restrictions. All decisions are final. However, a student may petition to have the restrictions reviewed if changes are made to his or her status as a sex offender or conditions of community control (probation or parole).

Video Monitoring

SCC has installed video surveillance equipment at strategic locations at all College campuses and locations. Specific buildings have cameras focused on areas of higher risk, such as facility entrances, elevators, and secure areas. Designated college administrators, school officials or designees manage the recording, storage and potential sharing of video monitoring conducted at SCC locations. The Campus Directors work in association with Campus Safety & Security Specialists at each location to determine the appropriate circumstances for disclosure of recorded images to outside third parties.

Getting Started at Southeast Community College!

Our Admissions staff welcomes your calls, visits, and questions. Our staff is dedicated to helping you identify a Program of Study and assisting you in achieving your educational goals. We invite you to attend any of our Discovery Days or schedule a visit to one of our campuses to see our exceptional instructional labs and classrooms and to meet with instructors for first-hand information about the programs.

Information regarding admission to any program can be obtained from the Admissions Office on any the Southeast Community College campuses or at www.southeast.edu.

The process for enrollment is easy. Please review the information below and visit the College's website at www.southeast.edu to access online forms and additional information regarding specific program requirements. We've also provided an easy checklist to assist you through these steps.

Please note: If you plan to enroll in a few courses, do not plan to receive financial aid and are not seeking a degree from SCC, you do not need to apply for admissions. Registration for individual courses as an undeclared student can be completed with assistance from an Admissions Advisor and/or at the Registration and Records Office.

New Student Checklist

We're committed to helping you achieve your goals! Follow the steps on this guide to enroll at Southeast Community College.

<input type="checkbox"/>	Visit Campus	Come see us! Schedule an individual campus tour or register for a Discovery Day! Meet students, faculty, and staff and see our great classrooms and labs. You'll also have the chance to visit with Financial Aid. To schedule a tour, visit www.southeast.edu/visitscc or register for Discovery Day at www.southeast.edu/discoverscc . You can also call the Admissions Office at the campus where your program of study is located.	Admissions Beatrice (800) 233-5027 ext. 1214 Lincoln (800) 642-4075 ext. 2600 Milford (800) 933-7223 ext. 8242 admissions@southeast.edu
<input type="checkbox"/>	Meet with an Advisor	Let us help you! Our advising staff is ready to help you select a Program of Study and/or courses that best fit your career and transfer goals. Advisors have specific knowledge about SCC's Programs of Study and will make sure that you're headed in the right direction! To schedule an appointment, call:	Advising Beatrice (800) 233-5027 ext.1242 Lincoln (800) 642-4075 ext.2620 Milford (800) 933-7223 ext. 8202
<input type="checkbox"/>	Learn about Paying for College	Visit the Financial Aid page at https://www.southeast.edu/financialaid . We encourage you to complete a financial literacy course at https://www.southeast.edu/financial-literacy . This course will help you take control of your finances and learn tips for smart money management.	Financial Aid 402-437-2610 Ext: 2610 financialaid@southeast.edu
<input type="checkbox"/>	Send Transcripts	Submit your final high school transcripts and transcripts for any college credit that you have earned. While we don't require a transcript as part of the admissions process, it's strongly recommended that you submit one as they are often required for financial aid verification or course placement. Please remember that transcripts showing completed college coursework must be sent from the institution where the credits were earned.	Submit transcripts to: Southeast Community College Admissions Office 8800 O Street Lincoln NE 68520
<input type="checkbox"/>	Apply for Scholarships	Let us help you pay for college! Visit www.southeast.edu/scholarships to apply for SCC Educational Foundation Scholarships. Scholarships are awarded quarterly, so apply soon!	
<input type="checkbox"/>	Planning to live on Campus?	If you're interested in living on the Beatrice or Milford campuses, please visit www.southeast.edu/livingoncampus to learn about housing options, costs, and the reservation process. We recommend that you explore on campus housing options early as our spaces fill fast! On-campus housing is not available on the Lincoln Campus.	
<input type="checkbox"/>	Attend New Student Orientation	We want you to be successful! New Student Orientation introduces you to your SCC campus, educates you about campus resources, and gives you the inside scoop on policies, procedures, and how to get things done at SCC. You will receive information about New Student Orientation several weeks before the quarter begins.	
<input type="checkbox"/>	Get Your Student ID	Once you've registered for classes, show the world you're officially an SCC student by getting your ID card! Your ID card gives you access to on campus resources such as the Library Resource Center, Tutoring Center, student activities, the campus wellness center, and more!	
<input type="checkbox"/>	Apply to an SCC Program of Study	Complete an Application for Admissions Applications are available online at www.southeast.edu/apply or can be completed at any campus Admissions Office and all of SCC's Learning Centers. There is no cost to apply. At the time of application, students must indicate their Program of Study and the specific campus they are applying. SCC reserves the right to deny admission or continued enrollment to persons who have misrepresented their credentials or background.	
<input type="checkbox"/>	Submit Course Placement Scores	Submit ACCUPLACER/ACT/ASSET/COMPASS/SAT scores or official transcripts showing that you've completed college coursework in English, mathematics, and reading intensive courses such as sociology, psychology, or philosophy. Or, come to one of our campuses and take the ACCUPLACER test. Please note that you're welcome to take the ACCUPLACER as part of your campus visit—let us know and we'll make it happen!	To schedule an appointment to take the assessment, call: Testing Center Beatrice 402-228-8242 Lincoln 402-437-2715 Milford 402-761-8202
<input type="checkbox"/>	Submit required items for Program of Study	For information about special program requirements, contact the Admissions Office or visit www.southeast.edu . Now that you've applied, let's get you started on your SCC journey! By completing these steps, you'll be on the path to success!	

Admission to Southeast Community College

Demonstration of College Readiness & Placement Testing

Southeast Community College requires competency in reading, writing and mathematics in order to succeed in the selected Program of Study. All applicants for admission are evaluated on basic academic skills to better determine placement into courses and Programs of Study for student success. To determine the entrance requirements for specific programs, applicants can review Program of Study information on the College website <https://www.southeast.edu/academics> or request assistance from the Admissions staff.

Based on a student's placement score and/or previously completed post-secondary coursework, 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 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. Applicants in need of placement test scores will be notified and provided information about testing options, study materials, and instructions.

All students seeking admission to a Program of Study must demonstrate college readiness. This can be verified via a number of evaluative methods.

Completion of Assessment/Course Placement Test

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 ACCUPLACER/ASSET/COMPASS placement scores as required by the specific Program of Study for which the individual is applying. The first ACCUPLACER/ASSET/COMPASS basic skills assessment is available at each campus free of charge. Testing is required when ACCUPLACER/ASSET/COMPASS scores are older than 5 years. A student who cannot fulfill any one of these criteria should discuss the available alternatives with an SCC Career or Transitions Advisor.

Please contact any of the SCC Testing/Assessment Centers to learn more about placement testing, retesting and arranging a time to take the ACCUPLACER or ASSET tests.

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. 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. Please note, placement testing or additional proof of post-secondary course completion will be required when an individual has taken a prerequisite in mathematics more than 5 years ago or the completed course does not meet program requirements.

High School or GED® Diploma

Students 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.

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®.

International Students

Southeast Community College welcomes international students to our college community. To ensure compliance with United States immigration laws, the following requirements apply for students applying to SCC requesting an I-20 (F-1 Visa).

Completing these following requirements as soon as possible will help make your transition to Southeast Community College a success:

1. Complete an Application for Admission.
2. Submit certified copies of academic records, plus English translations where necessary.
 - a. High school transcripts and Leaving Certificates must include graduation dates and ending dates.
 - b. College transcripts from U.S. institutions must be sent directly from the former college to SCC.
 - c. College transcripts from institutions outside of the U.S. must be evaluated by a credential evaluation consultant. College degrees obtained outside of the U.S. are only accepted when interpreted by transcript service members of the National Association of Credential Evaluation Services; visit <http://www.naces.org/members.html> to access a list of consultants. The student is responsible for the cost of the evaluation.
3. Submit the 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 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 where English is listed as an official language.

- a. SCC does not accept IELTS scores.
 - b. The ESL series of courses at SCC is not a full time program. SCC does not have authorization to issue a student visa document (I-20) for international students to study ESL.
4. Complete a College Admissions/Placement Test: ACT (use institutional code 4787) or SAT (use institutional code 1189). Test scores must be sent directly to the College by the testing organization.
 5. Submit 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. The Financial Resource Statement must be in English, in U.S. dollars equivalent, and must be dated within in 6 months of submission.
 - a. F-1 student athletes are required to provide a signed Financial Resource Statement showing a minimum of \$8,700 for three quarters of attendance. The amount for F-1 student athletes is different because of athletic scholarships.
 - b. F-1 students with F-2 dependents (spouse and/or children) coming to the U.S. are required to demonstrate additional support in the amount of \$6,000 for each dependent in addition to the required \$20,000 stated above.

F-1 Visa students authorized to attend another college can register for concurrent classes at SCC. Tuition is non-resident rate. The student's enrollment status is with the school the student is authorized to attend. Students should check with their authorized school to remain in status.

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

International Students Transferring from another Institution

In addition to the requirements stated above, international students desiring to transfer to SCC should contact the international student advisor (designated school official) at the campus they plan to attend.

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

- Beatrice 402-228-8214
- Lincoln 402-437-2600
- Milford 402-761-8243
- Email: Admissions@southeast.edu

Re-Admissions Steps

We are delighted to welcome you back to SCC! Our Admissions staff is available to answer your questions and assist you in the process of re-enrolling.

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 need to reapply for admission to be eligible for re-entry into their former program or a new Program of Study.

Readmission is subject to available space and current requirements established by the College and the Program of Study.

Additional Admissions Requirements & Information

Some programs require additional forms as part of their application process. Those forms can be obtained from the Admissions Office on the campus where the program is located or at www.southeast.edu. Additional forms should be submitted to the Admissions Office on the campus where the program is located.

Applicants will be notified by the College Admissions Office of any additional information required by their chosen Program of Study.

After your application has been processed, the Admissions Office will mail written correspondence to applicants. Applicants are welcome to call the Admissions Office on the campus to which they applied, at any time for updates and questions regarding their status.

Please 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.

Age Requirements

16 years of age or older: Any person 16 years of age or older is eligible to enroll in SCC credit and continuing education classes provided they meet any stated course prerequisites. Any person applying for admission to a Program of Study at the College who is 16 years of age or older must self-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. A person under 16 years of age may enroll in credit classes provided they meet any stated class prerequisites and have special permission from the campus Dean of Students. 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 years of age are 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.

Students Applying for Admission to More than One Program

Can I be accepted to the same program on more than one campus?

For like programs offered on more than one campus, such as Academic Transfer, Automotive, Business Administration or 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.

Can I be admitted to more than one program in the 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.

Can I be admitted to 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.)

If I am admitted to more than one Program of Study, can I use financial aid for both programs?

Students planning/expecting to receive financial aid are subject to federal restrictions that may limit their options. Please see the Financial Aid section of the College Catalog.

Enrollment Status

Students attend Southeast Community College with a variety of educational goals. Throughout your time at SCC, you will see descriptions, policies, and notifications with a variety of terminology related to your status as a student. To help you identify your status, please refer to the definitions below.

Student Status is based on enrollment in three or 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
- $\frac{3}{4}$ time = 9 through 11.5 credit hours per term
- $\frac{1}{2}$ time = 6 through 8.5 hours per term
- Less than $\frac{1}{2}$ time = fewer than 6 credit hours per term

Contact the campus Registration and Records Office for specific student enrollment history.

Undeclared Students

Students may take courses at the College in an undeclared status. Undeclared students are defined as:

- Those waiting acceptance into a Program of Study, and/or
- 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. Refer to the Financial Aid Section of the Catalog for more information.

Undeclared students may register at any time during the Registration period.

Criminal Background Checks

Southeast Community College works with a multitude of companies and agencies to provide experiences for our students. Many of these organizations require the completion of a background check prior to allowing students to participate in experiences within their facilities. Due to this requirement, 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.

- Adult & Juvenile Services and Corrections
- Criminal Justice
- Dental Assisting
- Early Childhood Education
- Emergency Medical Services
- Human Services
- Law Enforcement & Homeland Security
- 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

The CBC will be completed before enrollment in courses in which the clinical, laboratory, or classroom experience requires the CBC. Additionally, registering for some courses or continued enrollment within a program may be contingent upon completion of the background check. Each program will provide students with specific details, deadlines, and the following required forms:

1. SCC Authorization and Disclosure for Criminal Background Check and Abuse Registry Checks
2. DHHS Agency Request for Information from Adult and Child Abuse Neglect Register/Registry

A non-refundable service fee of \$45 will be charged to your SCC student account at the time the background check is required or prior to registration for a particular course. The CBC will be conducted by Secured Data Services of Fremont, NE.

SCC is responsible for reporting to all affiliate institutions requiring such checks that a CBC has been completed on all students. No student will be allowed to begin an SCC clinical/practicum/internship experience if the report has not been completed.

Please note that 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.

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.

DISQUALIFYING CIRCUMSTANCES

A criminal history involving one or more felony offenses will generally be disqualifying. A criminal history involving only misdemeanor offenses will generally be disqualifying only if the offense(s) involve:

- a crime of violence
- sexual assault
- the abuse of a child, elder, or person with a disability, or a person under the care of the student in any type of medical or mental health setting
- the unlawful use, possession, or sale of narcotics, or controlled substances
- if the offenses are so numerous or of such character to indicate that the student may pose a threat to the employees, clients, or property of the clinical program or College.

A conviction or arrest will not automatically disqualify an applicant from admission to a program or keep them from clinical experience. If you have questions or concerns about the CBC, please contact your division dean.

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.

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.

Drug Testing

Education of Health Science students at Southeast Community College requires collaboration between the College and clinical facilities. The educational process for these students cannot be completed without a quality clinical rotation. The college shares an obligation with the clinical facility to protect all patients from harm due to students who are under the influence of illegal drugs or alcohol while in the clinical facility. The clinical facilities require that Southeast Community College obtain a negative drug screen on each student prior to that student arriving at the clinical facility for his/her clinical rotation and that such students be drug and alcohol free while at a clinical facility.

Student and Clinical Faculty Drug Screening Procedures

1. 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.
2. Drug and alcohol testing will be conducted according to the procedures and standards specified by the affected clinical facility. Only drug and alcohol tests conducted by college authorized agencies will be accepted. Cost of the drug test (\$35.00) is paid through special fees.
3. Further drug testing and or alcohol testing may be required of the student for cause. This testing will be required at the discretion of the College or the clinical agency. Cost (\$35.00) of the drug or alcohol testing will be the responsibility of the student.
4. All Health Science students will be tested for the following drug categories: amphetamines/methamphetamines, barbiturates, benzodiazepines, cocaine and metabolites, marijuana metabolites, opiates, phenacyclidine, and propoxyphene. This list is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements.
5. The student must provide written consent to provide specimens for the purpose of analysis and release of information to Southeast Community College. If the student is under eighteen (18) years of age, the parent or legal guardian must sign the drug and alcohol testing consent form in addition to the student. The consent form will be provided by the authorized agency the day of the appointment.
6. Students have the right to refuse to consent to drug and alcohol testing. However, students who decline will not be able to start or complete a clinical rotation and will be unable to achieve the required clinical experience for that program/course. The refusal to consent to drug or alcohol testing may result in a student being dismissed from the program.
7. The student will be provided with an instructional sheet of acceptable drug screening vendors, payment instructions, and procedural information.
8. Notification indicating a "Negative" drug screen or "Further Testing Required" will be sent to the Dean of Health Sciences at Southeast Community College.
9. The Medical Review Officer from the authorized agency will contact the student directly if "Positive" or "Further Testing Required" is noted.
10. The results will be reviewed by the Dean of Health Sciences for verification and placement purposes.
11. Students will not be allowed to hand deliver drug screening test results to the Dean of Health Sciences.
12. Any student who tests positive for a prohibited drug will be given the opportunity to contest the results, if the failure is due to justifiable prescription drug use. If the failure is due to justifiable prescription drug use, the student may be permitted to participate in the clinical program of the affected facility if it is determined that the student may safely do so without jeopardizing patient safety. It is the student's responsibility to provide proper documentation if he/she has failed the drug screen due to justifiable drug use.
13. If the positive test is not due to justifiable prescription drug use, the student will meet with the Dean of the Health Sciences Division to discuss withdrawal from the designated Health Program. Depending on the circumstances, a positive drug or alcohol test may make it impossible to place a student in a clinical setting and could result in dismissal from the program.
14. Students could apply for re-admission into a health program. The College will determine in its discretion whether a student will be readmitted based on among other things the circumstances relating to the failed drug or alcohol test and the ability of the College to place the student in an

appropriate clinical setting. Re-admission would be based upon the next possible program in-take date (approximately 1 to 2 quarters) and completion of additional drug testing.

15. Depending on the circumstances, the results of a positive drug or alcohol test may be communicated to law enforcement authorities, the Nebraska Department of Health and Human Services, or other state agencies.
16. The cost of drug and alcohol testing is provided for informational purposes only and is subject to being increased from time to time.

Registration Information

Earning College Credit

Students receive credit hours based on the number of contact hours per week they're in class for a term. Successful completion of the course earns the student credit.

Definition of Credit Hour

Credit hour means the unit used to ascertain the educational value of course work offered by the institution to students enrolling for such course work, earned by such students upon successful completion of such course work, and for which tuition is charged. A credit hour may be offered and earned in any of several instructional delivery systems, including, but not limited to, classroom hours, laboratory hours, clinical hours, practicum hours, cooperative work experience, and independent study.

Total Credit Hour Limit in a Term

Students may not register for more than 19.5 credit hours in a single term without prior approval. If a student is in a declared Program of Study they must contact the Instructional Dean that oversees their program. Undeclared students must contact the Dean of Student Services to request prior approval.

Advanced Standing

Students may have the opportunity to receive credit through 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.

In order 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

Students who have attended college elsewhere should have their official transcripts forwarded to the Registration and Records Office before starting school to have previous coursework evaluated. Courses from accredited institutions in which grades of "A", "B", or "C" (or their equivalent) have been earned will be considered for transfer credit. College courses in which grades of "D" or "F" (or their equivalent) have been earned will not be considered for transfer credit. Additional information about SCC transcripts can be found in the Transcripts section.

Note: Grades and courses taken at other institutions will not replace grades in equivalent courses taken at SCC.

The Nebraska Transfer Initiative

Students have become increasingly interested in beginning their education at Southeast Community College and transferring to another institution to finish a higher degree program. SCC strives to make the transfer process as seamless as possible by maintaining special cooperative programs and transfer agreements with many colleges and universities.

Since 1995, the community colleges of Nebraska have been involved in the Nebraska Initiative regarding statewide common courses. The community colleges have increased the number of common statewide courses that are provided, what and how the courses will articulate and transfer to other colleges and universities, and an ongoing process for updating and assuring students that the coursework is up to date and accurate. Please visit <http://www.ncca.ne.gov/ncca/nettransferinitiative.html> or talk to a campus Academic Advisor.

It is important for students to know whether the courses they are registering for meet the degree requirements of the institution to which they intend to transfer. Transfer planning starts with initial registration at SCC and continues until the student's graduation.

TRANSFER REMINDERS: Many colleges will accept only classes with a grade of "C" or better. Most colleges will not transfer in more than 66 semester (99 quarter) credits from a 2-year college. Courses with a prefix of less than 1000 are considered to be developmental and do not transfer.

Transferring Credit at SCC

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 as transfer credit may or may not apply to SCC programs and determination is made by the division dean regarding graduation or satisfaction of program requirements with transfer credit.

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 by Waiver will not be granted for classes where the student has previously received a grade.

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.

Credit by Military Service

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.

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).

Dual Enrollment/Dual Credit Courses

SCC has a variety of dual enrollment agreements with secondary schools. Dual enrollment programs, often referred to as "dual credit programs," or "Career Academies" are intended to meet the needs of the academically and technically advanced high school student. These programs are designed to meet the Nebraska Dual Enrollment standards. 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, a dual enrollment/dual credit 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 that 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. Please visit the following websites for further information.

- SENCAP (Southeast Nebraska Career Academy Partnership) is a partnership with high schools in our 15-county service area. 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>.

Secondary schools interested in discussing criteria for articulating dual enrollment classes may contact the Administrative Director of Career Academies & K-12 or Administrative Director of The Career Academy.

Registration Procedures

We recommend that prior to registration, students consult with advisors or instructors. 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 plans for the future.

How to Register for Classes

Newly Declared Students

Newly Declared Students (those who have been admitted into a Program of Study):

Information about registering for classes will be sent to newly declared students. The College strongly encourages new students to visit with an advisor in their program

Returning Students in a Program of Study

Returning students may register in person at the Registration and Records Office on each campus or by logging in to their WebAdvisor account at thehub.southeast.edu. For additional help registering, students are encouraged to contact an advisor, go the Registration and Records office on each campus or contact the office at: 402-437-2605 or at registration@southeast.edu

Undeclared Students

Undeclared Students are (those students who have not been admitted to a Program of Study):

Undeclared students may register in person at the Registration and Records Office on each campus or by logging in to their WebAdvisor account at thehub.southeast.edu if their student account has been set up for online registration. For additional help registering, students are encouraged to go the Registration and Records office on each campus or contact the office at: 402-437-2605 or at registration@southeast.edu.

Advising for Undeclared Students is available through the Career Advising Centers on each campus.

To contact a Career Advisor or make an appointment please call:

- Beatrice: 402-228-8242
- Lincoln: 402-437-2620
- Milford: 402-761-8202

Non-Credit Students

Students wishing to take classes through the Continuing Education Division may register through the Continuing Education website at <https://www.southeast.edu/continuing> and select the REGISTER NOW link. For assistance, contact 402-437-2700.

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 is available through faculty and program advisors.

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. All students are allowed to register for classes when Registration begins. Refer to www.southeast.edu/registrationandrecords for more information.

Tuition Payment Deadlines

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 e-Cashier monthly payment plan. (See Tuition Payment Policy – College Costs or www.southeast.edu/financialaid.)

Dropping or Adding a Course

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 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 Drop 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.
3. The date that all instructors are required to report students who have never attended class ("No Show" Students)

"No Show" Students

1. Under federal rules, the College cannot pay financial aid to students who never attend class. Financial aid will not be distributed to students who have been reported as never having attended class ("No Show" students).
2. "No Show" students will be billed and held responsible for 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.

Deadline for Dropping a Class and Receiving a Grade of "W"

The deadline for dropping a class and receiving a grade of "W" is the 75-percent point from the first day of the term. Student-initiated drops which occur between the 12.499-percent of the time elapsed since the first day of the class and prior to the drop deadline will receive a grade of "W." You 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.

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.

Adding a Course

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 refund drop dates for individual classes are included in the credit class schedule each term.

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 and 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.

Additional Registration Information

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. Audited course work will not count toward graduation requirements.

Form is located at <https://thehub.southeast.edu/studentsrsvs/registration>.

Prerequisites: A student may not be eligible to register for some programs/courses which have specific program prerequisites unless program/course prerequisites are met.

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.

Transcripts

An official transcript is a copy of your permanent academic record and includes courses taken, dates of attendance, program, type of degree awarded, your cumulative grade-point average and all honors received at SCC.

Requesting Transcripts

The College provides access to your 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 of where to send the transcript.
2. SCC will accept FAX requests for transcripts, with the student signature, but cannot return the transcript by FAX.
3. Email requests with a student signature, can be sent to 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 log-in 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

Students who attended SCC prior to 1994 cannot use this method to request transcripts.

1. Electronic transcripts can be ordered online 24/7 through the National Student Clearinghouse at www.getmytranscript.com and delivered in as little as 15 minutes if there are no holds on your student account.
2. There is a \$2.25 - \$4.00 charge per request, depending on delivery method. Students can use any major credit card, which is not charged until the transcript is sent electronically.
3. Students can request order tracking updates by email, online and/or text message.
4. 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 Administrative Director, Registration & Records 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. 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.
 - a. Telephone requests will not be honored.
 - b. SCC will accept FAX requests for transcripts but cannot return the transcript by FAX.
 - c. 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.

Semester-Hour to Quarter-Hour Conversion

One quarter = 10 weeks.

Each quarter hour equals two-thirds 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 Grade" 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 Grade of Incomplete," he/ she must reregister and successfully complete that course to receive credit.
4. A student may not drop a course for which he/she has negotiated a "Contract."
5. The student may progress to the next sequential course only if a "Contract" has been negotiated.
6. It is the student's responsibility to:
 - a. initiate contract negotiations
 - b. fulfill the contract
7. It is the instructor's responsibility to:
 - a. determine if a grade of Incomplete is appropriate
 - b. file the contract with the campus Registration and Records Office
 - c. notify the student and the campus Registration and Records Office that an Incomplete has been given to the student
 - d. negotiate the contract
 - e. 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 percent, 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.

R - Repeat

The highest letter grade received for a course will be used in computing the cumulative GPA 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 GPA. A repeated course will be listed with 0.00 credit hours.

Transcript Key

Credit Transcript Key				
Grade	Status	Honor	Description	Percentage Points
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				

COLLEGE COSTS

Tuition & Fees

Tuition and fees must be paid by the first day of class. The following tuition and fees rates are effective July 1, 2017-June 30, 2018.

Tuition Rates

- Nebraska resident All credit hours taken (per credit hour/per term) \$65.50
- Out-of-State All credit hours taken (per credit hour/per term) \$79.50

General Fees

- Student Services Fee (including \$0.25 alumni fee)
All credit hours taken (per credit hour/per term) \$2
- Graduation fee (nonrefundable) \$25

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 or be a covered individual under the Veterans' Access to Care through Choice, Accountability, and Transparency Act of 2014 known as the "Choice Act".

Resident Status

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 nine (8) categories are met as defined in the statute:

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

Any student 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.

Choice Act

An individual will qualify at resident tuition rates at SCC if eligibility is met under the "Choice Act". The Choice Act offers in-state tuition rates to qualified veterans and their dependents, regardless of state residency status. The Choice Act ensures access and affordability to a postsecondary education for veterans and their dependents.

The following "covered individuals" are eligible for in-state tuition rates and fees under the Choice Act:

- A veteran who lives in the state (regardless of formal in-state residence status) in which the higher education institution is located and enrolls within three years of discharge from a period of active duty service of 90 days or more.
- A spouse or child using transferred benefits who lives in the state (regardless of formal in-state residence status) in which the higher education institution is located and enrolls within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state (regardless of formal in-state residence status) in which the higher education institution is located and enrolls within three years of the service member's death in the line of duty following a period of active duty service of 90 days or more.

Students who are likely to be most affected by the Choice Act are newly discharged veterans planning to attend college in states where they last served on active duty but have not yet established residency. Students also will be impacted if they transfer to a postsecondary institution in another state and do not meet residency requirements. Dependents of veterans are another group that will be able to take advantage of the Choice Act in-state tuition opportunities and may not have been covered under some states' policies. For more information visit: <http://www.benefits.va.gov/GIBILL/docs/factsheets/Setction.702factsheet.pdf>.

Address Changes

Students must advise the Registration and Records Office of any address change (both postal and personal email) to facilitate sending correspondence to your 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.

Tuition 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 were 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.

Tuition Payment Options

FACTS e-Cashier Monthly Payment Plan

SCC is pleased to offer the FACTS Payment Plan option through NBS e-Cashier. "FACTS" e-Cashier provides an option for budgeting tuition and other educational expenses. Contact the campus Student Accounts Office for a "FACTS" e-Cashier brochure which includes a copy of the Automatic Tuition Payment Agreement. Students may enroll in the "FACTS" e-Cashier monthly payment plan at <https://thehub.southeast.edu/stufinance/billing>.

The FACTS Payment Plan option allows a student to:

- Arrange for monthly payments
- Make a down payment IMMEDIATELY and arrange for monthly payments
- Pay in Full Immediately

A student will be able to make payment(s) by:

- Automatic payments from your checking or savings account or
- Credit Card

The nonrefundable enrollment fee to budget payment(s) is:

- \$15.00 per term (1-3 payments)
- \$2.00 for full payment (PROCESSED IMMEDIATELY)

The nonrefundable enrollment fee for Automatic Payments will be processed within 14 days of your agreement being posted to the e-Cashier system.

Balance will need to be PAID IN FULL before enrolling in the next term. Please be aware it is your responsibility to notify SCC of any changes in your student account balance.

Do not use your browser's "Back" button to navigate in e-Cashier. Doing so may cause your transactions to be submitted incorrectly.

Tuition Refunds

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.

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

You are entitled to a 100-percent refund for any credit class officially dropped prior to 12.499 percent 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. Your transcript will not show any registration data if you drop prior to 12.499 percent of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays.

Please note that 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" to the Campus Student Services Office 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 you are not required to submit a drop form.

Electronic Refunds

Electronic payment of refunds is the FASTEST, safest and most convenient method for you to receive your refund.

You 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 you sign up to have refunds transferred electronically to your existing bank account. If you do not currently have a bank account, the College has arranged with Union Bank and Trust Company of Lincoln to open a Simply Free Checking account or a Union Bank Savings account. You may start the process of opening a Union Bank account via WebAdvisor or you may stop at any Union Bank branch office to open an account. However, students are not required to open an account with Union Bank and are free to open an account at the bank of their choosing.

If you do 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 you. Checks will be processed off site and will not be available for pickup. Paper checks will be mailed to your 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

You are 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 Students.

Room and Board

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 percent will be refunded.
- During the second week (6-10 days, not including Saturdays, Sundays and holidays) 60 percent will be refunded.
- During the third and fourth week (11-20 days, not including Saturdays, Sundays and holidays) 40 percent will be refunded.

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 them out by clicking on the Costs and Info link on the program Webpage, or contact your campus Student Services Office for more information.

Financial Aid & Planning

Types of Financial Aid

Many financial aid programs are available at Southeast Community College. Financial Aid awards are administered by the Financial Aid Office under policies established by federal and state governmental guidelines.

Grants

Grants are financial aid that does not require repayment as long as the student completes the term. 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. There are certain eligibility requirements for each grant award. Students who have a bachelor's degree are not eligible for any of the grant programs listed.

Education Loans

Education loans are financial aid that must be repaid. Available loan programs include the Federal Direct Loan and the Federal Direct Parent PLUS Loan. Private (or "alternative") loans are also available through banks or other lenders.

Federal Work Study

Federal Work-Study is a form of financial aid paid to a student as wages received from working.

Scholarships

Scholarships are funds provided by the College or outside contributors to students based on criteria determined by the donor.

Grants

A grant is financial aid that is generally based on financial need. **You do not have to pay back grants as long as you complete the enrollment period.** Each program has certain eligibility requirements. If you already have a bachelor's degree, you are not eligible for any of the grant programs listed.

The grant programs available at Southeast Community College are:

Federal Pell Grant

- Need-based
- Eligibility is primarily based on your Expected Family Contribution (EFC)
- 2017-2018 annual award amount: \$5,920
- Enrollment required: For full eligibility, a minimum of 12 credit hours is required each quarter. Amounts are pro-rated if you are enrolled in less than 12 credits.
- Length of eligibility: Maximum of 12 full-time quarters
- Application: FAFSA

Federal Supplemental Educational Opportunity Grant (FSEOG)

- Funds are awarded on a first-come, first-served basis
- You must be eligible for the Federal Pell Grant and have exceptional financial need to qualify
- Annual award amount: Maximum \$2000
- Enrollment required: For full eligibility, a minimum of 12 credit hours is required each quarter. Amounts are pro-rated if you are enrolled in less than 12 credits.
- Application: FAFSA

Iraq and Afghanistan Service Grant

You may qualify for this grant if all the following apply:

- Your 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
- You were under the age of 24 years, or were enrolled at least half-time in college, at the time of your parent or guardian's death
- Your EFC is above the limit for Federal Pell Grant eligibility
- 2017-2018 annual award amount: \$5,511.52
- Enrollment required: For full eligibility, a minimum of 12 credit hours is required each quarter. Amounts are pro-rated if you are enrolled in less than 12 credits.
- Length of eligibility: Maximum of 12 full-time quarters
- Application: FAFSA

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
- Enrollment required: 6 or more credit hours
- Application: FAFSA

Education Loans

- Federal Direct Loan (Subsidized and Unsubsidized)
- Federal Direct Parent PLUS Loan
- Alternative Loans
- Resources for Borrowers

All education loans must be repaid. Before accepting any loans, you should create a plan to repay them. Loans must be repaid even if you experience difficult financial circumstances and/or do not complete your education.

There are certain eligibility requirements for each program. All applicants for loans are required to file a Free Application for Federal Student Aid (FAFSA). Loan eligibility cannot be determined until Southeast Community College receives a complete processed FAFSA and certain eligibility criteria have been reviewed.

All first-time student loan borrower's funds will not be disbursed to student accounts until 30 days after the first day of the term attended. All one-term loans will be disbursed in two payments. The first half about 10 days from the beginning of the term and the second half mid-way into the term.

Federal Direct Loan

The federal government provides educational loans under the Federal Direct Loan program. Repayment of the Federal Direct Loan begins six months after you graduate or six months after you drop 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 you are in school at least half-time. Interest will begin to accumulate at the start of your six-month grace period (the period of time before repayment, which occurs after you are no longer in school at least half time). If you are a new borrower beginning July 1, 2013, you may receive the Federal Direct Subsidized Loan for a timeframe equivalent to 150 percent of the length of your degree or certificate, provided that all other eligibility criteria are met. In addition, any previously-borrowed subsidized loan will begin to accrue interest at the time that you reach 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 you are attending school and can be paid monthly or capitalized (added to the total loan balance) until you leave school.

Enrollment required: You must be enrolled in, attend and maintain a minimum of six credit hours.

Applications:

1. Free Application for Federal Student Aid (FAFSA).
2. Master Promissory Note (MPN)

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 6 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, attend and maintain a minimum of six 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 you have 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 and Federal Direct PLUS Loan programs before considering an alternative loan.

Resources for Borrowers

- Federal Student Aid Loan Information: <https://studentaid.ed.gov/sa/types/loans>
- Federal Student Aid Loan Default Information: <https://studentaid.ed.gov/sa/repay-loans/default>
- National Student Loan Data System (NSLDS): https://www.nsls.ed.gov/nsls/nslds_SA/
- Student Debt Repayment Assistant (Consumer Financial Protection Bureau): <https://www.consumerfinance.gov/paying-for-college/repay-student-debt/#Question-1>

Federal Work Study

Federal Work-Study (FWS) is a federally-funded program of part-time employment for students with financial need. This program allows you to earn money to help pay for your educational expenses. The number of hours worked is determined by need. Receipt of FWS is dependent upon securing a student employee position in various departments on campus, or at an off-campus location. To be considered for a FWS position, you must complete a Student Employee Application and apply for the positions in which you are interested. The Office of Financial Aid determines eligibility using federal guidelines. Funds are awarded on a first come, first served basis. Federal Work-Study award offers must be accepted by the deadline listed on your award notice.

Annual award amount: Varies based on eligibility

2017-2018 Application: File the Free Application for Federal Student Aid.

Student Employment: The SCC Placement office can assist you in locating employment either on or off campus.

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 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 next academic year.

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 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.

Additional Resources

Other sources of financial assistance available include employers and public agencies. Qualification requirements vary by organization. Please contact the appropriate agency listed for more information.

Veterans' Benefits

Veterans attending Southeast Community College may be eligible to receive benefits through the Department of Veterans' Affairs when pursuing most associate degree programs. For more information, please visit the website of the Office of Veterans Services at <https://www.va.gov>.

Heroes Act

The Higher Education Relief Opportunities for Students Act (HEROES) provides for the modification and waiver 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.

Other Sources of Financial Assistance

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, <http://dol.nebraska.gov/Home/AboutUs>
- Vocational Rehabilitation, <http://www.vr.nebraska.gov/>
- Bureau of Indian Affairs, <https://www.bia.gov/WhoWeAre/RegionalOffices/GreatPlains/WeAre/Agencies/Winnebago/index.htm>
- Professional Development, <https://www.southeast.edu/fa/>

Educational Tax Credits

Tax incentives may be available for certain college expenses, such as tuition and fees, as well as student loan interest. For information, consult your tax advisor or the Internal Revenue Service.

SCC Financial Aid Office Contact Information

Phone: 1-800-642-4075 ext. 2610, (402) 437-2610

Email: financialaid@southeast.edu

*Remember, if you are sending an email to ask about your account, it should include your SCC ID and should be submitted via your SCC email account.

Fax: (402) 437-2402

Hours of Operation:

Beatrice Campus: Monday – Friday, 8 am–5 pm

Lincoln Campus: Monday – Thursday, 7:30 am–7:30 pm
Friday, 7:30 am–5 pm

Milford Campus: Monday – Friday, 8 am–4:30 pm

Other Useful Contact information related to Admissions, Records and Student Accounts:

- Questions about your admissions application: 402-437-2600
- Questions about registering for a course, transcripts, graduation, degree audits or course substitutions: 402-437-2605
- Questions about your student account, refund, payment plan, etc.: 402-437-2669

Financial Aid Eligibility Requirements

Eligibility for most financial aid programs is based on demonstrated financial need of the student and/or the student's family and on registered credit hours. In addition to the general requirements listed below, each financial aid program may also have eligibility requirements which are specific to that program.

To be eligible for federal financial aid programs (Federal Pell Grant, Iraq and Afghanistan Service Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Direct Subsidized and Unsubsidized Loans, Federal Direct Parent PLUS Loan), you must also:

- **Be a citizen, national or permanent resident of the United States.** Certain persons in process of becoming citizens or permanent residents may also be eligible.
- Be accepted by the College for admission as a regular student and demonstrate the ability to benefit from the selected program of study. Students enrolled in high school, post-secondary option students, early admit students, and students who apply for admission as visiting or guest students are not eligible for aid.
- Show your intent on the admission application as one of the following:
 - to obtain an associate degree for transfer to another college
 - to obtain an associate degree for the job market
 - to obtain a diploma
- Be enrolled in a financial aid eligible degree or diploma program.
- Be enrolled in courses that provide credit toward your declared financial aid eligible degree or diploma program. Courses taken as audit are not aid eligible. Enrollment must follow the freeze date policy.
- Financial aid can only be used for one repeat of a previously passed course.
- Meet the enrollment and attendance requirements for each program.
- Demonstrate the education will be beneficial to the student. To receive federal financial aid, you must demonstrate that you will benefit from the education offered. You must meet one of the following academic requirements:
 - Have a high school diploma or equivalent, such as GED; OR
 - Have state documentation of approved home school completion; OR
 - Proof of completion of at least a two-year program acceptable for full credit toward a bachelor's degree (an official college transcript must be on file with the Records Office showing that you earned an associate's degree or higher); Or
 - If you were enrolled in a Program of Study prior to July 1, 2012, satisfactory completion of six semester credits (other than developmental courses) applicable to a degree or diploma at SCC
- Comply with requirements concerning **Selective Service** registration. For information regarding Selective Service, or to register, visit www.sss.gov.
- Comply with requirements concerning **submission of a Statement of Educational Purpose**. This is included on the financial aid application (FAFSA).
- Certify that you are **not in default** on any federal student loan with the Department of Education or another institution.
- Certify that you **do not owe a refund** to any federal aid program. This includes grant overpayments resulting from withdrawals.
- If selected for verification, submit all required documents as indicated in the **Verification Policy**.
- Maintain satisfactory academic progress as set forth in the **Southeast Community College Financial Aid Satisfactory Academic Progress Policy**.

Other Factors that may Affect Financial Aid –

Developmental Hours

A student is limited to taking 45 developmental credit hours while receiving federal financial aid. Federal financial aid programs will not cover any developmental courses taken after reaching the maximum 45 hours. These courses include, but are not limited to, any course level beginning with a zero, i.e. MATH-0900, MATH-0950, ENGL-0850, and ENGL-0950. Development courses that are no longer available are still included in determining the 45-developmental credit hour limit.

Repeated Courses

Students may receive financial aid for repeating courses. However, if retaking a previously passed course, financial aid can only be used for one repeat of the course even if the second attempt results in a lower grade. Any courses that are repeated will be used in the calculation of a student's Satisfactory Academic Progress status. Each repetition will count towards the attempted hours; however, only the course(s) being counted in the CGPA calculation will be counted in completed hours for SAP.

Consortium Agreement

- Credits earned at another institution under a Consortium Agreement will be used to determine enrollment status for the awarding of federal financial aid. Such courses will be treated in the determination of academic progress as if they were transfer credits.

All information is subject to change based on changes to federal law, regulation, or college policy and procedure. If changes are made, students must abide by the new policy.

How to Apply for Federal Student Aid

To apply for most forms of financial aid, you must complete the Free Application for Federal Student Aid (FAFSA). You must submit new financial aid applications for each academic year. Forms are available online at <https://fafsa.gov/> and should be submitted as soon as possible. Applications for 2017-2018 are available Oct. 1, 2016.

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, you may be able to retrieve your tax information from the IRS and transfer it to your FAFSA. **You are highly encouraged to use this option when applicable.**

Students and parents can sign the Free Application for Federal Student Aid (FAFSA) electronically using the Federal Student Aid ID (FSA ID). The FSA ID will consist of username and password, both created by the FSA ID holder. The FSA ID can be created as the first step when beginning the FAFSA or can be done at the end as part of the final "Sign and Submit" step. This will act as the electronic signature each year you complete the FAFSA. If you are a dependent student, both you and a parent will need to create an FSA ID.

***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 diploma or degree seeking program
- Have a high school diploma, GED®, or home school completion documentation.

Transfer students

If you have already completed the FAFSA for the current year and are transferring to SCC, add the SCC Title IV School Code 007591 to your Student Aid Report (SAR) by making a correction using [FAFSA](#) on the Web.

What happens next?

After your FAFSA has been processed, you will receive a Student Aid Report (SAR). If you completed the FAFSA on the web and provided an electronic signature and email address, your SAR will usually be sent to that email address within 1-2 days. If you did not provide an email address, your SAR will be mailed to the mailing address provided on the FAFSA within 7-10 business days. If you sent a paper FAFSA application to the FAFSA processor, allow two to three weeks to receive the SAR.

Students with Bachelor's degrees

If you have a bachelor's degree (or higher), you 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.

Answering Questions on the FAFSA Relating to Your Parent(s) Marital Status

The Free Application for Federal Student Aid (FAFSA) requires students who are considered dependent to provide information about their parents. The instructions on the FAFSA state that you must provide information for your parents even if you do not live with them.

Your legal parents are considered your biological, adoptive, or state-designated parents. A person would also be considered your legal parent if they were determined to be so by the state (for example, if the parent is listed on the birth certificate).

- If your legal parents are married to each other, select "Married or remarried", and answer the questions on the FAFSA for both of them. Same-sex couples must report their marital status as married if they were legally married in a state or other jurisdiction (foreign country) that permits same-sex marriage.
- If your legal parents are separated but living together, select "Married or remarried" and answer the questions on the FAFSA for both of them.
- If your legal parents were never married to each other or divorced and live together, select "Unmarried and both parents living together" and answer the questions on the FAFSA for both of them regardless of their gender. Do not include any person who is not married to your parent and who is not a legal parent.
- If your legal parents are divorced or separated and NOT living together, select "Divorced or separated" and answer the questions about the parent you lived with more during the past 12 months. If you did not live with one parent more than the other, or with either parent, give answers about the parent who provided more financial support to you during the past 12 months or during the most recent year that you actually received support from a parent. If this parent is remarried as of the day you complete your FAFSA, select "Married or remarried" and answer the questions about that parent and your stepparent.
- If your parent was never married and does not live with your other legal parent, provide information for only one parent. Answer the questions about the parent you lived with more during the past 12 months. If you did not live with one parent more than the other, or with either parent, give answers about the parent who provided more financial support to you during the past 12 months or during the most recent year that you actually received support from a parent.
- If your widowed parent is remarried as of the day you complete your FAFSA, select "Married or remarried" and answer the questions about that parent and your stepparent.

Grandparents, foster parents, legal guardians, aunts and uncles are not considered parents for your FAFSA unless they have legally adopted you.

Financial Aid Awards

The Student's Financial Aid Package

SCC issues an ONLINE Financial Aid Award Letter that 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 attendance, the student's Expected Family Contribution based on the information that was provided on the student's FAFSA and the student's enrollment status.

Financial Aid Satisfactory Academic Progress (SAP)

The Office of Financial Aid is required by federal regulation to monitor student progress toward completion of a degree. Being eligible to enroll in classes does not mean the student has an eligible Satisfactory Academic Progress status for financial aid.

Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Work Study Program
- Federal Supplemental Educational Opportunity Grant
- Nebraska Opportunity Grant
- Federal Direct Loan Program (Subsidized and Unsubsidized)
- Federal Direct Parent PLUS Loan
- Other programs as determined by the Office of Financial Aid

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 terms of enrollment. This includes all transfer credit hours being accepted by the college as well as developmental courses taken at SCC.

After each term, has ended a student's Satisfactory Academic Progress will be calculated and posted as a notification on his/her Hub account. Students will be notified via their SCC email account if they are not meeting minimum SAP requirements.

Eligible SAP Status

Students will be considered to have an eligible SAP status if they have a:

- Cumulative grade-point average of 2.0 or higher,
- Cumulative completion rate of at least 66.7 percent of total credit hours attempted (see chart A), and
- Cannot exceed 150 percent of attempted credits required for program degree (see chart B).

SAP Statuses (Financial Aid Satisfactory Academic Progress Statuses)

Financial Aid Warning

- Financial Aid Warning Cumulative Grade-Point Average
- Financial Aid Warning Cumulative Pace of attempted vs. completed credits
- Financial Aid Warning Both Pace and Cumulative GPA

A student who has not completed at least 66.7 percent of the total attempted credit hours (see Chart A), and/or is below the minimum 2.0 cumulative grade-point average (CGPA) will be placed on Warning. The student has one term to correct the deficiencies in SAP. The student will continue to be eligible for financial aid and is encouraged to seek tutoring or other support services for help.

Chart A

The total number of attempted credit hours are multiplied by 0.667 to obtain the minimum hours that the student must have completed successfully. For example:

<u>Total Hours Attempted</u>	<u>Required Pace</u>	<u>Minimum Hours Required to Complete</u>
24	x 0.667	16.01
12	x 0.667	8.00
9	x 0.667	6.00

Based on this chart, a student has attempted 24 credit hours must have successfully completed at least 16.01 credits. This cannot be rounded to 16 credits.

If a student does not attain SAP during the warning term, the student will be suspended from financial aid.

Ineligible SAP Status/Maximum Timeframe

To remain eligible for financial aid, a student must make sufficient progress to graduate within 150 percent of the attempted credit hours required for their program (see Chart B).

If the degree is not completed within the timeframe allowed, the student becomes ineligible for federal financial aid.

Chart B

<u>Number of credits in Program</u>	<u>Maximum Timeframe</u>	<u>Maximum Number of Credits to Complete Program</u>
90	x 1.50	135 credit hours
130	x 1.50	195 credit hours
146	x 1.50	219 credit hours

Example: A student's program requires 90 credit hours to complete. The student has attempted 135 credit hours but still has 12 credit hours to take before completing the program. The student will not be eligible for federal student aid for the remaining 12 credit hours.

Ineligible SAP Status/Financial Aid Suspension

If a student has not corrected all the deficiencies in SAP after a term of warning, or if a student has reached the maximum timeframe, the student becomes ineligible for financial aid.

Reinstatement of Financial Aid/Right to Appeal

A student who is ineligible for financial aid can become eligible for financial aid again by fulfilling one of the following conditions:

- Achieve a cumulative grade-point average of 2.0 or higher, and/or obtain a cumulative completion rate of at least 66.7 percent of total credit hours attempted.
- Successfully appeal the ineligible status by demonstrating unforeseen, documentable extenuating circumstances.

A student with unforeseen, documentable extenuating circumstances who has been denied financial aid may appeal in writing by obtaining a SAP Appeal Form from the Financial Aid Office or online. The student must submit information and documentation explaining why the SAP standards were not met and supporting documentation must be submitted before the appeal deadline for that term. The Financial Aid Office will respond to the student via his/her SCC email account to an appeal. Only information submitted with the initial appeal will be considered.

For those students who are appealing because they have exceeded the maximum timeframe, the appeals committee would consider classes taken toward a second Associate's degree, transfer credits and developmental courses.

All decisions by the appeals committee are final and there is no provision for a secondary appeal.

Financial Aid Probation/Academic Plan

If a student's appeal is approved, he/she will be placed on financial aid Probation/Academic Plan. During this period, the student may receive financial aid their next enrollment period. To continue to be eligible for subsequent enrollment periods, the student must meet the terms of the appeal.

Financial Aid Probation/Academic Plan terms:

- Successful completion of all courses attempted during the enrollment period with no withdrawals; and
- Term GPA of 2.0 or higher.

Additional requirements may be listed on the appeal approval notice.

Maximum Timeframe Appeal Approval (GSAP)

If a student's appeal is approved for maximum timeframe, he/she will be placed on financial aid "GSAP." While on timeframe appeal approval (GSAP), the student may continue to be eligible for financial aid. To be eligible for subsequent enrollment periods, the student must meet the terms of the appeal approval.

GSAP/Academic Plan terms:

- Successful completion of all courses attempted during the enrollment period with no withdrawals; and
- Term GPA of 2.0 or higher.

In addition, for students who are on timeframe appeal approval (GSAP), they must also:

- Have no future program degree changes; and
- Follow the academic plan that was submitted with their appeal.

Additional requirements may be listed on the appeal approval notice.

Reinstatement of Financial Aid / Student does not file an Appeal or Appeal is denied

A student who is ineligible can become eligible for financial aid by eliminating all academic deficiencies in their Satisfactory Academic Progress. These requirements are:

- Achieve the required cumulative grade-point average (CGPA) of 2.0 or better, and
- Satisfactorily complete enough credit hours to have a pace of completion of 66.7 percent or higher (see Chart A)

Students will be monitored at the end of each enrollment period for minimum SAP requirements and will have their SAP set to satisfactory status once these requirements have been met. Students will be notified via their SCC email account and are encouraged to apply for federal aid.

Return of Title IV Funds

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- completely withdraws, or
- stops attending before completing the enrollment period, or
- does not complete all modules (courses which are not scheduled for the entire enrollment period) for which he/she has registered at the time those modules began.

Based on this calculation, Southeast Community College students who receive federal financial aid and do not complete their classes during an enrollment period could be responsible to repay a portion of the aid they received.

Federal financial aid covered under this regulation includes the Federal Pell Grant, Iraq and Afghanistan Service Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct loans, and Federal Direct Parent PLUS loans. State grant and scholarship programs are not covered under this regulation but follow the College's institutional refund policy.

How is the financial aid that is earned by the student calculated?

Students who receive federal financial aid must "earn" the aid they receive by staying enrolled in and attending their classes. The amount of federal financial aid assistance the student earns is determined on a pro-rated basis. Students who withdraw or do not complete all registered classes during the enrollment period may be required to return some of the financial aid they were awarded.

For example, if the student completes 30 percent of the payment period, the student earns 30 percent of the aid he/she originally was scheduled to receive. This means that 70 percent of the student's scheduled awards remain unearned and must be returned to the federal government. Once the student has completed more than 60 percent of the payment period, the student will earn all his/her federal financial aid.

The following formula is used to determine the percent of unearned aid that must be returned to the federal government:

The **percent earned** is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least five days long).

The **payment period** for most students is the entire enrollment period. However, for students enrolled in modules (courses which are not scheduled for the entire enrollment period), the payment period only includes those days for the module(s) in which the student is registered.

The **percent unearned** is equal to 100 percent minus the percent earned.

What is the withdrawal date?

The withdrawal date used in the return calculation of a student's federal financial aid is the actual date the official drop form is processed by the Registration and Records Office or the date the student drops his/her courses on their WebAdvisor Account. If a student stops attending classes without notifying the college, the withdrawal date will be the last date of recorded attendance in class.

Who returns the unearned federal funds?

The college and the student are both responsible for returning unearned federal financial aid to the federal government. Amounts that must be returned will be applied in the following order: Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Direct Parent PLUS loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and the Iraq and Afghanistan Service Grant. The college must return the lesser of 1) the total amount of unearned aid or 2) institutional charges multiplied by the unearned percentage. The student must return any remaining unearned aid not sent back by the College.

The student also will be billed for any amount due the college resulting from the return of federal aid funds that were used to cover tuition and fees. For example, if the College is required to pay back to the government federal funds used to pay a portion of a student's tuition for the enrollment period, the student then must pay the College for that unpaid portion of their tuition.

How do students repay the unearned funds?

The Financial Aid Office will notify students if they owe federal funds back to the government via their SCC email account. The amount returned to the federal government by the school then becomes a school debt for the student. The student will need to repay the amount returned to Southeast Community College.

What happens if students don't repay?

If a student does not pay funds due to the College, the student's records will be placed on financial hold. This means the student will not be permitted to register for classes or receive transcripts until his/her balance is paid in full.

What if the student is eligible for additional funds?

The Financial Aid Office will notify students if additional federal funds can be disbursed. This is called a "post-withdrawal disbursement." Federal grants will automatically be applied toward the student's account within 45 days of determining that the student withdrew. Federal Direct Loans must be accepted within 14 days of the notice; otherwise the loan funds will be cancelled. If the Federal Direct Loan post-withdrawal disbursement offer is accepted by the deadline, SCC will make the disbursement within 180 days of determining that the student withdrew.

ACADEMIC/INSTRUCTIONAL SUPPORT SERVICES

Program Information

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, the integrity of the College and a violation of the SCC Student Code of Conduct. 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.

What can students do to avoid dishonesty?

Sometimes dishonesty occurs because students feel unprepared. This can be avoided by allowing oneself 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.

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 the following dependent upon the total number of reports or severity of the act in accordance with protocols detailed in the SCC Student Code of Conduct:

- 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.

Advisory Committees

For each occupational Program of Study, Southeast Community College consults with an advisory committee comprised of interested leaders in areas related to the program and the professions. The College and the advisory committees work together to determine training and employment needs, discuss new programs and courses, evaluate present programs, facilities, and graduates, and to assist in revisions as needed to meet business and industry needs.

Assessment of Student Learning and Program Review

Southeast Community College measures student learning as part of its ongoing efforts to improve academic and student support programs. Through the assessment of student learning, SCC continuously monitors its effectiveness and implements changes for improvement. The College utilizes a variety of direct and indirect measurements for assessment of Student Learning. Examples include:

- Entry-level tests and assessments for beginning students.
- Comprehensive exams at the course and program levels.
- Nationally standardized tests.
- Formal and informal surveys.
- Focused discussion groups conducted within academic departments or at the institutional level.
- Strategies that assess general education learning outcomes within courses and/or through specially scheduled activities.
- Post-graduation surveys.

STUDENT PARTICIPATION IN COLLEGE ASSESSMENT ACTIVITIES

Admission to Southeast Community College implies each student's willingness to participate in various efforts of the College to assess learning outcomes and the effectiveness of its academic programs. All students enrolled at SCC may be asked to participate in assessment activities. Students selected for assessment activities should take their participation seriously. The cost to the student is a small amount of time; the results are improved programs, services and instruction. Information collected is used in aggregate form to determine program and institutional effectiveness with regard to student learning outcomes. Analysis and results focus on group rather than individual outcomes.

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.

Attendance

The College expects students to attend classes and complete assignments, including assignments missed due to absence. 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 require 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 are approved by the Instructional Division Dean. The Vice President for Instruction is 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. Students who must miss class due to military obligations shall notify the College's VA Certifying Official in the Financial Aid Office. In addition, instructors follow SCC's procedure for reporting students who fail to start attending and/or students who stop attending class. Outlined below are the consequences for non-attendance.

Student Failure to Start Attendance--Administrative Withdrawal

SCC is required to verify the enrollment and participation of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through alternate funding sources. Attendance is established when a student physically attends a class or submits an assignment or participates in an activity in an online class.

Students who fail to start a class and never complete an assignment will be Administratively Withdrawn from the course and the student's financial aid will be adjusted to reflect eligibility only for those courses attended. Students are, however, still expected to pay for the course.

Students Who Stop Attending

Students are expected to follow the College's Drop/Withdrawal procedures. Students who stop attending a course after attendance has been established must drop the course and/or withdraw from the term, or they will be reported for non-attendance. Stopping attendance during a term is defined as not actively participating in a course for 14 consecutive calendar days. Stopping attendance does not cancel tuition charges or prevent the course and grade from appearing on the student's academic record. Students who have stopped attending a course and fail to officially drop the course will be assigned the grade earned based on completed and non-completed coursework.

Final Exams

2017-2018 Beatrice Campus Final Exam Schedule			
DATE OF FINAL EXAMINATION BY CLASS	Sept. 18, 2017	Sept. 19, 2017	Sept. 20, 2017
	Dec. 13, 2017	Dec. 14, 2017	Dec. 15, 2017
	March 14, 2018	March 15, 2018	March 16, 2018
	June 5, 2018	June 6, 2018	June 7, 2018
Final Exam Time	Regular Class Times	Regular Class Times	Regular Class Times
8-10 a.m.	8:00.....M, W, F 8:55.....M, W, F 8:00.....Daily	9:30.....M, W, F 9:00.....Daily 9:30.....Daily	11:30..... M, W, F Noon..... M, W, F
10:15 a.m. – 12:15 p.m.	1:00M, W, F 1:30.....M, W 1:00.....Daily	8:00.....T, TH	10:05..... T, TH 10:00..... Daily
1-3 p.m.	12:10.....T, TH 12:00.....Daily	2:15.....M, W, F 2:00.....Daily 3:05.....M, W, F 2:30.....T, TH	
3:15-5:15 p.m.	2:15/2:30...T, TH 3:00.....T, TH 3:00.....Daily 3:30.....T, TH	4:30.....W 4:30.....T, TH 3:30.....M, W, TH	
Evening Classes	Finals will be given the last night of class.		

Graduation Requirements

Students must meet all graduation requirements for a Program of Study and all other campus graduation requirements before they are permitted to graduate from any program at SCC. Certain Programs of Study may require specific assessment activities as a graduation requirement. 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 self-certify or provide proof they have received a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.
2. The minimum cumulative grade-point average (CGPA) for graduation purposes is 2.0. Extenuating circumstances, involving GPA or other requirements, may be considered by the Vice President for Instruction.
3. Students who have been continuously enrolled in a Program of Study will be permitted to graduate under the program requirements in effect at the time of their initial enrollment (except, students will be required to complete curriculum and course changes implemented after a student starts his/her program as long as the change does not extend the student's time to complete the program) or students may elect to satisfy revised graduation requirements approved and initiated during their continuous enrollment. Students who have not maintained continuous enrollment, but return within 3 years of when they last attended, will be allowed to graduate under the catalog of their initial enrollment with the approval of the division dean.
4. Students will not be eligible for graduation if a grade of "F" (Failure), "I" (Incomplete), or "NP" (No Pass) in a required course remains on the student's transcript.
5. Students must be free of any financial responsibility to the College prior to graduation.
6. All students must complete an Application for Graduation form and submit the required fee with the application to the campus Registration and Records Office by the end of the second week of the term in which they expect to graduate. Graduation fees are not refundable. Forms may be obtained in the Registration & Records office, on The Hub, or submitted online.
7. To receive a second degree, the student must meet all requirements of the College and the program in which the second degree will be obtained, complete a second application for Graduation form and submit the fee.
8. A minimum of one-third of the credit hours required for a degree must be completed at SCC for SCC to be the degree-granting institution. See "Advanced Standing."

Please note that those courses with a zero as the first digit of the course number are designated as developmental and cannot be used to fulfill degree requirements.

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.

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

Tools, Uniforms, and Personal Protective Equipment

The hands-on nature of the Programs of Study at Southeast Community College equip students with technical skills necessary to be successful in the workplace as well as the professional standards for chosen career. The College supplies the majority of the tools and equipment used by the students in the programs; however, students in some programs are required to purchase tools, uniforms, and personal protective equipment.

For programs requiring the purchase of tools, uniforms and personal protective equipment, detailed lists are available for each program in the Campus Store and the Admissions Office. Uniforms are available through the Campus Store on the campus where the program is located. Instructional staff in individual programs will offer guidance to students to purchase the most serviceable tools for the money. Tool companies visit the College throughout the school year.

Students are strongly encouraged to carry insurance for their personally owned equipment.

If you are applying for financial aid, these items are factored into the total cost of attendance for these programs. Please see the Financial Aid section.

Grades

Grading System

Letter Grades

The following letter grades are used to record student achievement in courses of instruction:

A+, A: Superior; work of exceptional character

B+, B: Above average work

C+, C: Average quality of work

D+, D: Below average

F: Failing work

P/NP: Pass or No Pass - can only be used for a pass/fail class; credit awarded; no quality points

W: Withdrawal; recorded after a student formally withdraws from a class. A student must initiate action for withdrawal through the Student Services Office prior to the end of the withdrawal period.

Mid-term Grades

Mid-term grades advise students of their current academic progress. At mid-term, all instructors are required to review students' academic progress and enter mid-term grades on WebAdvisor. It is the students' responsibility to check their mid-term grades.

The Student Success Office will attempt to contact students and address issues of coursework below acceptable standards, if students are failing at mid-term. Students are strongly encouraged to seek help from a College Career Services Advisor, Student Success Coach, TRIO Student Support Coach, the instructor, the Tutoring and Learning Centers, or any other person the student feels can assist. Mid-term grades do not become part of the student's permanent record.

End-of-Term Grades

Students are responsible for meeting the standards established for each course they take. Faculty are responsible for establishing the criteria for grades and evaluating students' academic performance. Within one week following the end of the term, final course grades are posted to WebAdvisor by the faculty based on a timeline established by the Registrar. Students can access their grades online with WebAdvisor using log-in ID and password. Contact Student Services for more information. 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 follow the steps outlined in the Grade Appeal process within ten (10) days from when grades are posted or the date the student could have reasonably gained knowledge of the grade (see also Grade Appeal section).

Grade-Point Average

The grade-point average, commonly referred to as GPA, is a function of the grading system used to determine academic status, including scholastic probation, scholastic honors, and eligibility for graduation (See the Academic Standards of Progress section). Your GPA is determined by multiplying the grade points earned for each course by the credit hours for the course. The sum total of the grade points earned is then divided by the total number of credits attempted.

Example:

$$\begin{array}{r} \text{Math 4.5 cr. hrs. (B grade) - } 4.5 \times 3.0 = 13.5 \text{ pts.} \\ \text{Comp 2.0 cr. hrs. (A grade) - } 2.0 \times 4.0 = \underline{8.0 \text{ pts.}} \\ \text{6.5 total cr. hrs. = } 21.5 \text{ total pts.} \\ \text{(21.5 points) divided by (6.5 credit hours) = } 3.30 \text{ (GPA earned for these two classes.) (See also Credit Transcript Key.)} \end{array}$$

A grade may be removed from the student's cumulative GPA by one of the following:

- 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.
- Declaring academic bankruptcy. (See Academic Standards of Progress section)

Academic Honors and Achievements

Every term, Southeast Community College recognizes students who achieve academic success.

Dean's List:

Students who are enrolled in and complete six or more credit hours for the term with a minimum GPA of 3.50, will be listed on the Dean's List. (Classes with a grade of "P" [Pass] do not count toward the six-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 and Records Office on their campus. The Dean's List is submitted to newspapers from the SCC Public Information and Marketing Office. A certificate also is emailed to each student on the list.

A student is not eligible to be included on the Dean's List if an "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

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

Academic Warning System

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.

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 Alert

Students who have a term or cumulative GPA of a 2.0 or below but have not completed at least 12.0 credit hours will be placed on academic alert.

- These students will be notified, by college-assigned SCC email, of their academic alert 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 alert.
- Students who raise their cumulative grade-point average (CGPA) to a 2.00 or higher by the end of the alert status term will automatically be removed from academic alert.
- Students will continue on academic alert 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 and have earned less than 12.0 credit hours.

Academic Probation

Students who receive a cumulative grade-point average (CGPA) of less than 2.00 at the end of a term but have earned more than 12.0 credit hours 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 and term grade-point average are below 2.0. Students will be notified of their academic suspension status by letter and email.

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 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 and 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.
- Students on Level 3 Suspension will not be allowed to register or attend credit classes for 1 academic year.

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 it 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.

Grade Appeal Procedure

The responsibility for evaluating student work and assigning grades lies with the instructor of the course. The grade appeal procedure is to allow only the review of alleged inappropriate final grade as a result of prejudice, capricious grading or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned other students. Disagreement or dissatisfaction with a faculty member's professional evaluation of coursework is not the basis for a grade appeal.

Capricious Grading is defined as any of the following:

- a. The student's grade was assigned on the basis of other factors rather than the performance on the assignment or in the course;
- b. The student's work was graded with more demanding standards than were applied to equivalent students in the course;
- c. The instructor assigned a grade using standards that were substantially different from those previously announced or stated in the syllabus.

In all cases of a disputed grade, the student has burden of proof that the grade assigned was not appropriate. Successful grade appeals should be based on evidence that the student performed at a level sufficient to warrant a different grade.

When to Appeal a Grade

You may only appeal the final grade for a course and are able to provide evidence that an inappropriate grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned other students.

When you should NOT appeal:

- If you feel the course was poorly designed or you received poor instruction – these may be legitimate concerns, but are more appropriately addressed by the Instructional Dean.
- If you feel that students were graded too severely, provided that all the students in the class were graded in the same fashion – these too may be legitimate concerns, but are more appropriately addressed by the Instructional Dean.

Process of Filing a Grade Appeal

To file a Grade Appeal, the following steps must be completed in the order described.

- **Step 1:** Within five (5) instructional days after the final grade is posted, the student must first consult with the instructor in an effort to provide a satisfactory resolution of the contested grade. If the instructor reviews the grade and finds a mechanical error or agrees the grade is inaccurate, he or she is free to change the grade as resolved.
- **Step 2:** If, however, the matter is not resolved in Step 1, the student may present the complaint in writing (e.g. email, written documentation, etc.) within five (5) instructional days after the instructor's decision to the Chair of the Program in which the course was offered. Included in the petition the student should attach the appropriate materials described above, and if available, the instructor's written explanation for the assigned grade. The program chair will attempt to resolve the complaint in consultation with the instructor and the student. The program chair will provide a written response to the student (e.g. email) within five (5) instructional days from the time the written complaint has been received. If the program chair was the instructor of the course, the student may proceed directly to Step 3.
- **Step 3:** If the complaint has not been resolved at the program level, the student may appeal further by presenting a written petition to the Division Dean in which the course was offered, along with a copy of the materials presented at the previous step and any written responses received from the program. This petition should be presented within five (5) instructional days after the program response. Within five (5) instructional days of the time the complaint was received, the dean may use any resources available to resolve the conflict and will provide the results of their finding in writing to the student.
- **Step 4:** If the student still contests the grade after the previous steps, the student may present a Formal Grade Appeal form to the Campus Dean of Students or designee who serves as steward of the Grade Appeal Procedure. Copies of written materials and petitions presented at the previous steps, along with any written responses received from the program or division, must be included with the petition at the time of submission. This step must be completed within five (5) instructional days of the decision made in Step 3.

The Campus Dean of Students or designee, who is Chair of the standing campus Grade Appeal Panel, will forward the formal grade appeal along with the attached materials to the Grade Appeals Panel for review. The Panel members shall review the petition and the attached materials and then respond with their recommendation to the Grade Appeal Panel Chair about whether a hearing is warranted in the case. Copies of the Panel's decision regarding the hearing shall be sent to the program chair and division dean. If a majority of the Panel does not vote that the case merits a hearing, the grade stands as issued. If a majority of the Panel votes in favor of a hearing, the Dean of Students or designee will convene and chair a Grade Appeal Hearing Committee. The Committee typically consists of faculty, a member of the student senate and college staff.

If a hearing is convened, first the student and then the instructor will each have the opportunity to present their cases orally and to present any other written materials they deem appropriate. The Grade Appeal Committee members shall have the opportunity to ask questions to both the student and instructor. At the end of the meeting, the student and then the instructor shall be given the opportunity for brief closing statements.

The chair of the Committee should inform the student, the instructor, the program chair, and the Division Dean of the Committee's decision in writing within ten (10) days of the hearing. If a majority of the Committee agrees that the grade should be changed, the Chair will notify the Vice President for Instruction of the Committee's decision. Otherwise, the grade shall remain as recorded. The decision of the Grade Appeals Committee shall be final. When the appeal process concludes, all documentation is forwarded to the campus Dean of Students, who will maintain such documentation in accordance with appropriate retention schedules.

The only option to appeal the final decision of the Grade Appeals Committee comes with any new or additional information that was not available or known at the time of the hearing. This information, and all proceeding information, shall be presented to the Vice President for Instruction for review and determination.

Special Academic Programs and Services

Adult Education

Southeast Community College provides learner services in conjunction with the Nebraska State Department of Education; the U.S. Department of Education; and with private organizations, agencies, and businesses. We offer classes in several primary locations across our service area and individual sessions in other locations as learner needs arise.

SCC's Adult Education program supports several educational opportunities for instruction to help adults improve their life skills. AE's focus is teaching adults basic literacy skills: reading, writing, math, listening and speaking; and GED® (General Educational Development) preparation. AE is offered on a non-credit basis. AE programs are organized in many of the communities in the Southeast Community College service area. Students are required to attend an orientation session to register for AE courses. (Registration fee required)

For additional information, contact the Director of Adult Education at 402-437-2717 or 800-828-0072 ext. 2717 or visit their website at www.southeast.edu/continuing/basicskillsgedeslandcitizenship.

English as a Second Language

SCC's English as a Second Language program offers a series of classes for students who want to develop English language proficiency. All ESL classes include reading, writing, listening, and speaking and provide a strong foundation in fundamental grammar structure, sentence patterns and English vocabulary. Interested students may enroll in courses offered through the Adult Education Department. SCC offers classes from basic literacy to college preparation. Students are required to complete ESL Orientation to determine appropriate placement into the sequence of courses. (Registration fee required)

You can obtain additional information concerning ESL instruction by contacting the ESL Office at 402-437-2722 or 800-828-0072 ext. 2722 or online at www.southeast.edu/continuing/esl.

General Educational Development (GED®)

Adult and out-of-school youth who want to prepare for the General Educational Development GED® tests to qualify for the Nebraska High School Diploma attend classes at SCC campus(s), learning center locations, and in various regional locations.

Students who take the GED® exam test in Reasoning through Language Arts, Social Studies, Science, and Mathematical Reasoning. Only approved testing sites administer tests which are developed and regulated by the General Educational Development Testing Service in Washington, DC.

For more information, visit GED® Information published by the GED® Testing Service. You may also contact the Director of Adult Education at 402-437-2717 or 800-828-0072, ext. 2717 or visit our website at: <https://www.southeast.edu/continuing/ged@preparation/>.

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. For more information, visit <https://www.southeast.edu/globaleducation>.

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. 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.

Job Upgrading/Preparation - Training Solutions

The College offers continuing education courses at all Campus locations and Learning Centers throughout the 15-county service area. We offer courses at flexible daytime and evening hours to assist individuals in upgrading their present job skills, training for new careers, developing or enhancing recreational and cultural interests. We offer our continuing education courses as accessible as possible for students by making them available in your local community. Classes are available through cooperative agreements with local high schools, hospitals, nursing homes, libraries, senior citizens centers, civic organizations, businesses, industries, and churches for any person in the service area. Education and training needs are specific to each community.

Adults who want to upgrade skills for their present jobs or learn new skills for a different job may do so through adult education or continuing education classes. SCC offers both credit and noncredit classes for job upgrading, job preparatory and professional re-licensure. We offer these classes based on the needs of area businesses, industries, employers, and advisory committees. Through the Continuing Education Division, the College has provided start-up training for new industries in the area, as well as employee improvement training both on site and on the campus. Customized training courses are available to new or existing business and industries and developed by one-on-one consultation, assessment of training needs, development of training packages, and location of grants and resources for training to help reduce or eliminate training costs for the business.

For more information, visit <https://www.southeast.edu/continuing/>.

Student Rights and Responsibilities

Student Code of Conduct

Student Code of Conduct Overview

Examples of behavioral expectations that are included in the Standards of Conduct, Formal Conduct Hearing Procedures, definitions, and other applicable Student Code of Conduct procedures can be found in the comprehensive SCC Student Code of Conduct located with the campus Dean of Students and Vice President for Student Services.

Philosophy

The mission of Student Affairs and Conduct is to provide students with detailed expectations of expected conduct; consistent processes when expectations are not met; and interventions and programming that promotes the development of moral and social growth as well as ethical decision-making skills.

A community exists based on shared values and principles. At SCC, we expect all students to conduct themselves as good citizens of an educational community. Students are expected to obey the laws of the local and state jurisdiction and the college rules and regulations. These students are embodied within a set of core values that include demonstrating accountability, integrity and respect for others; pursuing excellence in fulfilling responsibilities; being honest, kind and compassionate; and adhering to the principles of diversity.

Students of SCC are diligent and consistently adhere to a high level of conduct, and each member of the SCC community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. There are times when violations occur and in these situations, students responsible for the violation will receive instruction that is fair and consistent. Due process allows all students the right to be heard and for appeal.

The student conduct process at SCC is intended to provide clear guidance to students who violate conduct expectations, to protect the interests of the SCC college community and to provide opportunities for growth and development. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

The student conduct process is quite different from criminal and civil court proceedings. Student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. No student will be found in violation of College policy without indication that it is more likely than not that a policy violation occurred and any response or sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Jurisdiction

The Student Code of Conduct and the student conduct process applies to the conduct of individual students at all College-owned or controlled property and all College-affiliated student organizations, events and activities on or off campus. The SCC Student Code of Conduct applies to any individual enrolled in any credit or non-credit course and thereafter as long as the student has a continuing educational interest in the College.

Standards of Conduct

Honesty and Integrity

Students should act in a manner that demonstrates honesty and integrity.

Accountability and Respect for Others

Students should act in a manner that demonstrates accountability and respect for others.

Kindness and Compassion

Students should act in a manner that demonstrates kindness and compassion.

Adherence to Principles of Diversity

Southeast Community College is committed to maintaining learning and working environments that are free from all forms of illegal harassment and discrimination. 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-owned or controlled 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.

Conduct Demonstrating Lack of Fulfillment to Personal and Academic Responsibilities

Students should act in a manner that fulfills their personal and academic responsibilities.

Overview of the Conduct Review Process

This overview gives a general idea of how SCC conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The Student Code of Conduct process and all applicable timelines commence with notice to an administrator of a potential violation of College conduct expectations.

NOTICE. Once notice is received from any source (victim, Resident Assistant, 3rd party, Responsible Authority, online, etc.), SCC will proceed with a preliminary inquiry and/or may schedule an initial educational conference with the responding student(s) to explain the conduct process and gather information.

Preliminary Inquiry and/or Educational Conference

SCC conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved.

The preliminary inquiry may lead to:

- a. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Student Code of Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
- b. A more comprehensive investigation, when it is clear more information must be gathered; or
- c. An educational conference facilitated by the Dean of Students or designee with the responding student.

When an initial educational conference is held, the possible outcomes include:

- a. A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
- b. An administrative resolution to an uncontested allegation (see immediately below);
- c. A decision to proceed with additional investigation and/or referral for a formal Conduct Committee Hearing for resolution.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. The party bringing the complaint may request that the Dean of Student and/or, if allegation involves a Title IX violation, the Title IX Coordinator reopen the investigation and/or grant a Conduct Committee Hearing. This decision shall be at the discretion of the Dean of Students or designee and/or the Title IX Coordinator, if applicable, in consultation with each other and will only be granted for extraordinary cause.

Finding accepted; Sanction Accepted

If the College's finding is that the responding student is in violation, and the responding student accepts this finding within seven (7) days; the administrator conducting the initial educational conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends.

Finding accepted; Sanction Rejected

If student accepts the findings, but rejects the sanction, SCC will conduct a sanction-only Conduct Committee Hearing to recommend a sanction to the Dean of Student Affairs and campus-specific Dean of Students or designee. The sanction is then reviewed and finalized by the campus-specific Dean of Students and Dean of Student Affairs and is subject to appeal by any party to the misconduct.

Finding Rejected

If the administrator conducting the educational conference determines that it is more likely than not that the responding student is in violation, and the responding student rejects that finding in whole or in part, the process moves to a formal hearing.

Formal Hearing

If the responding student contests the findings determined during the preliminary inquiry, additional investigation may then be commenced and/or a hearing may be held when there is reasonable cause to believe that one or more Student Codes of Conduct have been violated. A formal notice of the complaint will be issued, and a hearing will be held before a Conduct Committee. A finding will be determined and is final except in cases that involve Title IX or other discrimination allegations. In those cases, the hearing results serve as a recommendation to the Dean of Student Affairs or designee and, where appropriate, the Title IX Coordinator, who review and finalize the finding. If the finding is that the responding student is not responsible, the process ends.

Review and Finalize Sanction(s).

If the student is found in violation(s), sanctions will be recommended by the Conduct Committee to the campus-specific Dean of Students and Dean of Student Affairs or designee and Title IX Coordinator when applicable, who will review and finalize the sanctions.

Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature

All hearings under this sub-section will be conducted only by committee members trained on Title IX regulations, policies and protocol. For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged victim is serving as the party bringing the complaint or as a witness; alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via audio or audio/video technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the responding student.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the Committee Hearing Chair. All such information sought to be admitted by a party or the College will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the Chair. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, or in the form of previous good faith allegations, will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

The party bringing any complaint alleging sexual misconduct, other behavior falling with the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision.

Conduct Sanctions

One or more of the following sanctions may be imposed upon any student for any single violation of the SCC Student Code of Conduct:

- Verbal Warning
- Written Disciplinary Warning
- Disciplinary Probation
- Disciplinary Suspension
- Disciplinary Expulsion
- Restitution
- Fines
- College Service or Behavioral Requirements
- Loss of Privileges
- Confiscation of Prohibited Property
- Educational Program
- Housing Probation
- College Housing Reassignment
- College Housing Suspension
- College Housing Expulsion
- Eligibility Restriction

Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Student Affairs or designee.

Appeal Procedures

When a party wishes to present for consideration new evidence or challenged the sanction, an appeal request of the decision of the Conduct Committee Hearing or the Educational Conference may be filed in writing to the Dean of Students or designee within three (3) business days of the notice of the outcome to the hearing, barring urgent circumstances.

All parties should be informed in a timely manner of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision when appropriate by procedure or law.

The Dean of Student Affairs or designee will refer the request(s) to the Vice President for Student Affairs who will conduct an initial review to determine if the appeal request meets the limited grounds and is timely.

- If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final.
- If the appeal has standing, the Vice President for Student Services remands the appeal to the original decision-maker(s), typically within 3-5 business days. Where the original decision-maker may be unduly biased by a procedural or substantive error, a new Conduct Committee will be constituted to reconsider the matter. The Vice President for Student Services will have final authority to approve all those serving on the panel.

Full rehearing by the Conduct Committee Hearing are not permitted.

In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear error. **The original decision-maker or new Conduct Committee will limit its review to the new evidence or sanction challenges presented.**

All decisions of the original decision-maker or new Conduct Committee are to be made within seven (7) days of submission to the Panel and are final, as are any decisions made by the original hearing body, Dean of Student Affairs or Title IX Coordinator as the result of reconsideration consistent with instructions from the Vice President for Student Services.

The presumptive stance of SCC is that all decisions made and sanctions imposed by the original decision-maker are to be implemented during the appellate process. At the discretion of the Dean of Student Affairs, and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely urgent circumstances.

Grounds for Appeal Requests

Appeals requests are limited to the following grounds:

- a. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- b. New evidence, unavailable during the original hearing or investigation that could substantially impact the original finding or sanction needs to be considered. A summary of this new evidence and its potential impact must be included;
 1. Failure to provide information during or participate in an investigation or a hearing, even resulting from concern over pending criminal or civil proceedings, does not make evidence "unavailable" at the time of the hearing.
 2. The Dean of Students or designee is expected to consult with the chair of the original panel to inquire as to whether the new evidence would, in the opinion of the Chair, have substantially impacted the original finding or sanction.
- c. The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the responding student.

For appeals involving grades or financial aid, refer to the appropriate sections in the catalog.

Americans with Disabilities Act (ADA) and Section 504 Appeals:

These procedures shall also apply to appeals arising from objection to, or dissatisfaction with, actions taken by Southeast Community College with regards to requests for reasonable accommodation.

An ADA/504 Appeal is defined as an allegation by a student that at least one of the following has occurred. The student has:

- Experienced disparate or unequal treatment;
- Been discriminated against because of a disability; or
- Has not been provided a requested accommodation.

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

Student Governance & Leadership

Student Ambassadors

Student Ambassador is a role designed for students to develop leadership skills and experience 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, acts in an advisory capacity and represents students in the College 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 student issues and enables positive communication among the students, the administration and the Board of Governors. 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, leadership, interpersonal communication, programming, team building, community development, and administration. If you would like more information on becoming a Resident Assistant, contact your campus Housing Office.

Other Educational Opportunities

Advanced Degree Opportunities

Assisting our students' access to life-long learning and advanced education is important to SCC. We have partnered with several institutions of higher education. Additionally, students can complete degrees on site within the Lincoln Campus at 8800 O St. with the following institutions:

Bellevue University

Bellevue University provides quality liberal arts and business undergraduate and graduate programs throughout Nebraska. Southeast Community College graduates can apply their associate degree or previous college credit toward completion of a bachelor's degree in as little as 15 months, online or in class, or on the Lincoln Campus of SCC. Also, we have many ways to help you earn the credit you need to start your accelerated degree completion program as quickly as possible. If you have a bachelor's degree, you can complete a master's degree in 16 to 18 months.

We understand the needs of adults seeking to complete their degrees while balancing work, family and civic responsibilities. Our accelerated degree completion programs help you earn your bachelor's degree at a faster pace, while keeping pace with the realities of your life. And, our programs are focused on you . . . what you learn here, how you learn it, and how applying what you learn will help you meet your life goals.

When you enroll in our accelerated bachelor's degree completion program, you will move through your courses with a group of adults like you, who are intent on completing their degrees and who bring real experience to the classroom.

Select from one of 18 accelerated degree completion programs or seven graduate programs. Contact your local Bellevue University Outreach Manager, Kory Troutman, at 402-475-2255 or kory.troutman@bellevue.edu or you may contact Bellevue University at 800-658-4348, Ext. 8118.

Peru State College

Peru State College offers a mix of innovative online and traditional classroom undergraduate and graduate programs, including online graduate degrees in education and organizational management. Nebraska's first college, established in 1867 as a teacher training school with one building and 60 students, has transformed over the past century and a half into a state-of-the-art institution offering diverse, multifaceted educational programs to around 2,400 students. Peru State has long been a wellspring of leadership, an invaluable resource for communities and businesses, and a source of accomplished graduates known for their excellent education and professional competence.

Peru State College offers courses at SCC-Lincoln that can be applied to the Early Childhood Inclusive Education degree. Current course offerings and information can be found at www.peru.edu/scc. To apply, visit <http://www.peru.edu/apply>. Choose Traditional/ Main Campus and then scroll down to find the SCC application button.

STUDENT SUPPORT SERVICES

Advising

Everyone at Southeast Community College is dedicated to student success. Multiple advisors are available to help you achieve your academic and career goals. Advisors can help you with a multitude of needs, including:

- Exploring and identifying career goals
- Understanding the enrollment process, special program requirements, and prerequisites
- Developing an academic plan
- Understanding College policies
- Referring you to appropriate campus resources
- Recommending strategies for success

Admissions & Career Advising

If you are unsure of your career goals, or are unsure of where to begin the college search process, the Admissions Advising staff can help get you started on the right path! The advising process is tailored to students' needs and includes discussion of student interests, values and skills; 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 career/technical program staff. Services are available to all declared and undeclared students, alumni and the general public.

One important consideration in admissions 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 skills. 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 ACCUPLACER tests available for that initial assessment. Each campus has an assessment/ testing center where students can take the ACCUPLACER test. An assessment of reading, writing and math skills may also be accomplished through the evaluation of college transfer credit.

Performance on the ACCUPLACER or similar exams affects eligibility for programs of study, eligibility to register for credit courses, as well as English and math classes.

Academic Program Advising

If you are declared in a Program of Study, instructors in your program area will serve as your advisor. Advisors will guide and inform you about career choices and specific program requirements. A link to program faculty contact information can be found on the individual program pages at www.southeast.edu.

Academic Transfer Advising

Transferring to a four-year college or university requires careful planning. SCC's Academic Transfer advisors are available to help you through the process and provide you with the information necessary to make informed decisions. Advisors maintain knowledge of transfer agreements, requirements and regulations and will help you understand degree requirements.

Academic Transfer advisors 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.

Pre-Health Advising

Academic Transfer (Associate of Science) is the starting point for students who are working to complete prerequisites in preparation for applying to one of SCC's health science programs. The Pre-Health advisor is available to answer questions and guide students through their completion of prerequisites and the application process.

Student Success Coaches

The Student Success coaches on each campus assist students who are experiencing academic difficulty by helping them develop plans for success. The Coach can help students acquire skills needed for college success, such as how to study effectively, take tests, reduce stress, and manage time. Coaches also help students access other college resources, such as tutoring, career advising, health, and wellness activities. Student Success Coaches 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.

- Beatrice: Kennedy Center Room K404, 402-228-3468 ext. 1351
- Lincoln: Student Success Center, 402-437-2606 or 402-437-2429
- Milford: Eicher Technical Center, Room 100M, 402-761-8416

Disability and Academic Support Services

Americans with Disabilities Act

The mission of Disability Services is to create an accessible community for underrepresented student populations to have the opportunity to pursue their educational goals. We are committed to providing reasonable accommodations, support services, and advocacy for each student with their education and collaboration with the college.

The College will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. For additional information, contact the Disability Service Office at your campus location.

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 Services Office at each campus location has responsibility for coordinating the efforts of the College to comply with the ADA. The office is responsible for working with eligible students to provide and coordinate appropriate academic accommodations. 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.

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. SCC 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 Nebraska VR (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.
- You received services through an Individualized Education Plan in high school.

Requesting Reasonable Accommodations

1. Obtain a copy of the Reasonable Accommodation request form. This form is available online at <https://www.southeast.edu/reasonableaccommodations> and in the Career Advising/Disability Services Office on each campus.
2. Complete, sign and date the request form and include the following:
 - Copies of material documenting disability.
 - 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. Submit form and materials to the Disability Services Office on the campus where you will attend classes.
4. Disability Services will review presented documentation and determine if student qualifies to receive accommodation under the ADA. If additional documentation is required, Disability Services will request at this time.
5. Disability Services will inform student about decision made.

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 Disability Service advisor will complete the Reasonable Accommodation Agreement form.

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. Students are encouraged to seek resolution through an informal process before appealing an accommodation.

If an individual does not qualify:

The individual has the right to submit additional supportive documentation or 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.
- Contact Disability Services every term they attend, to access new or request continuing accommodations.

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 advisors 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 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 Disability Services advisor will complete the Agreement to Provide Reasonable Accommodation form.

Reasonable Accommodations for Online Courses

If you have a disability, are taking classes online and would like to contact the Disability Services Office for assistance, please complete the Student Request for Reasonable Accommodations form and fax, email, or mail it to any Career Advising/Disability Services Office.

Someone from the Career Advising/Disability Services Office will contact you to discuss your specific accommodation needs. Please indicate the most convenient manner by which you would like to be contacted.

Right of Appeal

If the student and the College are unable to successfully resolve problems through the appeal process within Disability Services, the student has the right to file an appeal.

Americans with Disabilities Act (ADA) and Section 504 Appeals/Grievances

These procedures shall also apply to appeals/grievances arising from objection to, or dissatisfaction with, actions taken by Southeast Community College with regards to requests for reasonable accommodation.

An ADA/504 Appeal/Grievance is defined as: an allegation by a student that at least one of the following has occurred. The student has:

- Experienced disparate or unequal treatment;
- Been discriminated against because of a disability; or
- Has not been provided a requested accommodation.

Note: Remedies under this Appeals/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

For a complete explanation of the appeal processes at SCC, consult either the College Catalog or contact the Dean of Students at your campus location. Students needing reasonable accommodations to access or participate in the appeal process should contact the Dean of Students 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.

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.

Contact Information

- 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
- Community Learning Centers/Career Academies - Contact the Disability Services office closest to the Learning Center location for assistance.

Residence Life

On-Campus Student Housing

The Beatrice and Milford campuses have student housing available. Although primarily for people attending those campuses, it is available to students on any SCC campus or learning center. To be eligible for housing, you must be a full-time SCC student (12 credit hours or more). Beatrice currently has 352 beds and Milford 317.

We recommend living on campus for at least your first two quarters. Living in a campus residence hall gives you the opportunity to make lasting friendships through meeting other students outside your Program of Study. You will get the chance to participate in campus and housing activities, including intramural sports, cookouts, pool and ping pong tournaments, casino nights, bowling, campfires, dodge ball, and many more! Living in campus housing also saves gas from commuting.

Once you have decided to live on campus, simply complete the Housing Reservation & Contract. Mail it, along with your \$150 Cleaning and Security Deposit, to the SCC Housing address for the Milford or Beatrice campus at the top of the contract.

We look forward to seeing you on campus!

Housing Fees and Deposits - Beatrice

All rooms include Internet access, cable TV and a mandatory non-refundable \$300 food credit to the Storm Center Café.

Beatrice Campus residence halls include:

- | | | |
|--------------|-----------------|--------------|
| • Eisenhower | Apartment Style | 2-4 per room |
| • Roosevelt | Apartment Style | 2-4 per room |
| • Washington | Apartment Style | 2-4 per room |
| • Hoover | Traditional | 2-4 per room |

Housing costs vary slightly from year to year. The refundable damage/surety deposit is \$150.

Room Costs

- Housing for 2017-18 for apartment style rooms are \$1500 per term which includes the mandatory non-refundable \$300 food credit for use at the Storm Café Campus cafeteria.
- The Hoover complex rooms in Beatrice for 2017-18 are \$1175 which also includes the mandatory non-refundable \$300 food credit for use at the Storm Café Campus cafeteria.

Residence Life Amenities

Those residing in the Beatrice residence halls will have access to the following amenities inside the residence halls:

- Lounge areas with pool tables and ping-pong tables
- Large flat-screen TV's with a PS4, computers and a printer.
- Wi-Fi and cable TV in the dorm rooms and laundry facilities.

Students also have the option to go to the Storm Center Café for meals, computer use, and flat-screen TVs! Students also will have access to the gym, weight rooms, sand volleyball, and more!

Community life

The town of Beatrice has several eating establishments, including Runza, Dairy Queen, Taco Johns, McDonald's, Burger King, many grill joints, and more. Beatrice also has several grocery stores throughout town, along with a bowling alley, movie theatres, a water park (during the summer months), a YMCA, and countless opportunities for jobs if so desired.

Housing Fees and Deposits - Milford

The residence hall rooms vary depending on the living space. The refundable damage/surety room deposit is \$150. Milford Residence hall rooms include meal plans, Internet access and cable TV.

Milford Campus Per quarter costs:

- | | |
|----------------------|---------|
| • 1 person room cost | \$1,412 |
| • 2 person room cost | \$1,580 |
| • 3 person room cost | \$1,389 |
| • 4 person room cost | \$1,272 |

Milford Pioneer Hall (apartment style women's and Family housing)

- | | |
|---------------------------|-----------------------------------|
| • Apartment and cafe plan | \$1,725 (4 persons per unit cost) |
| • Cafeteria food only | \$ 915 |
| • Room only | \$ 793 (4 person per unit cost) |
| • Married/single parent | \$ 797 |

Community Life

The town of Milford has several eating establishments, including a Dairy Queen, Subway, Pizza Kitchen, Dragonfly Coffeehouse, Sheri's Grill, Casey's pizza, hoagies, and more, as well as weekly specials at the Shell gas station. Milford also has an outdoor public pool open during the summer months, a public library, golf course, and a Pac 'N' Save grocery store. The town of Seward (just a 15-minute drive away from Milford) has a Walmart, movie theater, Pac 'N' Save, bowling alley, a disc golf course, outdoor pool, as well as several eating establishments.

Beatrice and Milford Housing “move-in” dates are typically 1-2 days ahead of the term.

Term start dates for 2017-2018.

<u>Term</u>	<u>Start</u>	<u>End</u>
Summer 2017	July 10, 2017	Sept. 20, 2017
Fall 2017	Oct. 3, 2017	Dec. 15, 2017
Winter 2018	Jan. 4, 2018	Mar. 16, 2018
Spring 2018	Mar. 28, 2018	June 7, 2018

Residence Hall Life staff

- **Beatrice:** Lacey Jurgens, Residential Services Manager, 402-228-8291, ljurgens@southeast.edu
- **Milford:** Liz Molsen, Residential Services Manager, 402-761-7398, ebaker@southeast.edu

Each residence life office (Beatrice and Milford) has a manager, assistant manager and a number of resident assistants (RAs) that varies from term to term. The RAs get reduced-cost housing but have responsibilities for student safety and cleanliness and adherence to the SCC Student Code of Conduct and Housing rules and regulations. Prominent among them are no smoking, no alcohol or illicit drug possession or use, and no weapons of any kind. Students are expected to treat people with respect and be a good example for other students and guests.

Housing rules and expectations

All residents of student housing at SCC are expected to follow the college Student Code of Conduct which prescribes the basic deportment and ethical expectations of all students. At SCC we strive to create a culture of respect and tolerance for a wide diversity of opinions but with the understanding that all staff and students deserve respect and a safe comfortable environment for learning. There also is a set of rules specific to students in residence halls, which is more specific to the needs and expectations of students in a campus living community. As such, rules about visiting hours, quiet time, respect for others possessions, no fighting, no weapons, no drugs or alcohol apply.

Each student in housing will sign a form indicating that he or she understands the housing and SCC rules and expectations. Violation of these rules may be grounds for sanctions up to and including dismissal from housing and/or the College. Sanctions are typically proportional, so first-time offenders receive less severe consequences than repeat offenders. That said, certain code violations may be severe enough to warrant serious consequences, including suspension or dismissal from the housing or the College. SCC students must also adhere to local, state and federal laws, and SCC cooperates fully with law enforcement to ensure a safe, comfortable learning environment for students.

Missing Student Policy and Procedure

The Missing Student Notification Guidelines 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.

Special Programs and Support Services

College Success Course

Southeast Community College is committed to student success and has developed the Success @ SCC course piloted during the 2017-18 academic year. This course will introduce students to SCC and the information, skills and knowledge necessary to be a successful student. The course will focus on College policies, procedures, and processes; College support services; and academic and personal skills necessary for success. New students are strongly encouraged to take the course during the first term. Talk with your academic advisor for more information.

Counseling Assistance Program for Students (CAPS)

SCC has agreements with two local colleges to provide personal counseling services to SCC students. These services are provided by clinicians who are master students in certified licensable counseling programs. The students are closely supervised and meet with SCC students who are currently enrolled regardless of the number of hours taken. Students can receive up to 15 counseling sessions per academic year and up to 10 group sessions. Students can seek counseling for any number of concerns, including depression; anxiety; episodic distress related to a life event such as breaking up with a significant other, a death or illness in the family; problems with children; eating disorders; body image concerns; PTSD; etc. Some situations may be beyond the scope of these graduate student interns such as individuals currently in crisis. The counseling services can be accessed through the Campus Dean of Students or by stopping in at campus Student Success Centers.

Learn to Dream

The Learn to Dream scholarship was established to create an opportunity for economically disadvantaged high school students graduating from a public or private high school in Lincoln and select schools in the 15-county service area to further their education by attending SCC in Beatrice, Lincoln, or Milford. LTD scholars can receive guidance and support from the scholarship Success Coaches who can assist with:

- Homework help/tutoring services
- Personal mentoring and support
- Educational goals and planning
- Events/activities
- Financial aid, scholarships and money management
- Retention/GPA support
- Registration
- Career exploration
- Locating textbooks and supplies for college

Students interested in the scholarship should reach out to their high school guidance counselor to determine eligibility. Generally, to qualify students must be eligible for the federal free or reduced lunch program, though they do not have to receive it. The majority of students apply for LTD while in high school, but students who have recently completed high school (within one year of graduation) can inquire about possible eligibility for the Lincoln LTD program at SCC. For more information, contact the Student Success Center at 402-437-2429.

People Obtaining Prosperity

The People Obtaining Prosperity Scholarship allows qualifying persons the opportunity to attend Southeast Community College tuition-free for 45 credit hours. To be eligible a student must have dependents and meet income guidelines. A limited number of scholarships are available each year. Qualified and accepted POP students may receive academic coaching and case management to help them be successful in college. Some students may also qualify for computer support services. Each year a small number of POP students are selected to have their remaining tuition and fees paid to enable them to complete their full SCC academic/career-technical program. Scholarship eligibility is determined through the Center for People in Need. POP Success Coaches provide scholarship participants with support and guidance, including the following services:

- Personal mentoring and support
- Educational goals and plans
- Study skills
- Tutoring
- Registration
- Career Exploration
- Financial assistance

For more information, contact the Student Success Center at 402-437-2653.

Outreach Specialist

The Campus Outreach Specialist works with unique populations of SCC students (low-income, single parent, displaced homemaker, students in gender nontraditional fields, ELL students, and those with a disability) by providing resources and support to eliminate barriers to success and promote self-sufficiency. For more information, contact the Student Success Center at 402-437-2538.

Peter Kiewit Scholars

The Kiewit Scholarship provides renewable scholarships to a select number of SCC students pursuing a certificate or degree for in-demand occupations in the 15-county service area. The Kiewit Scholarship Success Coach provides scholarship participants with support and guidance, including the following services:

- Personal mentoring and support
- Educational goals and plans
- Study skills
- Events/activities

For more information, contact the Student Success Center at 402-437-2530.

Transitions Lab

The Transitions Lab helps prepare students for success in college-level coursework by working with a Transitions Advisor who uses multiple measures to determine college readiness and offers a special "Quick Start" brush-up workshop to improve preparedness and course placement.

How does it work?

Together the student and the Transitions Advisor meet to determine college readiness based on course placement and past education experiences. The Transitions Advisor assists with admissions processes and helps with refreshing skills by providing ongoing advising as students work on developing skills, gaining confidence and boosting test scores.

Students may enroll in the "Quick-Start" brush-up workshop at any time to improve course placement for program acceptance and/or graduation requirements.

Quick-Start is a \$20 non-credit course (not covered by Financial Aid) with 10 weeks of access to:

- An online course with videos and practices
- Sample placement tests
- Workshops with tutors in areas of need: math, reading, writing, computer or keyboarding skills
- Students study a minimum of 10 hours at their convenience

Students can re-test free with the goal of increased course placement and possible entrance into a Program of Study. For more information visit, www.southeast.edu/tlab.

TRiO/Student Support Services

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 to 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 annually. Graduating or transferring students are replaced by new recruits. Applications are available at the TRiO/SSS Program office on the Beatrice, Lincoln and Milford campuses 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 (i.e. COMPASS/ACCUPLACER/ASSET, ACT/SAT, 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, and scholarship essay writing

TRiO/SSS Program offices

- Beatrice: Kennedy Center – Room 403, 402-228-1215
- Lincoln: 8800 O Street – Room H-1, 402-437-2766
- Milford: Eicher Technical Center – Room 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. Director 402-228-3468, Mdecker@southeast.edu. Admin. Assistant x1406 or 402-228-3468 x1362. Kjurgens@southeast.edu.

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: anywhere, anytime. 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	Tutors available by appointment.
Lincoln	Tutoring and Learning Center (TLC) Room L5, located in the Library Resource Center	402-437-2628	Writing Center tutors, math, and other subject tutors available: <ul style="list-style-type: none"> Monday-Thursday: 9 a.m.–7 p.m. Friday: 9 a.m.–3 p.m. (when the quarter is in session) General tutors are available by appointment
Education Square (ESQ)	Room 109F or contact the Academic Transfer Office, Suite 112	402-323-3441	
Milford	Student Retention Specialist, Eicher Technical Center, Room 100M	402-761-8416	Physics and other subjects available: <ul style="list-style-type: none"> Monday-Thursday: 4 – 5:30 p.m. or by appointment

Smarthinking

With Smarthinking, students experience online tutoring that is simple, fast and available 24 hours a day. Students can use:

- Drop-in tutoring
- Scheduled tutoring
- Submit a question
- Submit your writing for any class (choose SCC Essay Center option)

To access Smarthinking: Log onto your Hub student account. Click on "My Moodle Courses". Click on any Moodle course. Click on Helpful SCC Links at the top of the page. Click on Smarthinking Tutoring.

Veterans Services

Campus Veterans Services

Southeast Community College proudly offers support and coordinates services for our veterans through our Financial Aid and Disability Services Offices. Staff offer assistance to veterans, veteran dependents and active duty military students enrolled in or wishing to enroll in courses on our campus, online or at our Learning Centers.

For more information about services available, visit <https://www.southeast.edu/veterans-services>.

Veterans Integration to Academic Leadership

Southeast Community College partners with Veterans Integration to Academic Leadership to help provide support and information to student veterans. A representative from VITAL is available on all three SCC campuses.

VITAL is a Veteran-centered, results-orientated, collaboration between the Veterans Affairs Health Care System and higher education. VITAL strives to enhance academic retention and success.

Student Career Placement and Employment Services

From your first day on campus to the day you finish your classes, SCC Placement staff will help you achieve your career goals. The Placement Centers on all three campuses offer career libraries with useful information about various career fields and the types of jobs available in these areas. They also provide part-time employment listings for students who want to work while attending SCC. Southeast Community College uses College Central Network as its official job resource and resume system. Local employers post jobs directly to our school via the College Central Network site.

Students and alumni create their account profile at www.collegecentral.com southeast to:

- Easily apply for jobs and Internship/Co-op job opportunities posted exclusively for you, and search other opportunities via Jobs Central® and Intern Central®, national job boards.
- Create and upload your resume and career portfolio to make available to employers.
- Access our events calendar, career advice documents, podcasts, videos, and more.

The Placement Centers provide job interview training, including assistance with resume building and maintaining student credential files. In order to link SCC students with employers, the Placement staff schedules on-campus interviews for hundreds of employers. The Placement staff also plans and hosts Career Fairs to bring prospective employers to SCC campuses and link them with SCC students, for those nearing graduation, as well as SCC alumni. SCC graduates are offered lifetime placement services to assist in their employment search.

Testing and Assessment Centers

Students who wish to take college-level English and mathematics classes must demonstrate academic readiness to be successful in these courses. SCC administers the ACCUPLACER tests on site at each campus to evaluate a student's initial readiness. The test administration is provided at no charge, but retesting costs \$15. High school students may retest at no cost.

Retesting is possible for individuals who believe their course placement testing did not represent their current ability. If a student has previously tested in the last five years, a \$15 retest fee is assessed in advance per retesting session. This is regardless if a person is taking one or all three subtests (reading, writing and math). Students who wish to take one subtest at a time may take up to five days to complete the retesting. Students may retest once in a 30-day time period. A student must wait at least 30 days before taking a second retest. No more than two retests are approved within an academic year.

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

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 (Lincoln only) 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. Faculty must bring the test to the Testing Center.
6. To ensure the integrity of testing activities, no materials may be brought into the Testing Center without the permission of the faculty. Cell or smart phones or other personal electronic devices are not 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 \$25 test-proctoring fee per test for students taking a test from another school or from business or industry. Contact the campus Testing Center for information and scheduling. The Testing Center also provides distance-learning class testing.

Academic Integrity in the Testing Center

SCC adheres to the highest level of academic integrity possible. Testing Center staff help to maintain this expectation by reducing the opportunity for students to attempt assistance during their testing, such as placing their personal belongings outside of the testing room. If, however, a student is found to be cheating in the Testing Center, the test will be confiscated, the instructor alerted and a Student Code of Conduct review may be conducted to determine if additional sanctions are warranted.

Student Evaluation of Faculty and College Services

SCC welcomes your input and feedback for improvement in instructional methods or college services. Students are provided opportunities to evaluate their courses and instructors and other college services provided by the College, including, but not limited to: Financial Aid, Registration, Admission, Student Activities, Child Care, Food Service, Library Services, Technology, and the overall appearance of the College. For information regarding course evaluations please contact your Program Chair, or for college services, contact the Campus Director.

Computer and Information Technology

The Hub/Moodle

The Hub

The Hub (<https://thehub.southeast.edu>) is SCC's internal portal and is designed to support your enrollment and give you direct access to all of the tools and information you'll need to be successful at SCC. Only current students can log in and access the site. The Hub:

- includes a single sign-on to WebAdvisor (for course registration and schedule changes, personal information updates, and academic planning), Moodle (for access to online classes and communication/course content for face-to-face classes) and your official SCC email account (your email address will be: `firstname.lastname@my.southeast.edu`)
- includes notifications of important information for students, including Regroup, the Emergency/School Closing messaging service
- 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 important College information, including campus events, important announcements and a link to individual notifications
- provides access to student services such as registration, financial aid information, bill paying, etc.
- allows you to file a TIPS report
- lists the link to "What Do You Think" online course evaluations

Moodle

Moodle is SCC's Learning Management System, which is a software application for the creation, delivery and documentation of electronic educational materials for your face-to-face, online and hybrid courses. Students access their courses in Moodle via The Hub, SCC's internal portal. See <http://moodlesupport.southeast.edu> for more information.

Copyright-Digital Copying Law

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 campus LRC.

Copyright Infringement & Computer/Internet Violations

In compliance with the Higher Education Opportunity Act, any 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 and an initiation of a Student Code of Conduct Review. For further information, see www.southeast.edu/copyright-infringement-and-responsible-computing.

Software/Sound Recording 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.

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. It is a felony to reproduce or distribute illegal copies of copyrighted software or sound recordings.

Pornography:

Viewing pornography on SCC public-access computers, such as those in hallways, student common areas, 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.

Prohibited Internet Usage:

The following list applies to all computers used by students at Southeast Community College:

- Sharing copyrighted material such as MP3s and software is strictly prohibited.
- 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.
- Attempting to modify College-owned or licensed software or data without prior approval.
- Using the SCC Internet connection for gambling, viewing/ downloading/ distributing pornography, or other illegal activities.
- Attempting to damage or disrupt operation of computing equipment, data communications equipment or data communications lines. Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or state of Nebraska computing resources including the Internet access system.
- 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.
- Using in-room connections to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.
- 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.
- Attempting to gain access to any data, software or services, without explicit permission of the owner.
- Concealing or misrepresenting user's or another's identity using network connections. Examples: Sending electronic mail under an assumed name.
- Sharing a log-in password with another individual.
- 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.
- 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.
- Sending out mass emails and/or spamming.
- Sending messages that are fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law or College policy.

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

Residence Hall 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: All computer usage expectations apply to student computers on any SCC network.

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.

SCC Helpdesk

SCC is committed to your success. We want you to have the best possible experience with the least amount of headaches. Sometimes technology and access to it can be confusing and frustrating. That is why we’ve created the Southeast Community College HELPDESK at <https://helpdesk.southeast.edu/>.

This website provides you with important links and information. From understanding your SCC ID and Username, Hub and Moodle password requirements, to logging on to the SCC Open Wireless Internet and participating in Online Trainings, we are here to help! If you need 1:1 assistance, our computer Helpdesk staff can provide assistance, so check out our hours or log on to the chatroom during our normal business hours.

Student Emails

The College provides 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 the main page of The Hub to access their account. Students needing more information should go to The Hub at <http://thehub.southeast.edu>.

Computer Labs/Computer Access

Computers are available for student use at each campus. Computers are located in the computer labs, classrooms, dorms, halls, and Library Resource Centers. SCC provides licensed software on its computers for students’ use and training and asks students not to use software other than what is already installed on the SCC machines and are not to modify the computers’ directory structure in any way. Students who do not abide by SCC computer use policy will be subject to penalties as outlined. For further information, see www.southeast.edu/copyright-infringement-and-responsible-computing.

Classroom use of cell phones and personal electronic hand-held devices (e.g., tablets, 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 a Student Code of Conduct review.

Student Life

Arts and Humanities are designed to expose students at SCC to the wider world of culture and instill in them a love of art in its many forms. This includes at SCC various art modalities, instrumental and vocal music, and theatre. Students learn how these various disciplines inform us about our world and provide both current and historical perspectives on society and its evolution.

At SCC we have staff dedicated to these disciplines who are very skilled in their chosen endeavors. Faculty work with both novice and advanced students to help them explore arts and humanities and develop their unique talents. Often, arts and humanities provide a satisfying counterpoint to a student’s academic pursuits. We teach students how to read music and play musical instruments. We also teach courses on the history of various forms of music from classical, to folk, blues, jazz, blue grass, hip-hop, and rock.

Students have opportunities to learn about famous painters and what makes their work compelling, if not always appealing. We encourage students to visit modern and historical art museums. We sponsor periodic trips to area cities to attend art exhibits such as at Joslyn in Omaha or the Nelson-Atkins museum in Kansas City.

Students are presented regular opportunities to attend plays and musicals at area colleges and community-based venues in Lincoln and Omaha and the larger region and to hear speakers on special topics at the Lied Center for Performing Arts in Lincoln or similar sites.

Classes at SCC cover topics such as photography, videography, photojournalism, ceramics, painting, drawing, sculpture, graphic, industrial, architectural, and interior design. We find that students want to learn about the arts and humanities for many reasons, including as training for vocations, participating in larger cultural conversations, practicing freedom of expression, honoring cultural legacies as members of global communities, and reflecting upon our values and identity. Often non-traditional students, including older lifelong learners, attend cultural lectures or exhibitions.

SCC has an Arts and Humanities Club to supplement students’ academic work or for simply personal enjoyment.

There are Web pages students can access for information about student life, which includes information on the arts, humanities and cultural activities:

- <https://www.southeast.edu/humanities>
- <https://www.southeast.edu/studentlife>

The award-winning SCC literary magazine "Illuminations" is accessible on Facebook or <https://www.southeast.edu/literarymagazine>.

Student Activities Coordinators:

- Beatrice: Carrie Puhalla, 402-228-3468 x1353, cpuhalla@southeast.edu
- Lincoln: Rachel Mason, 402-437-2630, rmason@southeast.edu
- Milford: Stacey Harrifeld, 402-761-8227, sharrifeld@southeast.edu

Faculty contacts include:

- Area Wide: Carolee Ritter: Dean of Arts and Sciences 402-437-2479, critter@southeast.edu
- Beatrice: Danny Delong, Program Chair Humanities, 402-228-8241, ddelong@southeast.edu
- Beatrice: Nancy-Hagler-Vujovic, Art Instructor, 402-228-8256, nhagler@southeast.edu
- Beatrice: Kenneth Hoppmann, Program Chair Humanities, 402-228-8266, khoppmann@southeast.edu
- Lincoln: Amanda Baron, Program Chair Humanities, 402-323-3451, abaron@southeast.edu

Athletics

Southeast Community College offers two types of athletic opportunities for students.

Intercollegiate Athletics

SCC is a member of the Nebraska Community College Athletic Conference and the National Junior College Athletic Association. SCC competes in eight sports at the intercollegiate level: 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 athletic 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 that brings credit to themselves, to teammates and to the College. SCC's athletic participation is governed by the eligibility rules of the NJCAA.

The intercollegiate athletic program resides on the Beatrice Campus. However, students from any SCC campus location can compete for the Storm based on the student's ability and availability. Students compete in NJCAA Division II, Region IX that is comprised of Colorado; east of the Continental Divide, Eastern Montana, Nebraska and Wyoming. In NJCAA Division II, colleges may grant athletic scholarships, but scholarships are limited to tuition and books. Each sport has limits on the number of scholarships that can be granted. Athletes are recruited locally, nationally and internationally. Several of the teams have placed high in regional and national competitions.

Athletic Staff

- Athletics Director: Dan Johnson, 402-228-8232, djohnson@southeast.edu
- Assistant Athletic Director: Dion Parks, dparks@southeast.edu
- Men's Baseball Coach: Dion Parks, dparks@southeast.edu
- Men's Basketball Coach: Joel Wooton, Head Coach, jwooton@southeast.edu
- Men's Cross Country Coach: Vicki Wooton, vwooton@southeast.edu
- Men's Golf Coach: Bill Campbell, bcampbell@southeast.edu
- Women's Basketball Coach: Lynn Schlake, lschlake@southeast.edu
- Women's Cross Country Coach: Vicki Wooton, vwooton@southeast.edu
- Women's Softball Coach: Bob Ginsburg, rginsburg@southeast.edu
- Women's Volleyball Coach: Carrie Puhalla, cpuhalla@southeast.edu

Storm Athletics has a website, www.SCCStorm.com, providing additional information about the coaches contact information and Storm athletic schedules.

Southeast Community College also has a student newspaper, the SCC Challenge, that reports on College news, including athletic events. <http://scchallenge.com>.

Intramural Athletics

Each campus offers intramural sports/recreational activities for any full- or part-time student enrolled in credit 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 the respective campus. Beatrice 402-228-3468, x1353. Lincoln 402-437-2630. Milford 402-761-8227.

Performing Arts

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.

Campus Activities

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.

Commons Areas

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.

Student Organizations and Clubs

At SCC, we believe that an important part of student development includes the opportunity to participate in extracurricular activities. We encourage students to participate in activities, build new relationships, foster cooperation and responsibility, and develop new skills and interests. Each campus provides organized activities, awareness and prevention programming for students with the goal of encouraging the personal, social, cultural, and/or physical development of students.

SCC recognizes student organizations, which will contribute to the intellectual development of students. These recognized organizations and their individual members and advisors must adhere to the policies and the Standards of Conduct for Southeast Community College. As a public institution entrusted by the Nebraska Community College System and College officials for the purpose of conducting the process of education, activities of student organization/clubs which are incompatible with the educational goal and mission of the College are not permitted. 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. Specific guidelines for forming, operating, and dissolving recognized student organization/clubs of the College are available through the Campus Student Activity Coordinator and detailed information about organization and club creation and expectations is available online at <https://www.southeast.edu/studentorganizations>.

Registered/recognized SCC student organization/clubs may be related to academics/Program of Study or with social/special interest groups and will be categorized as such.

- **Departmental/Program Clubs/Honorary Societies:** Associations, societies related to SCC programs, careers, degrees (e.g. AWS, AITP affiliated to national organizations), groups directly related to SCC Mission/Program/Curriculum (e.g. Ag Club, ENACTUS, SkillsUSA). Organization/club may also recognize academic excellence among peers, students who excel academically or as leaders among their peers (e.g. Phi Theta Kappa, Kappa Beta Delta, etc.)
- **Social/Recreational/Special Interest Groups:** A community within a larger organization/club with a shared interest in advancing a specific area or personal interest/development where members cooperate to affect or to produce solutions within their particular field (e.g. SVO, MESO, Kaleidoscope, etc.)

For a list of the currently recognized organizations and clubs available at SCC, go to <https://www.southeast.edu/studentorganizations>.

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.

CAMPUS INFORMATION, SERVICES & RESOURCES

Campus Store/Bookstore

The College operates and manages a campus store for the purchase of textbooks, supplies, educational aids, apparel, gifts, and other items on the Beatrice, Milford and Lincoln campuses. Textbooks, (including e-books) both new and used, are available for rent or purchase. Books also are available to purchase online at www.sccbookstore.com.

Students attending Education Square can pre-order books for pickup or free delivery.

The campus store offers a 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.

For more information, visit <http://www.sccbookstore.com>.

Café/Cafeteria Services

The College provides food service to students, staff and the public on the Beatrice, Lincoln and Milford campuses. Vending machines are available on each campus as well as the Education Square location, the Jack J. Huck Continuing Education Center and the Entrepreneurship Center. Catering services are available by special arrangement. The food service spaces on the campuses are an opportunity for students to respectfully gather, study together, relax and enjoy great food. For more information, including hours of operation, visit the website at <https://www.southeast.edu/foodanddining/>.

- **Beatrice:** The Beatrice Campus operates the Storm Center Café located in the Kennedy Center.
- **Lincoln:** The Lincoln Campus operates the Campus Café and Campus Commons located near the east entrance at 8800 O St.
- **Milford:** The cafeteria is located in the G. Alan Dunlap Center and provides contract food service as well as non-contract meals for visitors and guests.

Contract Food Service at Milford: 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.

The cafeteria is operated by a private contractor and is managed by its 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.

Library Resource Centers

The Library Resource Centers of SCC operate to provide accessible learning environments for students and employees and is a valuable resource for students providing tools to conduct scholarly research, increase knowledge, and collaborate with others. By using both traditional and electronic resources to support the College's curriculum and facilitate student and faculty research, the LRCs meet the needs of students and employees at each campus while serving the College as a whole.

The LRCs offer a wireless environment with a number of accessible computers, loaded with the latest software that enables students to complete homework and access online courses, the Internet and the research databases offered by the libraries. Current students, faculty and staff can access these research databases 24/7 while on campus or remotely via the online library catalog. The LRC staff provide assistance with a wide range of information literacy needs, including training with database research. The LRCs also offer a variety of magazines, newspapers and a limited selection of popular fiction titles for leisure reading for study breaks. Resources that are not owned by one of the campus libraries can be ordered through interlibrary loan FREE of charge. Comfortable reading areas, private study carrels, and tables for small-group meetings are available for student use. 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.

Loan policies, hours of service, phone numbers, access to the LRCs' electronic resources and more library services information is available at the LRCs' Web page at <https://www.southeast.edu/libraryresourcecenters>. 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.

Driving on Campus/Parking Permits

Parking is available to students free of charge on each campus. The Beatrice and Milford campuses require a parking permit sticker for the campus lots. The first permit is provided free to enrolled students. All students, staff and visitors are asked to comply with established driving or parking areas in designated spaces as described except as expressly permitted by signs. Please comply with posted campus speed limits and all state and local traffic regulations for your and the campus community safety. To ensure the safety of your vehicle and its contents, please lock your cars, remove valuables or keep out of sight and carry appropriate insurance coverage. 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.

For more information, visit our website: <https://www.southeast.edu/parkingatgcc>.

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. Please refer to the specific campus parking information or the website for further information.

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

Parking Permits

Beatrice Campus

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.

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 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

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 tow. 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. Repeat offenders' vehicles may be towed 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. Failure to pay fines according to campus rules and regulations will result in an initiation of a Student Code of Conduct review.

Education Square - ESQ Parking (Downtown Lincoln)

Students attending classes at the Education Square location in Lincoln may purchase i-Park 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 revocation of the permit. Permits should not be transferred to another vehicle. 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.

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 10 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

Restricted parking areas are designated by signs. Parking in restricted areas is not allowed without prior campus administrative approval. Violators are subject to substantial fines and/or towing at the owner's expense. General parking is not allowed in the following designated areas and may result in a fine:

- Visitor parking
- Handicapped parking (without a visible permit)
- Designated NO PARKING zones
- Restricted zones (without a visible permit or prior campus approval). Examples of restricted zones include production parking, loading/unloading zones, cafeteria staff parking, etc.
- Service entrances

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. Violators will be ticketed.

Violation Fees

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 Business Office in Student Services. Failure to pay fines will result in an accounts receivable hold and may result in disciplinary action.

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.

Other Regulations

1. Inoperable vehicles will be towed at owner's expense if on campus property for an unreasonable length of time.
2. Major mechanical work is not allowed on campus or in parking areas.
3. 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.
4. Operation of snowmobiles on all College property is prohibited.
5. All vehicles must be removed from campus over the winter and summer breaks.
6. 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 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 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 parking areas 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, skateboards, and scooters in a safe and courteous manner as a method of transportation on campus. Performing acrobatic maneuvers on bicycles, skateboards, rollerblades, or other like equipment is prohibited. The use of personal transportation devices are not allowed inside any College building, residence halls or any College-controlled building or property. Students found violating this rule or causing property damage will be subject to fines and replacement or repair costs. The use of hoverboards and roller blades/skates are 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.

Bicycle racks shall be provided as needed at various locations on campus.

Cancellations & Announcements

SCC partners with Regroup to offer a means of alerting the campus community of both emergency and routine notifications via text or email. Regroup messaging is available to all staff, faculty and enrolled students. This system will disseminate notifications, timely emergency alerts and weather announcements via text message, email and voice messages. For more detailed information or to sign up for alerts, visit <https://southeast.regroup.com/>. (See also Emergency Response Notification)

Weather and Other Campus Cancellations

Only the campus director or a designated representative can authorize the cancellation of College programs and activities or announce the cancellation to the news media. It can be assumed that campus programs, classes and services will be held as scheduled if no announcement is made through the news media. Because weather in Nebraska can vary, each campus will announce cancellations separately. 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.

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.

When weather or other conditions necessitate cancellation, the following procedure is followed as often as possible, given 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, 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 Translator/Beatrice, KBRZ 102.7 FM (THE BREEZE), KFGE 98.1 FM, KFRX 106.3 FM
- Lincoln stations notified: KBBK 107.3 FM, KFGE 98.1 FM, KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KBRZ 102.7 FM (THE BREEZE), KKUL 105.3 FM, KLIN 1400 AM, KLMS 1480 AM, KRKR 95.1 FM, KTGL (THE EAGLE) 92.9 FM, KZKX 96.9 FM, KFAB 1110 AM
- Milford stations notified: KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KZKX (96-KX) 96.9 FM, KFGE 98.1 FM, KTGL (THE EAGLE) 92.9 FM, and KQKQ 98.5

Public Address System

In Milford, announcements of extreme importance are broadcast over the College's internal public address system at 8 a.m. Emergency announcements are made when necessary.

Beatrice Campus Late-Start Shortened Schedule (10 a.m. start time)

M-W-F Class Schedule		T-TH Class Schedule		Daily Classes	
Regular Meeting Time	Late Start Time	Regular Meeting Time	Late Start Time	Regular Meeting Time	Late Start Time
8-9:20 a.m.	10-11 a.m.	8:00-9:55 a.m.	10-11:20 a.m.	8-8:50 a.m.	10-10:30 a.m.
9:30-10:50 a.m.	11:10 a.m.-12:10 p.m.	10:05 a.m. -Noon	11:30 a.m. -12:50 p.m.	9-9:50 a.m.	10:40-11:10 a.m.
11:30 a.m.-12:50 p.m.	12:20-1:20 p.m.	12:10-2:05 p.m.	1-2:20 p.m.	10-10:50 a.m.	11:20-11:50 a.m.
1-2:20/2:55 p.m.	1:30-2:30 p.m.	2:15-4:10 p.m.	2:30-4:10 p.m.	Noon	Regular schedule
3-4:20/4:55 p.m.	2:40-3:50 p.m.	4:10 p.m.	Regular schedule	*No Break	
4 p.m.	Regular schedule				
*No Break					

Child Care

Beatrice

Childcare is not available as part of the Beatrice Campus services, but Blue Valley Community Action does offer a "0-5 Head Start Preschool program" that is currently located in Adams Hall room 414 on the SCC campus. The program is income-based, but some exceptions are considered. Interested persons should call 402-223-6035 or 402-223-6056.

Lincoln

The Child Development Center located on the Lincoln Campus provides SCC students with priority status for developmental child care. A professional staff provides care and education for the Center's children, ages 6 weeks to kindergarten. Since children enroll on a first-come, first-served basis according to age groups, early contact is advised. 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 and 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. For more information, visit our website at <https://www.southeast.edu/childdevelopmentcenter>.

Milford

On-campus childcare is not available on the Milford Campus. However, we assist students needing day care services to locate services available in the community. Contact Student Services for more information.

Facilities Use

When scheduled and supervised in accordance with campus rules and regulations, College facilities are available for use by recognized student organizations and clubs. Campus Directors, or their designee, process all requests and approvals for the use of College facilities. 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 three times/week and will only be scheduled/reserved for the duration of a given term (typically quarterly). Please contact the Campus Director for additional terms and conditions.

Lost and Found

Each campus has a lost and found where individuals can report or turn in items or articles. Unclaimed items are donated to charity at the end of each term.

- Beatrice: Switchboard, located in the Student Center
- Lincoln: 8800 O St. Campus: Switchboard across from Student Services.
- Education Square: Room 112.
- Milford: Student Services Office in the Eicher Technical Center.

Notary

Notary services are available free of charge for SCC students and employees.

- **Beatrice** notaries are located in the Workforce Development Office in Adams Hall, room 404. .
- **Lincoln** notaries are located in the following locations:
 - Business Occupations U4
 - Continuing Education Office J2
 - Financial Aid and Registration (Student Services Office)
 - Health Sciences Office B4
 - Testing Center L3
 - Trades & Industry Office N3
 - Entrepreneurship Center
 - Area Office
 - Physical Plant
- **Milford** located in the Manufacturing/Transportation office, Student Services Office and the Business Office.

Student I.D. Cards

Students who are currently enrolled at SCC can obtain a free SCC photo identification card (ID) by presenting a copy of their class registration form. Free photo identification cards are available for each student for use on campus in the LRC, Business Office, Campus Store, entry to College activities, etc.

Photo IDs are not transferable. Any student requesting a replacement photo ID card within the first year of its issuance date will be charged a \$5 fee. A new ID card would be issued without the \$5 replacement charge for students returning to school after a year absence and for students needing an ID for clinical.

Students transferring to a different campus would be considered a new student and would not be charged for a replacement ID card. Photos can be taken at these locations during regular business hours or as announced.

- Beatrice: Welcome Center
- Lincoln: Information Desk (in section "V" across from Admissions)
- Milford: Student Services Desk in "Welcome Center"

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.

**2017-2018
Programs of Study**

2017-2018 PROGRAMS of Study & Divisions at SCC

COMPREHENSIVE CHART OF PROGRAMS/DIVISIONS	LOCATION OFFERED	LENGTH IN MONTHS	AWARD	STARTING TERMS
AGRICULTURE/FOOD/NATURAL RESOURCES DIVISION				
Agriculture Business & Management Technology <i>AAS: Agribusiness focus, Agronomy focus, Diversified Agriculture focus, Livestock Production focus</i>	(B)	24	AAS	All
Culinary/Hospitality <i>AAS: Baking/Pastry focus, Culinary Arts focus, Food Service Management focus</i> <i>Dip: Culinary/Hospitality</i>	(L)	18	AAS/Dip	All
Dietary Manager	O (L)	3	Cert	All
Horticulture & Turfgrass Management <i>AAS: Golf and Sports Turf Management focus, Horticulture focus</i>	(B)	24	AAS	All
Precision Agriculture	(B)	9	Cert	All
ARTS & SCIENCES DIVISION				
Academic Transfer	(B/L/M) O	18-24	AA/AS	All
BUSINESS DIVISION				
Business Administration <i>AAS: Business Administration</i> <i>Dip: Business Administration</i> <i>Cert: Business Administration, Client Relations, Entrepreneurship, Event-Venue Operations Management</i>	(B/L/M) O	18	AAS/Dip/Cert	All
Office Professional <i>AAS: Administrative Office focus, Legal Office focus, Medical Office focus</i> <i>Dip: General Office</i> <i>Cert: General Office, Microsoft Office</i>	(B/L) O	18	AAS/Dip/Cert	All
COMMUNICATIONS & INFORMATION TECHNOLOGY DIVISION				
Computer Information Technology <i>AAS: Applications Development focus, Networking, Security & Support focus</i> <i>Cert: Computer Information Technology</i>	(L)	24	AAS/Cert	All
Graphic Design Media Arts	(Q)	18	AAS	U,W
COMMUNITY SERVICES & RESOURCES DIVISION				
Adult & Juvenile Services and Corrections	(B/Q)	18-24	AAS	All
Criminal Justice	(B/Q)	18-24	AAS	All
Early Childhood Education <i>AAS: Early Childhood Education, Entrepreneurship Focus</i> <i>Dip: Child Care Professional</i> <i>Cert: In-Home Child Care</i>	(L) O*	18-24	AAS/Dip/Cert	All
Fire and Emergency Services Management	(L) O	18	Cert	All
Fire Protection Technology	(L)	18	AAS/Cert	All
Human Services <i>AAS: Human Services</i> <i>Cert: Alcohol & Drug Counseling</i>	(L)	24 6 months	AAS Cert	All
Law Enforcement & Homeland Security <i>AAS: Law Enforcement focus, Homeland Security focus</i>	(B/Q)	18-24	AAS	All
Long Term Care Administration <i>AAS: Long Term Care Administration, Assisted Living focus, Nursing Home Administration focus</i> <i>Cert: Long Term Care Administration</i>	O* (L)	18 6 months	AAS/Cert	All
CONSTRUCTION & ELECTRONICS DIVISION				
Building Construction Technology <i>AAS: Building Construction</i> <i>Cert: Masonry Construction, Carpentry & Cabinet-Making Construction</i>	(M)	18	AAS/Cert	U,W

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

<p>Locations Offered</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>Awards Offered</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>Starting Terms</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>Please note: 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>
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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)
MATH2170	Applied 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)
BIOS2460	Microbiology (6.0)
BIOS1140	Human Anatomy & Lab (6.0)
BIOS2250	Human Anatomy & Physiology I (6.0)
BIOS2260	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 to 1500 (4.5)
HIST1010	Western Tradition since 1500 (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)
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)
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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

Betsy Anderson
402-228-8278, 800-233-5027 ext. 1278,
banderson@southeast.edu

Lincoln Campus

Corinne Neel
Stephanie Osterthun
Michele Richards
402-437-2445 or 2470, 800-642-4057 ext. 2445 or 2470
academictransfer@southeast.edu

Michele Saucier—Lincoln (Pre-Health Advisor)
402-437-2688, 800-642-4075 ext. 2688
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

Milford (all Arts & Sciences disciplines)

Kate Loden, Chair
402-461-8283, 800-933-7223 ext. 8283

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

Beatrice, Lincoln and Milford Campuses

Prepares students for transfer to a senior college/university

To receive an A.A. or A.S. degree from SCC, 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 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 mathematics

These competencies are essential if you are to succeed 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 (for math courses, within the past 5 years) are exempt from the readiness requirement. Otherwise, readiness is established by having a satisfactory score on the college placement exam (Compass/Asset/ACT/Accuplacer). Students with Math scores older than 5 years will be required to re-take the placement test to determine math placement.

Academic Transfer Subject Area Descriptions

Agriculture

Agricultural Sciences encompass a wide range of fields of study including agribusiness (e.g. farm and ranch management, agricultural finance, agricultural trade, rural community development), agronomy (e.g. soils, crop production, construction, land-use planning) agriculture education (teaching), animal science (feed manufacturing, pharmaceuticals, food processing, research, sales), fisheries and wildlife, and pre-veterinary medicine. Many careers in Agricultural Sciences don't require a farm background.

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 also can 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.

Biotechnology

Biotechnology courses provide students with a background in biology and chemistry and a working knowledge of biotechnology by focusing on laboratory protocols in a regulated environment. An Associate in Science degree (AS) from SCC with a concentration on Biotechnology prepares students for careers as technical assistants in biomedical, pharmaceutical, academic, genetics, molecular biology, and bioengineering laboratories. Core coursework also prepares students to further their education at four-year institutions leading to more advanced degrees in the biosciences.

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.

Humanities

As part of the liberal arts education, humanities courses will bring you a good understanding of how arts and humanities intersect and teach us aesthetic, empathetic and timeless lessons. There is a constant dialog between the past and present, and we explore themes of the humanities through literature, art, music, theater, opera, dance, cinema and philosophy.

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 & Photography

At the heart of journalism and photography is the need to communicate diverse perspectives that illuminate the larger truths of our daily lives. Journalists and photographers do this by engaging in the process of discovery, creation and sharing in a dynamic environment. The expansion of mobile technology and high-speed broadband technology has penetrated all aspects of our culture, and being a good journalist or photographer means being able to be a valuable contributor to the discussions of our time. We prepare citizen journalists and photographers to not only learn essential skills for entering the industry but to play powerful communication roles in our fast-paced 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 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. 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 with 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

Associate of Arts Degree (A.A.) The Associate of Arts degree is for students who plan to complete their first two years of a bachelor's degree in 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.		Associate of Science Degree (A.S.) The Associate of Science degree is for students who plan to complete their first two years of a bachelor's degree in 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.	
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) AND One additional Written Communication (4.5)	2 classes 9 credit hrs.	Written Communication ENGL1010 – English Composition I (4.5) AND One additional Written Communication (4.5)	2 classes 9 credit hrs.
Speech Communication	1 class 4.5 credit hrs.	Speech Communication	1 class 4.5 credit hrs.
Mathematics/Logic	1 class 4.5-7.5 credit hrs.	Mathematics PHIL courses may not be used to fulfill the Mathematics requirement for the A.S.	2 classes 9-15 credit hrs.
Natural Science with Lab/Non-Lab Science (At least one course must have a lab.) At least one course must have a lab. Lab Science course (6.0 – 7.5) Second Science course (4.5 – 7.5)	2 classes 10.5-15 credit hrs.	Natural Science with Lab Two lab science courses are required for the A.S. degree.	2 classes 12-15 credit hrs.
		One additional Mathematics OR Natural Science with Lab	1 class Min. 4.5 credit hrs.
Humanities Choose courses from at least three different groups.	3 classes 13.5-19.5 credit hrs.	Humanities	1 class 4.5-9 credit hrs.
Social Sciences Choose courses from at least three different groups.	3 classes 13.5 credit hrs.	Social Sciences	1 class 4.5 credit hrs.
		One additional Humanities OR Social Science	Min. 4.5 credit hrs.
Culture & Gender Studies	1 class 4.5 credit hrs.	Culture & Gender Studies	1 class 4.5 credit hrs.
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. Total credit hours of electives required may be fewer, depending on credit hours taken in other required areas. Check with your advisor.	30 credit hrs.	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. Total credit hours of electives required may be fewer, depending on credit hours taken in other required areas. Check with your advisor.	33 credit hrs.
Minimum Graduation Requirement	90 credit hrs.	Minimum Graduation Requirement	90 credit hrs.

ACADEMIC TRANSFER:

ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE CORE COURSES

The courses listed below make up the AA/AS core. 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. See [Academic Transfer Degree Requirements](#) above to determine which core courses you should take.

A. Written Communication

Take:

English Composition I	ENGL1010	4.5
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AND take one of the following:

English Composition II	ENGL1020	4.5
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Technical Writing	ENGL2560	4.5
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Business Communication Strategies	OFFT2120	4.5
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B. Speech

Take one of the following:

Fundamentals of Human Communication	SPCH1090	4.5
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Public Speaking	SPCH1110	4.5
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Business & Professional Communication	SPCH2810	4.5
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C. Mathematics/Logic

The prerequisite for math courses must have been taken within the past 5 years.

College Algebra**	MATH1150	4.5
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Applied Statistics	MATH2170	4.5
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Trigonometry**	MATH1200	4.5
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Precalculus**	MATH1300	7.5
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Applied Calculus*	MATH1400	4.5
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Calculus & Analytical Geometry I*	MATH1600	7.5
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Contemporary Mathematics	MATH2030	4.5
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Introduction to Logic and Critical Thinking***	PHIL1100	4.5
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Introduction to Modern Logic***	PHIL2110	4.5
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*Students may only receive credit for either MATH1400 OR MATH1600.

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

*** PHIL courses may not be used to fulfill the Mathematics requirement for the AS degree.

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
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General Botany	BIOS1090	6.0
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Microbiology	BIOS2460	6.0
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Introduction to Zoology	BIOS1120	6.0
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Human Anatomy	BIOS1140	6.0
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Human Anatomy & Physiology I	BIOS2250	6.0
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Human Anatomy & Physiology II	BIOS2260	6.0
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Biology I	BIOS1400	6.0
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Biology II	BIOS1410	6.0
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Human Physiology	BIOS2130	6.0
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Principles of Ecology	BIOS2200	6.0
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General Genetics	BIOS2410	6.0
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Introduction to Biotechnology I	BIOT1400	6.0
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Introduction to Biotechnology II	BIOT2400	6.0
Chemistry and the Citizen*	CHEM1050	6.0
General Chemistry I*	CHEM1090	6.0
General Chemistry II	CHEM1100	6.0
Physical Geography	GEOG1500	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
Biological Organic Chemistry	CHEM2550	4.5
Basic Nutrition	FSDT1350	4.5
Environmental Geology	GEOL1060	4.5
Selected Topics in Astronomy	PHYS1130	4.5
Brain & Behavior	PSYC2730	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 **three** different groups.

GROUP 1

Literature/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
Science Fiction Literature	ENGL2220	4.5
American Literature After 1865	ENGL2210	4.5
British Literature Post-1800	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

Philosophy

Introduction to Philosophy	PHIL1010	4.5
Applied Ethics	PHIL1060	4.5
Introduction to Logic and Critical Thinking	PHIL1100	4.5
Bioethics	PHIL2130	4.5
Comparative Religions	PHIL2610	4.5

GROUP 2**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
Intro to Music	MUSC1010	4.5
Music Theory I	MUSC1610	6.0
Introduction to American Music	MUSC2750	4.0
Introduction to World Music	MUSC2800	4.5
History of Rock Music	MUSC2870	4.5
Beginning Photography	PHOT1750	4.5
Digital Photography and Creative Imaging	PHOT1760	4.5
Oral Performance of Literature	SPCH2050	4.5
Introduction to Theatre	THEA1010	4.5
Basic Acting	THEA1140	4.5
Film Appreciation	THEA2130	4.5

GROUP 3**Literature/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
Science Fiction Literature	ENGL2200	4.5
American Literature After 1865	ENGL2210	4.5
British Literature Post-1800	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

Philosophy

Introduction to Philosophy	PHIL1010	4.5
Applied Ethics	PHIL1060	4.5
Introduction to Logic and Critical Thinking	PHIL1100	4.5
Bioethics	PHIL2130	4.5
Comparative Religions	PHIL2610	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
Intro to Music	MUSC1010	4.5
Music Theory I	MUSC1610	6.0
Introduction to American Music	MUSC2750	4.0
Introduction to World Music	MUSC2800	4.5
History of Rock Music	MUSC2870	4.5
Beginning Photography	PHOT1750	4.5
Digital Photography and Creative Imaging	PHOT1760	4.5
Oral Performance of Literature	SPCH2050	4.5
Introduction 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

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.

GROUP 1

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

GROUP 2

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

GROUP 3**Geography/History**

Exploring Our World: Fundamentals of Geospatial Science	GEOG1000	4.5
Human Geography	GEOG1400	4.5
World Regional Geography	GEOG1420	4.5
Western Tradition to 1500	HIST1000	4.5
Western Tradition Since 1500	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

GROUP 4**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
Human Geography	GEOG1400	4.5
World Regional Geography	GEOG1420	4.5
Western Tradition to 1500	HIST1000	4.5
Western Tradition Since 1500	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/Physical 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
Lifetime Fitness	PHED1000	5.0

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
Human Geography	GEOG1400	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
Social Problems	SOCI2010	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
ACFS-1015	New Student Orientation	1.0
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-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-2200	Principles of Ecology	6
BIOS-2410	General Genetics	6
BIOS-2460	Microbiology	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-2550	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-2100	Juvenile Justice	4.5
CRIM-2200	Criminology	4.5
DDRT-1120	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	English Composition II	4.5
ENGL-1110	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	Science Fiction Literature	4.5
ENGL-2210	American Literature After 1865	4.5
ENGL-2220	British Literature Post-1800	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	6.0
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-1030	Structure and Function of the Human Body	6.0
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-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-2750	Photojournalism	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-2170	Applied 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
MEDA-1101	Basic Medical Terminology	2,0
MEDA-1407	Medical Calculations	1.0
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	5.0
PHED-1015	Intro to Health	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-1305/2305, 1315/2315	Cross Country (Men)	1.5/each
PHED-1320/2320, 1330/2330, 1331/2331	Intercollegiate Basketball (Men)	1.5/each
PHED-1325/2325, 1335/2335	Cross Country (Women)	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-1010	Introduction to Philosophy	4.5
PHIL-1060	Applied Ethics	4.5
PHIL-1100	Introduction to Logic and Critical Thinking	4.5
PHIL-2110	Introduction to Modern Logic	4.5
PHIL-2130	Bioethics	4.5
PHIL-2250	Environmental Ethics	4.5
PHIL/RELS-2610	Comparative Religions	4.5
PHIL-2650	Philosophy of Religion	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-2730	Brain & Behavior	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

Transfer Guides and Articulation Agreements

SCC has strong transfer relationships with many four-year colleges and universities, as well as other Nebraska community colleges, as reflected in the many transfer guides and articulation agreements we have with our college and university partners. What follows below are examples of some of those partnerships.

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 plan to transfer and the major they intend to pursue. More information on transferring to area colleges, including transfer guides for many different majors at Nebraska and other regional colleges and universities, can be found on the SCC Website at <https://www.southeast.edu/transfer-information/>

AGRICULTURE AND NATURAL RESOURCES

Academic Transfer Associate of Science to Bachelor: Suggested Transfer Guides to the College of Agriculture and Natural Resources at the University of Nebraska-Lincoln

This is a 2 + 2, Associate to Bachelor's degree option that allows students who complete an Associate of Science degree to continue their education toward a bachelor's degree in Animal Science, Agronomy, Agribusiness, Fisheries and Wildlife, Pre-Veterinary Medicine, or Agricultural Education-Teaching Option in the College of Agriculture and Natural Resources at the University of Nebraska-Lincoln. More information can be found at <http://casnr.unl.edu/transfer-students>

BUSINESS

Academic Transfer Associate of Arts to Bachelor: Suggested Transfer Guide to Doane University

This is a 2 + 2, Associate to Bachelor's degree option for students interesting in majoring in Business. While studying toward their Associate of Arts degree, students will follow the "pre-business" focus curriculum guide and current transfer information can be found at <http://www.doane.edu/community-colleges>

INCLUSIVE EARLY CHILDHOOD EDUCATION

Academic Transfer Associate of Arts to Bachelor: Suggested Transfer Guide to Peru State College

This articulated program of student leads a student from SCC's Associate of Arts Degree to a Bachelor's degree in Early Childhood Education Inclusive Option (Birth-Grade 3) at Peru State. Students interested in becoming educators of young children or working in or operating a childcare business might be interested in this degree. More information on Peru's program can be found at: <http://www.peru.edu/programs/early-childhood>

Find the most current curriculum guide at: <https://www.southeast.edu/WorkArea/DownloadAsset.aspx?id=23482>

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 HIMS 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 HIMS. Students must attain a grade of C or above to transfer the class to Central Community College.

Central Community College has created an agreement to accept 39.0 quarter credit hours toward the Coding Diploma and 22.5 quarter credit hours toward the Reimbursement Specialist Diploma and 43.5 quarter credit hours toward the Associate of Applied Science degree.

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

For more information go to www.ccc.neb.edu/HIMS.

Please work closely with your HIMS 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.

LIBRARY & INFORMATION SERVICES ASSISTANT

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

SCC is partnering with Central Community College to offer Library and Information Science courses online for SCC students. The courses are designed to lead to an Associate of Arts Degree from SCC with a certificate for a career in library and information services from Central Community College, or to lead to a Bachelor's degree at the University of Nebraska Omaha in Library and Information Services. 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.

More information can be found at Central Community College's website: <https://www.cccneb.edu/LIS/>

PRE-EDUCATION

Academic Transfer Associate of Arts to Bachelor: Suggested Transfer Guide to Doane University

This is a 2 + 2, Associate of Arts to Bachelor's degree option designed for students interested in pursuing a career in teaching at the elementary, middle, or secondary school level in Nebraska. For a detailed transfer guide, visit <http://www.doane.edu/community-colleges>

PRE-JOURNALISM & NEW MEDIA

Academic Transfer Associate of Arts: Suggested Transfer Guide to Doane University

This Associate of Arts to Bachelor's degree option is designed for students interested in a wide range of careers in media, ranging from news reporting, investigation, broadcasting, music or video production, editing, station managing, photography, graphic design and more. Learn more about Doane's Journalism and New Media program at: <http://www.doane.edu/journalism-and-media> and see our current detailed SCC transfer guide at: <http://www.doane.edu/community-colleges>

PRE-SOCIAL WORK

SCC has articulation agreements with Nebraska Wesleyan University and Union College to provide students a pathway from SCC's Associate of Arts Degree to a Bachelor's Degree in Social Work. A degree in social work can lead to careers in counseling, case management, education, advocacy, law enforcement, training and education, and more. For more information, please refer to the following webpages:

Nebraska Wesleyan University Social Work program: <https://www.nebrwesleyan.edu/adult-programs/social-work>

Union College Social Work program: <https://www.ucollege.edu/academic-areas/human-development/social-work>

Union College Pre-Social Work Curriculum Guide: <https://www.southeast.edu/WorkArea/DownloadAsset.aspx?id=21109>

Additionally, students can complete the University of Nebraska Omaha Pre Social Work curriculum requirements while at SCC. Please refer to this transfer guide: https://www.unomaha.edu/college-of-public-affairs-and-community-service/social-work/_files/documents/bssw-advise-scc-sept-2013.pdf

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, Associate's to Bachelor's option that allows students to obtain teaching certification in Skilled and Technical Sciences (STS) for Nebraska secondary schools. It is designed for students who complete an Associate of Applied Science in Architecture and Construction, Manufacturing, Engineering/Technology, or Transportation to continue their education toward a technical science teaching certificate. More information about the program can be found at <http://alec.unl.edu/sts>

Pre-health Option

Pre-health is a track within the Academic Transfer program (Arts & Sciences Division) for completing requirements prior to applying to an SCC 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
- 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

or the Admissions Office at

Beatrice 402-228-8214 or Lincoln 402-437-2600

Admission Requirements:

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

ASSOCIATE DEGREE NURSING

BIOS1140**	Human Anatomy with Lab and
BIOS2130**	Human Physiology with Lab
	OR
BIOS2250**	Anatomy and Physiology I with Lab and
BIOS2260**	Anatomy and Physiology II with Lab
BIOS2460 **	Microbiology with Lab
CHEM1050**	Chemistry and the Citizen with Lab or
CHEM1090**	General Chemistry I with Lab
SOCI1010	Introduction to Sociology
MATH1150**	College Algebra or (higher)
ENGL1010	English Composition I
SPCH1090	Fundamentals of Human Composition or
SPCH1110	Public Speaking

ASSOCIATE DEGREE NURSING

(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 and
BIOS2130**	Human Physiology with Lab
	OR
BIOS2250**	Anatomy and Physiology I with Lab and
BIOS2260**	Anatomy and Physiology II with Lab
BIOS2460 **	Microbiology with Lab
CHEM1050**	Chemistry and the Citizen with Lab or
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 or
MATH2170**	Applied Statistics
SPCH1090	Fundamentals of Human Composition or
SPCH1110	Public Speaking

PRACTICAL NURSING

HLTH1030*	Structure and Function of the Human Body
OR BIOS1140*	Human Anatomy with Lab and
BIOS2130*	Human Physiology with Lab
	OR
BIOS2250*	Anatomy and Physiology I with Lab and
BIOS2260*	Anatomy and Physiology II with Lab
ENGL1010	English Composition I
FSDT1350	Basic Nutrition
MATH0900*	Math Modules (or higher) or MATH placement of MATH0950 or higher

DENTAL ASSISTING

FSDT1350	Basic Nutrition
PSYC1250	Interpersonal Relations or
PSYC1810	Introduction to Psychology
SPCH1110	Public Speaking or
SPCH1090	Fundamentals of Human Communication or
SPCH2810	Business and Professional Communication
MATH0900*	Math Modules (or higher) or placement into MATH0950 or higher
READING*	Placement Score (or higher) of one of the following – Accuplacer 43, Compass 61, ACT 14
ENGL0985*	Intermediate College Reading/Writing (or higher) or 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 or
PSYC1250	Interpersonal Relations or
SOCI1010	Introduction to Sociology or
SOCI1020	Diversity in Society

PARAMEDIC

BIOS1140	Human Anatomy with Lab and
BIOS2130	Human Physiology with Lab
	OR
BIOS2250	Anatomy and Physiology I with Lab and
BIOS2260	Anatomy and Physiology II with Lab
MATH1040	Business Math (or higher)
ENGL1010	English Composition I or
ENGL1110	Business Communication
SPCH1110	Public Speaking or
SPCH1090	Fundamentals of Human Communication or
SPCH2810	Business and Professional Communication
PSYC1250	Interpersonal Relations or
SOCI1010	Introduction to Sociology or
SOCI1020	Diversity in Society or
SOCI2150	Issues of Unity and Diversity or
PHIL1060	Applied Ethics or
PHIL1150	Introduction to Logic & Critical Thinking or
SIGN1010	American Sign Language or
SPAN1010	Beginning Spanish I
EMTL1301	EMT Part I with Lab and
EMTL1302	EMT Part II with Lab
	OR
	(Nationally registered or State of Nebraska EMT license)

PHARMACY TECHNICIAN

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

PHYSICAL THERAPIST ASSISTANT

BIOS1140*	Human Anatomy with Lab and
BIOS2130*	Human Physiology with Lab
	OR
BIOS2250*	Anatomy and Physiology I with Lab and
BIOS2260*	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 or
SPCH1090	Fundamentals of Human Communication or
SPCH2810	Business and Professional Communication
HLTH1060	Comprehensive Medical Terminology

RADIOLOGIC TECHNOLOGY

BIOS1140	Human Anatomy with Lab and
BIOS2130	Human Physiology with Lab
	OR
BIOS2250	Anatomy and Physiology I with Lab and
BIOS2260	Anatomy and Physiology II with Lab
PHYS1150	Descriptive Physics with Lab or
PHYS1410	General Physics with Lab
ENGL1010	English Composition I
MATH1100	Intermediate Algebra or
MATH1150	College Algebra or
MATH1400	Applied Calculus
SOCI1010	Introduction to Sociology
SPCH1110	Public Speaking or
SPCH1090	Fundamentals of Human Communication or
SPCH2810	Business and Professional Communication

RESPIRATORY CARE

BIOS1140	Human Anatomy with Lab and
BIOS2130	Human Physiology with Lab
	OR
BIOS2250	Anatomy and Physiology I with Lab and
BIOS2260	Anatomy and Physiology II with Lab
ENGL1010	English Composition I (or higher)
MATH1100	Intermediate Algebra or
MATH1150	College Algebra or
MATH2170	Applied Statistics or
MATH1400	Applied Calculus or
MATH1600	Calculus & Analytic Geometry
SPCH1110	Public Speaking or
SPCH1090	Fundamentals of Human Communication or
SPCH2810	Business and Professional Communication or
MEDA1202	Communication in Allied Health
PSYC2960	Life-span Human Development or
SOCI1010	Introduction to Sociology or
SOCI1020	Diversity in Society or
PSYC1810	Introduction to Psychology

SURGICAL TECHNOLOGY

BIOS1140	Human Anatomy with Lab and
BIOS2130	Human Physiology with Lab
	OR
BIOS2250	Anatomy and Physiology I with Lab and
BIOS2260	Anatomy and Physiology II with Lab
BIOS2460	Microbiology with Lab
ENGL1010	English Composition I
MATH1040	Business Math (or higher)
SPCH1110	Public Speaking or
SPCH1090	Fundamentals of Human Communication or
SPCH2810	Business and Professional Communication
MEDA1101	Basic Medical Terminology
MEDA1407	Medical Calculations
PSYC1810	Introduction to Psychology or
SOCI1010	Introduction to Sociology or
PSYC1250	Interpersonal Relations

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

**Course must have been completed within the last ten years.

Adult & Juvenile Services and Corrections

Beatrice Campus and Education Square

Associate of Applied Science Degree

Credit Hours Required for Graduation: 102.0

Types of jobs available:

- Compliance Officer
- Juvenile Corrections Counselor
- Parole Officer
- Corrections officer
- Electronic Monitoring Officer
- Child Protective Services
- Juvenile Detention Officer
- Inmate Classification Officer
- Youth Worker
- Juvenile Parole Officer
- Juvenile Diversion Officer
- Drug Court Technician
- Assistant Probation Officer

Graduates of the program will find employment in a wide variety of entry level positions within the growing field of Community-Based and Institutional Corrections for adult and juveniles. Positions are available in institutional corrections (jails and prisons and secure mental health facilities), community corrections (residential facilities, probation and parole and diversion), Juvenile corrections, problem-solving court technicians, private sector and social services

This degree can be used for seeking immediate employment in adult or juvenile services or corrections. 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. Careers as a Probation or Parole officer and some Juvenile Justice careers will 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.

Program overview

The Adult & Juvenile Services and Corrections 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 field services and institutional corrections. The program introduces students to evidence-based practices in Community based correctional services, institutional corrections, secure mental health facilities and juvenile justice agencies. The program is designed to equip students with both the skills and knowledge needed to prepare them for the special challenges involved in working with a wide variety of clients in a community-based corrections setting and working with inmates in an institutional setting.

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 positions or advance in their criminal justice career. The program provides an overview of the criminal justice system while also focusing on elements of, supervision, risk assessment, conflict resolution, communications and reporting techniques.

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

For more information contact:

Rita Dondlinger, Program Chair
402-323-3459, 800-642-4075 ext. 3459,
rdondlinger@southeast.edu

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

New Program of Study – Pending Post-Secondary Coordination Committee approval.

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 (when listed as a prerequisite) 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:

GENERAL EDUCATION COURSES- 22.5 credit hours (all courses are required in this section)

Course #	Course Title	Credit hrs
ENGL1010	Composition I	4.5
SPCH1090	Fundamentals of Human Communication	4.5
MATH1050	Thinking Mathematically <u>OR</u> higher	4.5
SOCI1020	Diversity in Society	4.5
One class from one of these areas: Science, Computer Technology or Humanities		4.5

COURSES—79.5 credit hours (all classes are required in this section)

Course #	Course Name	Credit hrs
CRIM1000	Criminal Justice Seminar 1	1.0
CRIM1010	Intro to Criminal Justice	4.5
CRIM1020	Introduction to Corrections	4.5
CRIM1030	Courts and the Judicial Process	4.5
CRIM2000	Criminal Law	4.5
CRIM2015	Community-Based Corrections: Probation & Parole	4.5
CRIM2020	Legal Issues in Corrections	4.5
CRIM2030	Police & Society	4.5
CRIM2100	Juvenile Justice	4.5
CRIM2200	Criminology	4.5
CRIM2240	Ethics in Criminal Justice	4.5
CRIM2290	Report Writing in Criminal Justice	4.5
CRIM2330	Criminal Justice Administration/Supervision	4.5
CRIM2340	Effective Communications in Criminal Justice	4.5
CRIM2890	Criminal Justice Internship Seminar	1.5
CRIM2900	Criminal Justice Internship	4.5
PSYC1810	Introduction of Psychology	4.5
PSYC2900	Adolescent Psychology	4.5
PHED1000	Lifetime Fitness	<u>5.0</u>
		102.0 hours

Agriculture Business & Management Technology

Beatrice Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:

Associate of Applied Science Degree

• Agribusiness Focus	125.0
• Agronomy Focus	125.0
• Diversified Agriculture Focus	125.0
• Livestock Production Focus	125.0

Types of jobs available:

- Grain elevator manager
- Livestock genetics salesperson
- Crop consultant
- 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, or Livestock Production.

For more information contact:

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

Travis Pralle, Program Co-Chair
402-228-8254, 800-233-5027 ext. 1254
tpralle@southeast.edu

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

AGRI Core Courses:

AGRI1123	Agribusiness Careers	4.5
AGRI1131	Crops & Food Science	4.5
AGRI1171	Ag Technology	3.0
AGRI1205	Enterprise Analysis	4.5
AGRI1216	Agribusiness Management	4.5
AGRI2204	Agribusiness Seminar I	4.5
AGRI2291	Ag Business Sales	4.5
AGRI2901	Agribusiness Cooperative Experience	<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	<u>13.5</u> 22.5 hours
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Agribusiness Focus:

AGRI1124	Basic Ag Leadership	4.5
AGRI1141	Livestock Management	6.0
AGRI1153	Soils & Plant Nutrition	6.0
AGRI1211	Fundamentals of Ag Marketing	4.5
AGRI1217	Agricultural Economics	4.5
AGRI2202	Farm and Ranch Management	6.0
AGRI2267	Agriculture Commodity Marketing	4.5
AGRI2279	Precision Technology	<u>4.5</u>
		40.5 Hours

Select 20 hours from AGRI or HORT Classes Only

Agribusiness Focus: 102.5
General Elective: 22.5
125.0 hours

Agronomy Focus:

AGRI1135	Basic Fertilizer Management	3.0
AGRI1153	Soils & Plant Nutrition	6.0
AGRI1211	Fundamentals of Ag Marketing (or 2267)	4.5
AGRI2202	Farm and Ranch Management (or 2279)	6.0
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2233	Planting & Tillage Equipment	6.0
AGRI2253	Grain Harvesting & Management	6.0
AGRI2265	Irrigation & Water Management	6.0
AGRI2279	Precision Technology (or 2202)	4.5
AGRI2267	Agriculture Commodity Marketing (or 1211)	<u>4.5</u>
		43.5/45.0

Select 8 hours from the following:

AGRI1141	Livestock Management	6.0
AGRI1211	Fundamentals of Ag Marketing	4.5
AGRI1217	Agricultural Economics	4.5
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
AGRI2267	Agriculture Commodity Marketing	4.5
AGRI2280	Advanced Crop Production	4.5
AGRI2287	Advanced Crop Management	4.5
HORT1136	Plant Propagation	3.0
HORT1154	Greenhouse Management	3.0
HORT1242	Turfgrass Management	4.5

Select 4.5 hours from the following:

AGRI2280	Advanced Crop Production	4.5
AGRI2287	Advanced Crop Management	<u>4.5</u>

Agronomy Focus: 98.5/100
Electives: 3.0-4.5
General Electives: 22.5
125.0 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 6.5 credits

AGRI1217	Agricultural Economics	4.5
AGRI2202	Farm and Ranch Management	6.0
AGRI2267	Agriculture Commodity Marketing	4.5
AGRI2279	Precision Technology	4.5

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
AGRI2279	Precision Technology	4.5
AGRI2280	Advanced Crop Production	4.5
AGRI2287	Advanced Crop Management	4.5
AGRI2295	Advanced Precision Technology	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
AGRI1172	Ag Precision Hardware	4.5
AGRI1195	Advanced Electric and Gas Welding	2.0
AGRI1218	Basic Farm Engines	4.5
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	<u>6.0</u>

Diversified Agriculture Focus: 102.5

General Electives: 22.5

125.0 hours

Livestock Production Focus:

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 20 hours from the following:

AGRI1135	Basic Fertilizer Management	3.0
AGRI1143	Introduction to Equine Management	4.5
AGRI1144	Equestrian Horsemanship	2.0
AGRI1153	Soils and Plant Nutrition	6.0
AGRI1258	Introduction to Meats	4.5
AGRI2202	Farm and Ranch Management	6.0
AGRI2232	Forage Harvesting and Management	6.0
AGRI2240	Range Management	6.0
AGRI2253	Grain Harvesting & Management	6.0
AGRI2258	Livestock Ultrasound Technology	3.0

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: 102.5

General Electives: 22.5

125.0 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 offers the LPN to ADN option only.

For more information contact:

Tonya Maloy, Program Chair
402-437-2730, 800-642-4075 ext. 2730,
Fax 402-437-2592
tmaloy@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

Admission Requirements:

Admission is competitive. A maximum of 24 students will be accepted twice annually. Admission requirements include:

1. Complete and submit an application to the program
2. Complete and submit a program advising sheet
3. Completion of all program prerequisites and general education/support courses with required grade point average (GPA)
4. Transcripts from high school, GED® and all other colleges or universities attended.
5. Complete and submit all program application requirements. Specific requirements include, but are not limited to the following:
Refer to www.southeast.edu/associatenursing for all requirements.
 - a. TEAS Performance Profile. A minimum of 'Proficient Level' is required to be considered for admission.
 - b. Written personal statement (250-1000 word) answering two (2) questions.
 - c. Two (2) references.

Be sure to meet with the Pre-Health Advisor and check application dates and deadlines before applying.



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; and approved by the Nebraska Board of Nursing.

Program Prerequisite Requirements:

All students must receive a minimum grade-point average of 2.75 in science courses and a grade point average of 2.5 in General Education courses before enrolling in Associate Degree Nursing (NURS) core courses and to graduate. 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
Microbiology 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
Fundamentals of Human Communication	4.5
or	
Public Speaking	4.5
English Composition I	4.5
	42.0 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 to Associate Degree Nursing**	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-Childrearing 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.

General Education Requirements:

PSYC2960	Life-span Human Development	4.5
FSDT1350	Basic Nutrition	4.5
		9.0 hours

Thirteen and one-half (13.5) hours of the Program Prerequisite Requirements plus the nine (9) hours of General Education Requirements fulfill the required 22.5 quarter credits to complete an associate degree. 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 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 grade-point average of 2.5 in the general education courses and a grade point average 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 and related courses required by the programs.
2. A current Basic Life Support (BLS) for the Health Care Provider (HCP) by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross is required before starting (NURS) Associate Degree Nursing core 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 requiring a clinical rotation at a contracted healthcare facility will 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.
7. Flu immunization is required.
8. All NURS courses completed with a grade of 75% (C+) or higher to progress through the program.
9. Must have passed the "Nursing Assistant" course and be on "Active Status" on a registry or active, unencumbered LPN license 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. Students also have the opportunity to work on their own vehicles, giving them real-world, on-the-job experiences. Upon completion of the program, students will qualify for one year of work experience required by ASE for technician certification.

For more information contact:

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

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

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



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
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Written Communications	4.5
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(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	<u>13.5</u>
	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:

125.0-126.5

Program Mission Statement:

The mission of the Automotive Technology program is to prepare individuals for employment as high quality entry-level technicians in the automotive repair field.

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

For more information contact:

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

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

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

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



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

Special program requirements:

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	5.0
AUTT1107	HVAC I	4.0
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	3.0
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	2.5
AUTT1408	Advanced Engine Performance	7.0
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)	<u>2.5</u>
		96.5-98.0 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.

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: 108.0

Certificate:

Masonry Construction	15.5
Carpentry & Cabinet Making Construction	35.0

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

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	3.0
CNST1124	Concrete & Masonry Tools & Material II	3.0
CNST1125	Concrete & Masonry Applications I	2.5
CNST1126	Concrete & Masonry Applications II	2.5
CNST1226	Tools & Materials I	3.0
CNST1227	Tools & Materials II	3.0
CNST1228	Construction Processes & Practices I	2.5
CNST1229	Construction Processes & Practices II	2.5
CNST1326	Residential Construction Drafting	8.5
CNST1328	Residential Construction Estimating	6.5
CNST1331	Commercial Construction Communications	3.0
CNST1430	Cabinetry and Carpentry Laboratory	5.0
CNST1433	Carpentry Theory	7.5
CNST2532	Residential Construction Applications	9.5
CNST2634	Commercial Construction Drafting	5.5
CNST2636	Commercial Construction Estimating	6.5
CNST2643	Fundamentals of Structural Steel	3.0

BSAD1070	Customer Service	4.5
WELD1186	Building Construction Welding	1.5
ACFS2020	Career Development	<u>2.5</u>
		85.5 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	3.0
CNST1124	Concrete & Masonry Tools & Material II	3.0
CNST1125	Concrete & Masonry Applications I	2.5
CNST1126	Concrete & Masonry Applications II	2.5
		11.0 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
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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.
CNST1226	Tools & Materials I	3.0
CNST1227	Tools & Materials II	3.0
CNST1228	Construction Processes & Practices I	2.5
CNST1229	Construction Processes & Practices II	2.5
CNST1430	Cabinetry and Carpentry Laboratory	5.0
CNST1433	Carpentry Theory	7.5
BSAD1070	Customer Service	4.5
ACFS2020	Career Development	<u>2.5</u>
		30.5 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
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Business Administration

Beatrice, Lincoln, Milford and Online

Associate of Applied Science Degree, Diploma, Certificate

Credit Hours Required for Graduation:

Certificate:

- **Business Administration** 27.0
- **Client Relations** 27.0
- **Entrepreneurship** 27.0
- **Event-Venue Operations Management** 27.0

Diploma:

- **Business Administration** 45.0

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. 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 27 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:

TBD - Beatrice

Linda Hartman, Program Co-chair - Lincoln
402-437-2433, 800-642-4075 ext. 2433, lhartman@southeast.edu

Terri Tiedeman, Program Co-chair - Lincoln
402-437-2415, 800-642-4075 ext. 2415, ttiedeman@southeast.edu

Tammie Lang, Program Chair - Milford
402-761-8465, 800-933-7223 ext. 8465, tlang@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

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 OR	
OFFT2120	*Business Communication Strategies	4.5
BSAD1050	Introduction to Business	4.5
OFFT2000	*Employment Techniques OR	
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 OR	
SPCH1110	Public Speaking OR	
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	

Total General Education

22.5

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
Accounting		
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
Business Technology		
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
Business Marketing		
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
Business Career		
BSAD1070	Customer Service	4.5
BSAD2365	Leadership Practicum	5.0
BSAD2901	*Cooperative Experience OR	
BSAD2900	*Internship	4.5
Business Management and Other		
BSAD2370	Human Resources Management	4.5
BSAD2390	*Small Business Management	4.5
BSAD1100	*Business Law II	4.5
BSAD2800	Introduction to Sustainability	4.5
Economics		
ECON1200	Personal Finance (if not taken as social science)	4.5
ECON2120	Principles of Microeconomics	4.5
Entrepreneurship		
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
Event-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 OR	4.5
EVOM2901	*Event-Venue Cooperative Experience	4.5
Finance/Insurance		
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 - 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	4.5
OFFT2000	*Employment Techniques OR	
BSAD2155	Career Transition and Management Strategies	4.5
ADVISOR APPROVED ELECTIVES: (ACCT, BSAD, ECON, ENTR, FINA, INSU)		<u>9.0</u>
		Total: 45.0 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 OR	
OFFT1310	Office Accounting	4.5
BSAD1050	Introduction to Business	4.5
BSAD2155	Career Transition and Management Strategies OR	
BSAD2540	Principles of Management	4.5
ENGL1110	Business Communications	4.5
ADVISOR APPROVED ELECTIVES: (ACCT, BSAD, ECON, ENTR, FINA, INSU)		<u>9.0</u>
		Total: 27.0 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
BSAD1010	Microsoft Applications I	4.5
BSAD1070	Customer Service	4.5
ENGL1110	~Business Communications	4.5
BSAD2270	Professional Selling	4.5
PSYC1250	Interpersonal Relations	4.5
SPCH1090	Fundamentals of Human Communication OR	
SPCH2810	Business & Professional Communication	<u>4.5</u>
		Total: 27.0 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
ENTR1050	Introduction to Entrepreneurship	4.5
ENTR2040	Entrepreneurship Feasibility Study	4.5
Take 2 of the following 3 classes:		
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: 27.0 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
BSAD2480	Event Marketing	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 OR	
EVOM2901	*Event-Venue Cooperative Experience	4.5
SPCH2810	Business and Professional Communication	<u>4.5</u>
		Total: 27.0 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: **115.0**

- 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 PCs 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

Jo Schuster, Program Co-chair
402-437-2492, 800-642-4075 ext. 2492,
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 or	
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
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 5.5 credits of technical electives from the following:

INFO1511	Advanced Database Concepts	3.0
INFO1514	Mobile Device Programming	4.5
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	<u>4.5</u>
		60.5 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 3.5 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	<u>4.5</u>
		60.5 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	4.5
ELEC2761	Routing and Switching Essentials	4.5
ELEC2860	Scaling Networks	4.5
ELEC2861	Connecting & Securing Networks	4.5

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
INFO2523	Support Techniques	4.5
INFO2533	Microsoft SharePoint for End Users	2.0
INFO2581	Network Security Systems	4.5
INFO2670	Desktop Support	<u>4.5</u>
		60.5 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	4.5
ELEC2761	Routing & Switching Essentials	4.5
ELEC2900	CCNA Security	4.5

Select a minimum of 4.5 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	4.5
ELEC2861	Connecting & Securing Networks	<u>4.5</u>
		60.5 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 or	
ENGL1110	Business Communications	4.5

Select a minimum of 9.0 credits of technical electives from the following:

INFO1515	Database Administration	3.0
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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	4.5
ELEC2761	Routing & Switching Essentials	<u>4.5</u>
		60.5 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 or	
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, Education Square and Online

Associate of Applied Science Degree

Credit Hours Required for Graduation:

95.5

Types of jobs available:

- Communications officer
- Crime lab technician
- Crime prevention specialist
- Animal control officer
- K-9 unit specialist
- Railroad police
- Corrections officer
- Bailiff
- Child Protective Services
- Patrol officer
- Electronic Monitoring Officer
- Homeland Security Officer
- Juvenile Detention Officer
- Retail Loss Prevention

Graduates of the program will find employment in a wide variety of entry level positions within Criminal Justice. Positions are available in law enforcement, corrections, courts, private sector, regulatory agencies, computer, juvenile justice and physical security.

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

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, supervision, communications and reporting techniques.

Our criminal justice faculty at SCC have extensive education and experience in law enforcement, corrections, juvenile justice, probation, military, prosecution and defense litigation, crime scene investigation, homeland security 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

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 (when listed as a prerequisite) 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:

GENERAL EDUCATION COURSES- 22.5 credit hours (all courses are required in this section)

Course #	Course Title	Credit hrs
ENGL1010	Composition I	4.5
SPCH1090	Fundamentals of Human Communication	4.5
MATH1050	Thinking Mathematically <u>OR</u> higher	4.5
SOCI1020	Diversity in Society	4.5
One class from one of these areas: <i>Science, Computer Technology or Humanities</i>		<u>4.5</u>
		22.5 hours

Criminal Justice Core Courses:

Criminal Justice Courses --64 credit hours (all classes are required in this section)

Course #	Course title	Credit hrs
CRIM1000	Criminal Justice Seminar I	1.0
CRIM1010	Introduction to Criminal Justice	4.5
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
CRIM2240	Ethics in Criminal Justice	4.5
CRIM2265	Criminal Investigation I	4.5
CRIM2270	Criminal Investigation II	4.5
CRIM2290	Report Writing in Criminal Justice	4.5
CRIM2340	Effective Communications in Criminal Justice	4.5
CRIM2400	Introduction to Homeland Security	<u>4.5</u>
		64.0 hours

ADVISOR APPROVED ELECTIVES- 9 credit hours

Any Criminal Justice course not listed above OR

Any advisor approved elective

Culinary/Hospitality

Lincoln Campus (some core courses online)

Associate of Applied Science Degree, Diploma, Certificate

Credit Hours Required for Graduation:

Associate of Applied Science Degree	110
-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.

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 Culinary/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

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 Culinary/Hospitality program, students must complete the following requirements:

Culinary/Hospitality Core Classes	46.5
plus the General Education Requirements	22.5
plus the A.A.S. degree focus area	41.0

Culinary/Hospitality Core Classes:

Course #	Course title	Credit hrs
FSDT1100	Orientation to Culinary/Hospitality	1.5
+•FSDT1101	Culinary Conversions and Pricing	2.0
+•FSDT1104	Culinary Fundamentals I	2.0
+•FSDT1105	Culinary Fundamentals I Lab	2.0
+•FSDT1108	Food Service Concepts	1.5
+•FSDT1110	Culinary Fundamentals II	2.0
+•FSDT1111	Culinary 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	Introduction to 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	Culinary/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	0.5
FSDT2245	Baking/Pastry Industry Proficiency - Written	0.5
FSDT2510	Pastry Design	2.0
FSDT2550	Bakeshop	2.0
FSDT2903	Cooperative Experience for Baking/Pastry or	
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	Culinary/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	0.5
FSDT2241	Industry Proficiency Hands On-Culinary Arts Focus	0.5
FSDT2900	Food Service Internship or	
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	Culinary/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 – Food Service Management Focus	.5
FSDT2246	Food Service Management Industry Proficiency – Written	.5
FSDT2901	Cooperative Experience or	
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
Science	4.5

FSDT1350 Basic Nutrition (program requirement)

In addition, students will complete the following courses to fulfill program requirements.

BSAD1010 Microsoft Applications I 4.5

Plus one class from one of the three areas below:

Mathematics, Social Science or Humanities	4.5
	22.5 hours

Design & Drafting Technology

Lincoln and Milford Campuses

Associate of Applied Science Degree, Diploma, Certificate

Credit Hours Required for Graduation:

Architectural Design Focus (Milford)	115.5
Computer Aided Design Drafting Focus (Lincoln)	112
Diploma	
-Architectural	46
-Mechanical/Electrical	48
-Residential Design	46
-Structural	43
Certificate	
-Designing Software	32.5
-Residential Design	27

ARCHITECTURAL DESIGN FOCUS

This focus prepares the student for employment in a variety of exciting and rewarding area of the architectural and engineering fields. Students focus on the design and construction methods used in residential and commercial buildings. Within this focus, students enter the work force as Structural Engineering Technicians, Mechanical Systems Engineering Technicians, Architectural Design Technicians, Electrical Systems Engineering Technicians as well as Construction Estimators.

COMPUTER AIDED DESIGN DRAFTING FOCUS

This focus takes a holistic approach to learning design techniques as they apply to a variety of industry applications. Students utilize state of the art tools and technology to perform multiple methods and techniques in various areas of design, which will serve as valuable experience in directing their decision regarding which area of industry they may have an interest/preference upon graduation. Within this focus, students enter the work force as Engineering Technicians, Product Designers, Revit Technician, BIM/VDC Coordinator, CAD Designer as well as a Design Engineer.

Program Overview

Core classes are offered on both the Lincoln and Milford campus. Students can choose to attend the Lincoln Campus to pursue the Computer Aided Design Focus, admitting new students in the Fall and Spring quarters or the Milford Campus to pursue Architectural Design Focus, admitting new students in the Summer and Winter quarters. Certificates and Diploma are also available in various areas.

For more information contact:

Paul Buell, Program Chair - Milford
402-761-8351, 800-933-7223 ext. 8351
pbuell@southeast.edu

Todd Roth, Program Chair- Lincoln
402-437-2652, 800-642-4075 ext. 2652
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

General Education Requirements:

Oral Communications	4.5
Written Communications	4.5
Mathematics MATH1050 or higher	4.5

Complete two additional classes from the four areas below; no two classes from the same area;

- Social Science
- Humanities
- Computer technology
- Science

Total 22.5 credit hours

Core Design & Drafting Technology Courses

The core Design & Drafting Technology courses provide a base line of common technical knowledge and skills for students to succeed in a wide variety of career fields.

Course #	Course title	Credit hrs.
DDRT1120	Basic Computer Aided Drafting	4.0
DDRT1400	Virtual Building Design with Revit	4.0
DDRT1230	Print Reading	3.5
DDRT1310	3-D Visualization	3.0
DDRT1340	Strengths of Materials	4.0
DDRT1350	Estimating for Light Construction	3.5
DDRT2540	Building Safety & Design	4.5
DDRT1170	Light Construction Materials & Methods	4.0
DDRT2901	COOP Experience	<u>5.0</u>
		35.5 hours

Architectural Design Focus

The Architectural Design Focus expands on the core courses to provide additional training in design and construction methods used in residential and commercial buildings.

Course #	Course title	Credit hrs.
DDRT1250	Plumbing System Theory & Design	6.0
DDRT1207	Heating & Air Conditioning Systems I	3.5
DDRT1320	Heating & Air Conditioning Systems II	6.0
DDRT1420	Advanced Mechanical Systems Theory & Drafting	6.0
DDRT2750	Electrical Systems Theory & Drafting	6.0
DDRT2839	Commercial Estimating	3.5
DDRT2530	Steel Systems Design & Drafting	6.0
DDRT2546	Site Planning & Surveying	3.0
DDRT2660	Concrete & Wood Systems Design & Drafting	6.0
DDRT1338	Residential Design & Drafting	4.0
DDRT2650	Fundamentals of Commercial Architecture	<u>7.5</u>
		57.5 hours

Computer Aided Design Drafting Focus

The Computer Aided Design Drafting Focus expands on core courses to provide additional training in design techniques as they apply to a variety of industry applications.

Course #	Course title	Credit hrs.
DDRT1110	Design Drafting Concepts	3.0
DDRT1220	3-D Solid Modeling	3.0
DDRT1224	3-D Civil CAD	3.0
DDRT1330	Solid Works	3.0
DDRT1500	Advanced Virtual Building Design w/Revit	4.0
DDRT2110	Architectural Design	3.0
DDRT2150	Structural Steel Design w/SDS/2	3.0
DDRT2130	Industrial Plastics	3.0
DDRT2180	Professional Practice-Architectural	3.0
DDRT2200	Geometric Dimensioning & Tolerancing	3.0
DDRT2210	Engineering Processes	3.0
DDRT2215	Plastic 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
DDRT2140	Building Utility Design	<u>5.0</u>
		54.0 hours

Diplomas

Architectural Diploma Courses:

Course #	Course title	Credit hrs.
DDRT1170	Light Construction Materials & Methods	4.0
DDRT1120	Basic Computer Aided Drafting	4.0
DDRT1207	Heating & Air Conditioning Systems I	3.5
DDRT1230	Print Reading	3.5
DDRT1350	Estimating for Light Construction	3.5
DDRT2540	Building Safety & Design	4.5
DDRT2546	Site Planning & Surveying	3.0
DDRT2650	Fundamentals of Commercial Architecture	7.5
DDRT2839	Commercial Estimating	<u>3.5</u>
Diploma Credits		37.0
General Education Courses		9.0
Total Credits		46.0

Mechanical/Electrical Diploma Courses:

Course #	Course title	Credit hrs.
DDRT1170	Light Construction Materials & Methods	4.0
DDRT1120	Basic Computer Aided Drafting	4.0
DDRT1207	Heating & Air Conditioning Systems I	3.5
DDRT1230	Print Reading	3.5
DDRT1250	Plumbing Systems Theory and Drafting	6.0
DDRT1320	Heating and Air Conditioning Systems II	6.0
DDRT1420	Advanced Mechanical Systems Theory & Drafting	6.0
DDRT2750	Electrical Systems Theory and Drafting	<u>6.0</u>
Diploma Credits		39.0
General Education Courses		9.0
Total Credits		48.0

Residential Design Diploma Courses:

Course #	Course title	Credit hrs.
DDRT1170	Light Construction Materials & Methods	4.0
DDRT1120	Basic Computer Aided Drafting	4.0
DDRT1207	Heating & Air Conditioning Systems I	3.5
DDRT1230	Print Reading	3.5
DDRT1310	3-D Visualization	3.0
DDRT1350	Estimating for Light Construction	3.5
DDRT1338	Residential Design and Drafting	4.0
DDRT1400	Virtual Building Design w/Revit	4.0
DDRT2540	Building Safety & Design	4.5
DDRT2546	Site Planning & Surveying	<u>3.0</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.
DDRT1170	Light Construction Materials & Methods	4.0
DDRT1120	Basic Computer Aided Drafting	4.0
DDRT1310	3-D Visualization	3.0
DDRT1340	Strength of Materials	4.0
DDRT1400	Virtual Building Design w/Revit	4.0
DDRT2150	Structural Steel Design with SDS/2	3.0
DDRT2530	Steel Systems Design and Drafting	6.0
DDRT2660	Concrete and Wood Systems Design & Drafting	<u>6.0</u>
Diploma Credits		34.0
General Education Courses		9.0
Total Credits		43.0

Certificates

Designing Software Certificate Courses:

Course #	Course title	Credit hrs.
DDRT1220	3-D Solid Modeling	3.0
DDRT1224	3-D Civil CAD	3.0
DDRT1310	3-D Visualization	3.0
DDRT1330	Solid Works	3.0
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>3.0</u>
	Certificate Credits	28.0
	General Education Courses	4.5
	Total Credits	32.5

Residential Design Certificate Courses:

Course #	Course title	Credit hrs.
DDRT1170	Light Construction Materials & Methods	4.0
DDRT1120	Basic Computer Aided Drafting	4.0
DDRT1207	Heating & Air Conditioning Systems I	3.5
DDRT1230	Print Reading	3.5
DDRT1350	Estimating for Light Construction	3.5
DDRT1338	Residential Design and Drafting	<u>4.0</u>
	Certificate Credits	22.5
	General Education Courses	4.5
	Total Credits	27.0

Deere Construction & Forestry Equipment Tech

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation: 132.0

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

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	4.0
JDCE1131	Deere Fundamentals	4.0
JDCE1133	Deere HVAC	3.0
JDCE1134	Deere Electrical/Electronics I	8.0
JDCE1340	Deere Theory of Engine Operation	5.5
JDCE1341	Deere Fuel Systems	3.0
JDCE1342	Deere Engine Repair	7.5
JDCE1343	Deere Electrical/Electronics II	6.0
JDCE1441	Deere Advanced Fuel Systems & Engine Diagnostics	6.0
JDCE1901	Dealer Cooperative Experience	10.0
JDCE1902	Dealer Cooperative Web Based Training	2.0
JDCE2550	Deere Mechanical Power Trains	6.0
JDCE2554	Deere Hydraulics and Hydrostatic Drives	9.0
JDCE2760	Deere Back Hoes/ Landscape Loaders	2.0
JDCE2761	Deere Excavators	4.5
JDCE2762	Deere Crawler Dozers/Loaders	4.0
JDCE2763	Deere Motor Graders	3.0
JDCE2764	Deere Four Wheel Drive Loaders	3.0
JDCE2765	Deere Skid Steer Loaders	2.0
JDCE2901	Dealer Cooperative Experience	10.0
JDCE2902	Dealer Cooperative Web Based Training	2.0
WELD1185	Diesel Truck, JDAT & JDCE Welding	1.5
WELD1188	Deere Welding II	1.0

WELD2188	Deere Welding III	<u>1.0</u> 108.0 hours
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Optional:

TRUK1101	CDL-Class A Training	3.5
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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
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Written Communications	4.5
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Science	6.0
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PHYS1150	Descriptive Physics
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(Plus two classes from Mathematics, Social Science, Humanities, and/or

Computer Information Technology; no two classes from the same area).	<u>9.0</u> 24.0 hours
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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 practices, group practices, or specialty practices (surgery, pediatrics, orthodontics, endodontics, and periodontics). Public health dental clinics, dental school clinics, 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. A licensed dentist can delegate duties to a dental assistant, such as: assisting chairside with the dentist during general or specialty procedures, oral debris removal with suction devices, vital signs, standard patient care, patient education, dental impressions, exposure and processing of dental radiographic images, coronal polishing, a variety of laboratory procedures, such as pouring up models, constructing and cementing provisional coverages, 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 offered 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 an entry-level dental assistant. Cognitive (knowledge), psychomotor (hands on skills) and affective (behavior) learning domains are utilized during their 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 Health Department Dental Clinic, People's Health Center-Dental Clinic, and in various 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. After the initial contact, a Dental Assisting instructor will set up a clinical site agreement. Online students are required to attend mandatory labs on the 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).

For more information contact:

Crystal Stuhr, Program Chair
402-437-2740, 800-642-4075 ext. 2740,
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

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

Admission Requirements:

1. Application to the program
2. Submit program advising sheet showing enrollment in the final quarter/semester of all prerequisite courses with the required grade-point average.
3. Transcripts from high school, GED® or other colleges (if applicable)
4. Pre-requisite grade point average of 2.5

Prerequisite Courses:

SPCH1110	Public Speaking or	4.5
SPCH1090	Fundamentals of Human Communication or	
SPCH2810	Business & Professional Communication	
	AND	
PSYC1250	Interpersonal Relations or	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	5.0
*DENT1212	Oral Hygiene	3.0
*DENT1214	Clinical Concepts	3.0
*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 office (Room B-4).
2. A current Basic Life Support (BLS) for the Health Care Provider (HCP) by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross is required.
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 per instructor.
7. Criminal background check is required in the 1st quarter of the program.
Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license.
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
9. Minimum cumulative GPA of 2.5 is required to graduate from the program.
10. All DENT courses completed with a grade of 75% (C+) or higher to progress through the program.

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 Technology-Truck

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation: 119.5

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

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

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	2.5
DESL1211	Batteries & Cranking Circuits	2.5
DESL1221	Electronic Ignition & Charging Systems	3.0
DESL1231	Power Trains I	3.0
DESL1251	Theory of Engine Operation	2.5
DESL1261	Shop Processes & Safety	3.0
DESL1271	Fuel Systems I	3.0
DESL1281	Valve Trains	3.0
DESL1301	Engine Overhaul & Inspection	3.0
DESL1321	Fuel Systems II	3.0
DESL1341	Air Brakes-Truck	4.5
DESL1352	Electrical/Electronic Systems II	3.5
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	<u>1.0</u>
		95.5 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.

Diesel-Ag Equipment Service Tech

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation: 120.0

Types of jobs available:

- Ag Equipment 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

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 Diagnostics	3.5
AGST1122	Electrical Charging Systems	1.5
AGST1123	Shop Processes & Safety	3.5
AGST1124	Power Trains I	3.5
AGST1125	Fuel Systems I	2.5
AGST1226	Theory of Engine Operation	3.0
AGST1228	Valve Trains	3.5
AGST1230	Diesel Engine Overhaul and Inspection	8.0
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>
		96.0 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.

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

Dietary Manager

Online (Lincoln Campus)

Certificate

Credit hours required for Graduation

18.0

Type of jobs available:

- Dietary Manager graduates manage foodservice operations and ensure food safety in non-commercial organizations such as hospitals, schools, long-term care and correctional facilities.

Program Overview

This program is offered fully online and accepts new students each quarter. It is designed to prepare students for management of Food and Nutrition Services departments in non-commercial foodservice operations.

This program has been granted approval from the Association of Nutrition and Foodservice Professionals (ANFP), 406 Surry Woods Drive, St. Charles, IL. 60174, 800-323-1908 (www.ANFPonline.org). Graduates of this program are eligible for active membership to ANFP and meet the education requirements for eligibility to sit for the Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) Credentialing Exam. The CDM®, CFPP® credential meets the Centers for Medicare and Medicaid Services (CMS) regulations requirement for directors of food and nutrition services at Long-Term Care Facilities.

Special Program Requirement

A grade of "C" or higher is required for all Dietary Manager Courses to graduate from this program.

For more information contact:

Vicki Rethmeier, Director, Dietary Manager Course
402-437-2528, 800-642-4075 ext. 2528,
vrethmeier@southeast.edu

New Program of Study – Pending Post-Secondary Coordination Committee approval.

Dietary Manager Courses:

Course #	Course title	Credit hrs
+•FSDT1602	Introduction to Sanitation & Safety	2.0
FSDT1304	Medical Nutrition Therapy	2.0
FSDT1350	Basic Nutrition (General Ed)	4.5
FSDT1880	Food Service Fundamentals	1.0
FSDT1890	Food Service Management Concepts	<u>4.5</u>
		14.0 hours

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

FSDT1951	CDM Co-op I	1.0
FSDT1952	CDM Co-op II	1.0
FSDT1953	CDM Co-op III	1.0
FSDT1954	CDM Co-op IV	<u>1.0</u>
		4.0 hours

FSDT1880, FSDT1890 and the CDM Co-op courses transfer as electives into the associate degree for the Culinary/Hospitality program.
18.0 hours

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.

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

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:

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

For more information contact:

Julie Miller, Program Chair
402-437-2455, 800-642-4075 ext. 2455
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
	or	
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 or	
*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 4.5
9.0 hours

A.A.S. Early Childhood Education:

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

(ECED Required Core Courses 56.0 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 or	
*ECED2902	Cooperative Experience	7.0
	General Education Requirements*	22.5
	*Electives	<u>7.5</u>
		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 and ECED2901/2903 Child Care Head Teacher Cooperative Experience (and E-Focus), 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 70.5

Associate of Applied Science Degree:

Electrical Systems Focus 134.5

Electromechanical Systems Focus 133.5

Electrician Construction - IBEW Option 110

ELECTRICAL SYSTEMS FOCUS

Types of jobs available:

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

Program overview

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

ELECTROMECHANICAL SYSTEMS FOCUS

Types of jobs available:

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

Program overview

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

For more information contact:

Ken Reinsch, Program Chair/Milford
402-761-8258, 800-933-7223 ext. 8258,
kreinsch@southeast.edu

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

EL/EM Technology Core

Course #	Course Title	Credit hrs.
ELEC1132	DC Principles I	5.0
ELCE1133	DC Principles II	5.0
ELEC1232	AC Principles I	5.0
ELEC1233	AC Principles II	5.0
ELEC1344	Motor Controls	3.0
ELEC1464	Transformers, Three-Phase Systems	7.0
ELEC1474	Predictive Maintenance Principles	3.0
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	8.0
ELEC2624	Programmable Logic Controllers II	13.0
BSAD2155	Career Transition and Management Strategies	4.5
	Total	79.0

General Education Requirements (AAS)

Oral Communications	4.5
Written Communications	4.5
Mathematics – MATH1050 or higher	4.5
Science – PHYS1017 or PHYS1150 or PHYS1410	4.5
Computer – BSAD1010	4.5
Social Science or Humanities	<u>4.5</u>
Total	27.0

Electrical Focus

Course #	Course Title	Credit hrs.
ELEC1336	CAD & Electrical Estimating	2.5
ELEC1366	Residential & Commercial Wiring I	7.5
ELEC1367	Residential & Commercial Wiring II	7.5
ELEC1496	Industrial Wiring I	5.5
ELEC1497	Industrial Wiring II	<u>5.5</u>
Total		28.5

Electromechanical Focus

Course #	Course Title	Credit hrs.
ELEC1337	Sketching & CAD	3.0
ELEC1356	Fluid Power	6.0
ELEC1436	Power Transmission & Lubricants	3.0
ELEC1446	Industrial Machines & Mechanical Systems	6.0
MACH1121	Manufacturing Processes	3.5
MACH1131	Manufacturing Processes II for Electromechanical	3.0
WELD1184	Welding for Electrical & Electromechanical	<u>3.0</u>
Total		27.5

Construction Electrician Diploma

Course #	Course Title	Credit hrs.
ELEC1132	DC Principles I	5.0
ELEC1133	DC Principles II	5.0
ELEC1232	AC Principles I	5.0
ELEC1233	AC Principles II	5.0
ELEC1336	CAD & Electrical Estimating	2.5
ELEC1344	Motor Controls	3.0
ELEC1366	Residential & Commercial Wiring I	7.5
ELEC1367	Residential & Commercial Wiring II	7.5
ELEC1464	Transformers, Three Phase Systems	7.0
ELEC1474	Predictive Maintenance Principles	3.0
ELEC1496	Industrial Wiring I	5.5
ELEC1497	Industrial Wiring II	5.5
Total		61.5

General Education Requirements (Diploma)

Computer- BSAD1010	4.5
Mathematics –MATH1050 or higher	<u>4.5</u>
Total	9.0

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

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	12.5
ELET1719	AC/DC Circuits and Blueprint Reading	12.5
ELET1724	AC Theory, Fire Alarm & Grounding and Bonding	12.5
ELET1729	Logic Circuits and Electrical Motors	12.5
ELET1734	Process Controllers and Special Electrical Circuits	<u>12.5</u>
		62.5 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

General Education Requirements (AAS)

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

Electronic Systems Technology

Lincoln Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:

Cisco Networking/Security Focus	109
Robotics and Automation Focus	109.5
Electronic Systems Technician Focus	110
Military Transfer (Advanced Placement)	

ELECTRONIC SYSTEMS TECHNOLOGY PROGRAM:

This program provides extensive opportunities for diverse careers in computer networking, robotics, automation systems, Avionics, bio-medical, and data communications.

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. The Electronic Systems Technology degree can open a variety of exciting, stable and lifelong careers with great salaries and benefits. Start an exciting career that offers worldwide opportunities with new and emerging technologies!

For more information contact:

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

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

General Education Requirements:

Oral Communications	4.5
Written Communications	4.5
Mathematics MATH1050 or higher	4.5

Complete two additional classes from the four areas below; no two classes from the same area;

- Social science
- Humanities
- Computer technology
- Science

Total 22.5 credit hours

Core Electronic Systems Technology Courses

The core Electronic Systems Technology courses provide a base line of common technical knowledge and skills for students to succeed in a wide variety of career fields.

Course #	Course Title	Credit hrs.
ELEC1100	Introduction to Electronic Engineering	4.5
ELEC1129	Engineering Electronics I	7.5
ELEC1219	Engineering Electronics II	7.5
ELEC1227	Digital Circuits	4.5
ELEC1317	Active Devices	7.5
ELEC1422	Analog Circuits	7.5
ELEC1482	Advanced Digital Circuits	4.5
ELEC2530	Microprocessor Applications	4.5
ELEC2760	Introduction to Networks	4.5
ELEC2863	Programmable Logic Controllers In Automation Systems	4.5 57.0 hours

Cisco Networking/Security Focus

The Cisco Networking/Security Focus expands on the core courses to provide additional training in Cisco CCNA Networking and Security, PC and Network Operating systems.

Course #	Course Title	Credit hrs.
ELEC2761	Routing & Switching Essentials	4.5
ELEC2753	PC Operating Systems and Hardware	4.5
ELEC2823	Network Operating Systems and Administration	7.0
ELEC2860	Scaling Networks	4.5
ELEC2900	CCNA Security	4.5
ELEC	Technical Elective(s)	<u>4.5</u>
		29.5 hours

Robotics and Automation Focus

The Robotics and Automation Focus expands on core courses to provide additional training in Programmable Logic Controllers (PLCs), Robotics, and integrating automation equipment together for industrial control systems.

Course #	Course Title	Credit hrs.
ELEC2761	Routing & Switching Essentials	4.5
ELEC2853	Fluid Power and Robotics	3.0
ELEC2883	Robotics and Vision Systems	4.5
ELEC2864	Advanced Programmable Logic Controllers in Automation Systems	4.5
ELEC	Technical Elective(s)	<u>13.5</u>
	(Any additional ELEC course or Special Project)	30.0 hours

Electronic Systems Technician Focus

The Electronic Systems Technician Focus expands on core courses to provide training in communication systems, audio, video, security systems, and troubleshooting skills at both the component and system level.

Course #	Course Title	Credit hrs.
ELEC2519	Communication Systems	7.5
ELEC2570	Audio Systems	4.5
ELEC2640	Advanced Communication Systems	4.5
ELEC2750	Video Systems	6.5
ELEC	Technical Elective(s)	<u>7.5</u>
	(Any additional ELEC course or Special Project)	30.5 hours

Military Transfer (Advanced Placement) in the Electronic Systems Technology program

The Electronic Systems Technician Military focus offers military students with an electronics background and training, to apply their training and reduce the courses necessary to complete the degree. Based upon the Military training transcript, you and the program chair will select courses that will enhance technical expertise Up to 2/3 of the technical courses can be transferred in for a technician focus or Computer, automation and networking Focus.

Cisco Networking/Security Focus	Up to 71 credit hours transferred in and 38 required
Robotics and Automation Focus	Up to 72 credit hours transferred in and 37.5 required
Electronic Systems Technician Focus	Up to 72 credit hours transferred in and 38 required
	22.5 credit hours required for general education

Energy Generation Operations

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:

Nuclear Focus	103.5
Industrial Process Operations Focus	102.0
Energy Generation Operations Military Focus	104.0

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

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	5.5
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	4.5
	22.5 hours
	Total Core Credits: 85.5 hours

Elective Classes:

ENER1140	Power Plant Operator Selection System	
	Test Preparation	1.0
ENER1141	System Operator/Power Dispatcher Test Preparation	1.0
ENER2999	Special Project	1.0-3.0

Nuclear Focus:

Course #	Course title	Credit hrs.
ENER2135*	Atomic Structures	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: 85.5	
	Nuclear: 103.5 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	4.5
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: 85.5	
	Industrial Process Operations: 102.0 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 prerequisite and program courses must be completed with a C+ or higher to progress through the program.

For more information contact:

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

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

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:

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:

Certificate	41.0
Associate of Applied Science Degree	98.5

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- 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 Requirements:

1. A criminal background check is required for EMTL1301 and EMTL1302 Emergency Medical Technician Parts 1 and 2. Based on the outcome of the background check, a student may be prevented from taking courses and completing the program. A non-refundable fee will be assessed for the criminal background check. Misdemeanor or felony convictions may prevent a graduate from acquiring emergency medical certification/licensure and may make a graduate ineligible for employment in emergency services..
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 meet the medical requirements of NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments as determined by medical evaluation by a physician.
5. 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

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
FIRE1210	Structural Firefighter I	12.0
FIRE1220	Structural Firefighter II	5.0
FIRE1230	Structural Firefighting Operations	4.5
FIRE1310	Hazardous Materials Operations	6.0
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 3.0 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
FIRE1210	Structural Firefighter I	12.0
FIRE1310	Hazardous Materials Operations	<u>6.0</u>
		36.5 hours

General Education Requirements:

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

Ford Automotive Student Service Educational Training

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation: 133.5

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

Tim K. McLain, Instructor
402-761-8310, 800-933-7223 ext. 8310
lmclain@southeast.edu

Rowdy W. Kluender, Instructor
402-761-8311, 800-933-7223 ext. 8311
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

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	9.5
ASST1178	Ford Brake Systems	3.0
ASST1360	Engine Performance Theory & Operation	8.5
ASST1362	Ford Climate Control	4.5
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	3.0
ASST2537	Ford Rear Axle, Driveline & Transfer Cases	3.0
ASST2538	Engine Performance Diagnosis & Testing	6.0
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>
		109.5 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:

133

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 Morpew, Program Chair
402-761-8317, 800-933-7223 ext. 8317,
rmorpew@southeast.edu

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

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

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



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

The competencies embedded into the curriculum of this program will satisfy the requirements currently in place for the graduates to be eligible to continue on to the hands-on components and then the final assessments necessary to become a General Motors World Class Technician.

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	10.0
ASEP1177	GM Brake Systems	3.0
ASEP1360	GM Powertrain Electronic Systems	6.0
ASEP1363	GM Engine Repair	7.5
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	5.0
ASEP2537	GM Rear Axle Service	1.5
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>
		109.0 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 (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: 27.0

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

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 or	
GIST1901	Cooperative Experience	<u>4.5</u>
		22.5 hours

General Education Requirements:

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

(One class from one of the five following areas)

- Oral Communications
- Written Communications
- Mathematics
- Science
- Social Science

4.5 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, program is a Monday-Friday block-scheduled program with general hours of 8 a.m. - 4 p.m. and is located in downtown Lincoln at the SCC Education Square location. The Graphic Design | Media Arts program accepts students one time per year in the Fall (October) quarter. Acceptance to the program is based on a selection process upon review of a Visual Awareness and Communication Assessment and a Portfolio Submission. **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 for in-class and out-of-class assignments, exercise, and all course-related activities that meets program specifications prior to the first day of class. Students are also required to purchase a subscription to the Adobe Creative Cloud to access all software used within the program and a membership to AIGA, a national graphic design organization of which GD|MA is affiliated.

Please note: All GDMA courses must be passed with a "C" or higher to progress through the program.

For more information contact:

Program Chair: Elizabeth Vornbrock
402-323-3481, 800-642-4075 ext. 3481
EVornbrock@southeast.edu

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

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 or	
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

Horticulture & Turfgrass Management

Beatrice Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:

Associate of Applied Science Degree

- **Golf and Sports Turf Management Focus** 121.5
- **Horticulture Focus** 121.5

Types of jobs available:

- Golf course assistant
- Golf course spray tech
- Golf course irrigation tech
- Sports field manager
- Landscape construction
- Landscape installation
- Landscape maintenance
- Landscape sales
- Florist
- Greenhouse grower
- Groundskeeper
- Equipment salesperson
- Research technician
- Commercial pesticide applicator
- Conservationist

Program overview

This program is located on the Beatrice Campus. Students are admitted every quarter. Students may focus in Golf and Sports Turf Management and Horticulture.

For more information contact:

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

Travis Pralle, Program Co-Chair
402-228-8254, 800-233-5027 ext. 1254
tpralle@southeast.edu

New Program of Study – Pending Post-Secondary Coordination Committee approval.

Golf and Sports Turf Management and Horticulture Core Courses:

AGRI1123	Agribusiness Careers	4.5
AGRI1153	Soils & Plant Nutrition	6.0
AGRI1171	Ag Technology	3.0
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
HORT1131	Plant Science	6.0
HORT1135	Basic Fertilizer Management	<u>3.0</u>
		48 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

Golf & Sports Turf Management Focus Core Classes:

HORT1215	Basic Horticulture Equipment Maintenance	6.0
HORT1216	Horticulture Business Management	4.5
HORT1242	Turfgrass Management & Equipment	4.5
HORT2219	Pesticide Certification	3.0
HORT2265	Irrigation & Water Management	6.0
HORT2288	Golf Course & Sports Management	6.0
HORT2295	Adv. Golf Course Management	8.0 or
HORT2296	Adv. Sports Turf Management	<u>8.0</u>
		38 hours

Select 13 hours from the following:

AGRI1219	Motorized Agriculture Equipment	2.0
AGRI1378	Electrical and Hydraulic Fundamentals	4.5
AGRI2279	Precision Technology	4.5
HORT1133	Herbaceous Landscape Plant ID	3.0
HORT1134	Woody Landscape Plant ID	3.0
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	<u>4.5</u>

13.0 hours

Golf and Sports Turf Management Focus 99.0

General Electives 22.5

121.5 hours

Horticulture Focus:

Horticulture Focus Core Classes:

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	<u>3.0</u>
		22.5 hours

Select 18 hours from the following:

AGRI1116	Electric & Gas Welding	2.0
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
HORT1245	Landscape Construction	<u>3.0</u>
		18.0 hours

Select 10.5 hours from the following:

AGRI2279	Precision Technology	4.5
HORT1130	Introduction to Horticulture	4.5
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>

10.5 hours

Horticulture Focus: 99.0

General Electives 22.5

121.5 hours

Human Services

Lincoln Campus (some courses online)

Associate of Applied Science Degree

Credit Hours Required for Graduation:

Associate of Applied Science Degree	112.5-113.5 hours
Alcohol & Drug Counseling Certificate	36.0 hours

Types of jobs available:

- Alcohol/drug counselor
- Outreach worker
- Mental health technician
- Direct support worker
- Youth service and family advocate
- Life enrichment staff
- Therapeutic mentor

This degree can be used for seeking immediate employment in the Human Services field. Graduates can continue their education at four-year colleges and universities. Students can enter every quarter, be a full- or part-time student. Students may earn a certificate in Alcohol & Drug Counseling or an Associates of Applied Science degree in Human Services.

Program overview

This program is accredited by the Council for Standards in Human Service Education, 3337 Duke Street, Alexandria, VA 22314, www.cshse.org.

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

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:

1. A grade of "C" or higher is required for HMRS classes to graduate from this program.
2. Students must complete a health statement before acceptance into Pre-Practicum HMRS1109. Any cost associated with this will be the student's expense.
3. A criminal background check will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain 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.
4. 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.
5. 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.

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 or	
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 Counseling 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
++HMRS2611	Practicum A & D and Seminar 4	5.0
LTCA1080	Gerontology	<u>4.5</u>
		18.0 hours

++ Required for students specializing in Alcohol and Drug Counseling licensure.

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 First Aid, CPR and TB before progressing into HMRS1110 Practicum and Seminar 1. Any cost associated with this will be the student's expense.

Alcohol & Drug Counseling Certificate Courses:

This certificate is for individuals who have already earned an associate degree or higher in the field of study or seek to earn their Alcohol & Drug Counseling License. Courses in this certificate program meet requirements for the education required for Alcohol & Drug License for the State of Nebraska.

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: 133.5

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

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	4.5
JDAT1142	John Deere Orientation	4.5
JDAT1146	John Deere Electrical/Electronics I	8.5
JDAT1242	John Deere Engine Repair	11.0
JDAT1244	John Deere Fuel Systems	3.0
JDAT1246	John Deere Tractor Performance	2.0
JDAT1440	John Deere Heating/Air Conditioning	3.0
JDAT1441	John Deere Tillage and Seeding Equipment	2.5
JDAT1442	John Deere Electrical/Electronics II	6.0
JDAT1443	John Deere Harvesting Equipment	6.0
JDAT1901	Dealer Cooperative Experience	10.0
JDAT1902	Web Based Training I	2.0
JDAT2541	John Deere Power Trains I	8.5
JDAT2543	John Deere Hydraulics I	8.5
JDAT2741	John Deere Power Trains II	4.5
JDAT2743	John Deere Hydraulics II	5.0
JDAT2748	John Deere Electrical/Electronics III	3.5
JDAT2750	John Deere Advance Technologies	3.0
JDAT2901	Dealer Cooperative Experience	10.0
JDAT2902	Web Based Training II	2.0
WELD1185	Diesel Truck, JDAT & JDCE Welding	<u>1.5</u> 109.5 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.

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

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 or	
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	<u>5.0</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
Mathematics	4.5
MATH1050 Thinking Mathematically	
Social Science	4.5
Computer Technology	<u>4.5</u>
	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.

Law Enforcement & Homeland Security

Beatrice Campus, Education Square and Online

Associate of Applied Science Degree

Credit Hours Required for Graduation:

- Law Enforcement	102.0
- Homeland Security	95.5

Types of jobs available:

- Police officer
- Security and protective services
- TSA specialist
- Deportation Officer
- Deportation and Detention Officer
- Emergency Management specialist
- Border patrol agent
- Immigration and Customs agent
- Criminal Investigator
- K-9 Officer
- FEMA specialist
- Coast Guard
- Railroad police
- Animal Plant and Health Inspection Service
- Security analyst
- Private Security Officer
- Crime Statistics analyst

Graduates of the program will find employment in a wide variety of entry level positions within Law Enforcement and Homeland Security.

This degree can be used for seeking immediate entry-level employment in law enforcement and a select federal law enforcement jobs. 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 law enforcement 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.

Program overview

The Law Enforcement and Homeland Security program is designed to prepare students to serve the community and its individuals as an entry level law enforcement officer and government agency positions. Graduates are prepared to perform the basic duties and tasks associated with entry-level positions in law enforcement and homeland security. The program introduces students to careers in law enforcement, homeland security and other federal agencies and equips them with both the skills and knowledge needed to begin a career in law enforcement and homeland security.

These programs are intended to support the continued professional growth of in-service practitioners through the enhancement of field-specifics and knowledge. The programs provides educational and internship experiences that enable students to succeed at an entry-level position 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, crisis management, communications and reporting techniques.

The Homeland Security focus is designed to prepare students for positions in homeland security. Risk management, systems integration, threat dynamics and the legal, political and ethical issues associated with homeland security are explored. The criminal justice system, perspectives on terrorism, cyber security and continuity of operations are also examined. Graduates of this program may seek employment as homeland security professionals in various occupations including border, airport and seaport security as well as employment in the intelligence field, technology security and disaster or emergency response.

The Law Enforcement focus is designed to prepare students for immediate entry-level employment in the field of law enforcement. The program is also suitable for adults currently working in the field of law enforcement who are seeking additional education to further their careers. This program of study may lead to employment as a municipal police officer, deputy sheriff, federal enforcement officer, or private or public security officer

Our criminal justice faculty at sec have extensive education and experience law enforcement, military, prosecution and defense litigation, crime scene investigation, homeland security and federal law enforcement. SCC instructors have proven experience, knowledge of proper procedures and an understanding of criminal law, which means students receive up-to-date information and relevant skills.

For more information contact:

Rita Dondlinger, Program Chair
 402-323-3459, 800-642-4075 ext. 3459,
rdondlinger@southeast.edu

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

New Program of Study – Pending Post-Secondary Coordination Committee approval.

Special Program Requirements:

Course offerings and prerequisites will be determined by the program. A grade of "C" or higher is required in all CRIM classes and ENGL1010 (when listed as a prerequisite) 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:**GENERAL EDUCATION COURSES- 22.5 credit hours (all courses are required in this section)**

Course #	Course Title	Credit hrs
ENGL1010	English Composition I	4.5
SPCH1090	Fundamentals of Human Communication	4.5
MATH1050	Thinking Mathematically <u>OR</u> higher	4.5
SOCI1020	Diversity in Society	4.5
One class from one of these areas: Science, Computer Technology or Humanities		<u>4.5</u>
		22.5 hours

Core Courses:

Course #	Course title	Credit hrs
CRIM1000	Criminal Justice Seminar I	1.0
CRIM1010	Intro to Criminal Justice	4.5
CRIM2000	Criminal Law	4.5
CRIM2030	Police & Society	4.5
CRIM2240	Ethics in Criminal Justice	4.5
CRIM2290	Report Writing in Criminal Justice	4.5
CRIM2340	Effective Communications in Criminal Justice	4.5
CRIM2400	Introduction to Homeland Security	4.5
CRIM2430	Introduction to Emergency Management	<u>4.5</u>
		37.0 hours

Required Courses for Law Enforcement Focus:

Course #	Course title	Credit hrs
CRIM1030	Courts and the Judicial Process	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 Internship Seminar	1.5
CRIM2900	Criminal Justice Internship	4.5
PHED1000	Lifetime Fitness	<u>5.0</u>
		42.5 hours

Required Courses for Homeland Security Focus

Course #	Course title	Credit hrs
CRIM2410	Critical Infrastructure Security	4.5
CRIM2450	Domestic and International Terrorism	4.5
CRIM2460	Intelligence in Homeland Security	4.5
CRIM2465	Cyber Threats in Homeland Security	4.5
CRIM2470	Constitutional Issues in Homeland Security	4.5
POLS1000	American Government	4.5
POLS1080	Introduction to Political Science	4.5
POLS1600	Introduction to International Relations	<u>4.5</u>
		36.0 hours

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

Theresa Parker, LTCA Instructor
402-437-2750, 800-642-4075 ext. 2750
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	<u>3</u>
		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	4.5
	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 or	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 126.5

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

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).

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	5.0
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	4.0
MFGT1458	Electrical Concepts for Manufacturing	1.5
MFGT2549	Quality Assurance & SPC	5.0
MFGT2559	Geometric Dimensioning & Tolerancing	3.5
MFGT2566	Tooling Design	5.0

MFGT2620	Programmable Logic Controllers in Work Cell Design	3.0
MFGT2625	Robotics & Industrial Automation I	2.5
MFGT2630	Robotics & Industrial Automation II	2.5
MFGT2635	Plastics: Design & Engineering	5.0
MFGT2643	Engineering Statics & Strengths of Materials	5.0
MFGT2668	Product & Machine Design	3.5
MFGT2670	Autodesk Inventor	5.0
MFGT2672	Mechanisms	3.5
MFGT2680	Solid Works	<u>3.0</u>
		101.5 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
SPCH1110	Public Speaking	
Written Communications		4.5
ENGL1110	Business Communications	
Mathematics		4.5
MATH1050	Thinking Mathematically (or higher) (Prerequisite for MFGT1333, 1413, 2549, & 1380).	
Science		4.5
PHYS1017	Technical Physics or	
PHYS1150	Descriptive Physics (Prereq. for MFGT2566, 2668).	
Computer Technology		<u>4.5</u>
BSAD1010	Microsoft Applications I (Prerequisite for MFGT2670)	
		22.5 hours

To complete the A.A.S. degree, students also are required to take:

ACFS2020	Career Development	<u>2.5</u>
		2.5 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 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

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

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board. Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350.

Admission Requirements:

1. Application to the program
2. Specific levels of Math, Reading, and Writing Placement Scores.
3. Transcripts from high school, GED® or other colleges (if applicable)

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
BIOS1140	Human Anatomy & Lab	6.0
HLTH1060	Comprehensive Medical Terminology	4.5
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>
		55.5 hours

General Education Requirements:

Take one general education course from each category below. See the General Education pages for a complete list.

Oral Communications or Written Communications	4.5
Computer Technology	<u>4.5</u>
	9.0 hours

Optional for a total of 6.0 hours:

MEDA1409	Limited Radiography Prep 1	3.0
MEDA1410	Limited Radiography Prep 2	3.0

*Radiography Prep courses are open to the public with permission. Contact Brenda Manning at 402-437-2792 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 and Nebraska State Medication Aide Registry are required prior to enrolling in the Practicum course.
3. A current Basic Life support (BLS) for the Health Care Provider (HCP) by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross is required.
4. Submit a completed Health Statement to the Health Sciences Division (due during MEDA1205.)
5. A criminal background check will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this CBC.
Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring certification. (Contact the American Association of Medical Assistants Certifying Board for more information.)
6. 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.
7. All MEDA and HLTH courses must be completed with a grade of 75% (C+) or higher to progress through the program.
8. 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.
9. Students are required to attend a mandatory program orientation on campus after registering for MEDA1102.

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

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: 118.5

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

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

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

Admission Requirements:

1. Application to the program
2. Transcripts from high school, GED® or other colleges (if applicable)
3. Specific levels of Math and Reading Placement Scores (See Medical Laboratory Technology Program Advising Sheet online for more information).

General Education Requirements:

Take all of the following courses. 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
Social Science	4.5
English Composition (ENGL1010) or higher	4.5
Intermediate Algebra (MATH1100) or higher	4.5
General Biology & Lab (BIOS1010)	6.0
Human Physiology & Lab (BIOS2130)	6.0
General Chemistry I & Lab (CHEM1090) or higher	<u>6.0</u>
	36.0

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	2.5
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	1.5
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>
		82.5 hours

Special Program Requirements:

1. A completed health statement will be required of each student prior to taking MEDT1101.
2. 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. All other required courses must be completed with a grade of 70% (C) or higher to graduate from the program.
4. Minimum cumulative GPA of 2.5 required to graduate from program.
5. A current Basic Life Support (BLS) for the Health Care Provider (HCP) by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross is required.(Prior to Clinical Education 1)
6. 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).
7. Students admitted to a Health Sciences program at Southeast Community College requiring a clinical rotation at a contracted health care facility will submit to initial drug and alcohol testing prior to the first clinical rotation.
8. Students may be requested by clinical affiliates to submit to fingerprinting.
9. 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: 130.5

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 Morphey, Program Chair
402-761-8317, 800-933-7223 ext. 8317,
rmorphey@southeast.edu

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

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

MOPAR-Chrysler/Dodge/RAM/Jeep College Automotive Program AAS Degree Courses:

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	FCA Fundamentals	1.5
CAPP1175	FCA Electrical & Electronic Principles	9.0
CAPP1177	FCA Brake System	3.0
CAPP1360	FCA Electronic Fuel Systems	6.0
CAPP1362	FCA Body Electrical and Electronics	5.0
CAPP1364	FCA Advanced Drivability Diagnosis	6.5
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	FCA HVAC Systems	4.5
CAPP2531	FCA Engine Repair	7.0
CAPP2740	Chrysler Manual Transmission, Transaxles, Clutch and Transfer Case	7.0
CAPP2741	Chrysler Rear Axle Service	2.0
CAPP2742	Chrysler Diesel Fuel and Emission System	2.0

CAPP2748	Chrysler Automatic Transmissions & Transaxles	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)	<u>1.5</u>
		106.5 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.

Motorcycle, ATV and Personal Watercraft Technology

Lincoln Campus

Diploma

Credit Hours Required for Graduation: 81.0

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

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	4.5
MSTT1112	Basic Engine Theory	4.5
MSTT1120	Wheels & Tires	3.0
MSTT1125	Electrical Concepts	4.0
MSTT1126	Electrical Circuits	5.5
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	6.0
MSTT1146	Rideability and Electrical Update /or	5.0
MSTT1901	Rideability and Electrical Update with Coop	6.0
WELD1176	Automotive and Motorcycle Welding	<u>2.5</u>
		61.5 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

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 9.0

22.5 hours

In addition students must complete the following courses:

BSAD2540 Principles of Management 4.5

PHYS1017 Technical Physics 4.5

9.0 hours

Office Professional

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	67.5
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Associate of Applied Science Degree:

- Administrative Office Focus	94.5
- Legal Office Focus	94.5
- Medical Office Focus	93.0

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. The Beatrice Campus offers some of the Office Professional courses in the classroom. Students in this program in Beatrice can choose to take the remainder of the courses online or on the Lincoln campus. 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:

TBD – Beatrice

Karen Hermsen, Program Chair – Lincoln
402-437-2426, 800-642-4075 ext. 2426
khersmen@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 ACCUPLACER, 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. Keyboarding classes numbered below OFFT1160 do not meet graduation requirements. Students will complete a keyboarding placement test. Those students who do not meet the 30 NWAM requirement will need to take either Keyboarding I and/or Keyboarding II to improve their skills.
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.

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 or	
*OFFT2900	Internship	4.5
*BSAD1020	Microsoft Applications II	<u>4.5</u>
		40.5 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
ECON1200	Personal Finance or	
PSYC1250	Interpersonal Relations or	
PSYC1810	Introduction to Psychology or	
SOC11010	Introduction to Sociology	
Computer Technology		<u>4.5</u>
BSAD1010	Microsoft Applications I	
		22.5 hours

Administrative Office Focus Courses:

OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT1740	Desktop Publishing Applications	4.5
*OFFT1800	Collaboration Applications	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2310	Financial Computer Applications (L) or	
*ACCT2230	Computerized Accounting (B)	4.5
*OFFT2420	Administrative Procedures II	4.5
*OFFT2720	Microsoft Office Integration	<u>4.5</u>
		31.5 hours

Legal Office Focus Courses:

BSAD1090	Business Law I	4.5
*BSAD1100	Business Law II	4.5
*BSAD2310	Business Ethics	4.5
OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT2210	Legal Processes I	4.5
*OFFT2220	Legal Processes II	4.5
*OFFT2290	Spreadsheet and Database Applications	<u>4.5</u>
		31.5 hours

Medical Office Focus Courses:

*MEDA1203	Medical Law & Ethics	3.0
HLTH1060	Comprehensive Medical Terminology	4.5
*MEDA1405	Insurance for the Medical Office	3.0
OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT2420	Administrative Procedures II	4.5
HLTH1030	Structure & Function of the Human Body	6.0
*OFFT2650	Computerized Medical Management	<u>4.5</u>
		30.0 hours

Diploma Core Courses:

*OFFT1160	Keyboarding III	4.5
*OFFT1170	Keyboarding IV	4.5
OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT2000	Employment Techniques	4.5
*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	4.5
*OFFT2901	Cooperative Experience or	
*OFFT2900	Internship	4.5
*BSAD1020	Microsoft Applications II	<u>4.5</u>
		58.5 hours

General Education Diploma Requirements:

BSAD1010	Microsoft Applications I	4.5
ENGL1110	Business Communications	<u>4.5</u>
		9.0 hours

Certificate Core Courses:

General Office Focus:

*BSAD1020	Microsoft Applications II	4.5
ENGL1110	Business Communications	4.5
*OFFT1160	Keyboarding III	4.5
OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT1800	Collaboration Applications or	
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2000	Employment Techniques	<u>4.5</u>
		36.0 hours

Microsoft Office Focus:

*BSAD1020	Microsoft Applications II	4.5
OFFT1310	Office Accounting or ACCT1200	4.5
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT1740	Desktop Publishing Applications	4.5
*OFFT1800	Collaboration Applications or	
*OFFT2310	Financial Computer Applications	4.5
*OFFT2290	Spreadsheet and Database Applications	4.5
*OFFT2720	Microsoft Office Integration	<u>4.5</u>
		36.0 hours

Certificate

General Education Certificate Requirement:

BSAD1010

Microsoft Applications I

4.5

4.5 hours

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

Paramedic

Lincoln Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:

94.0

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

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

The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (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

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 high school, 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	6.0
	or	
BIOS2250	Human Anatomy & Physiology I	6.0
BIOS2260	Human Anatomy & Physiology II	6.0
MATH1040	Business Math (or higher)	<u>4.5</u>
		30.5 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)	
	or	
ENGL1110	Business Communication	
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 2.5 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 Basic Life Support (BLS) for the Health Care Provider (HCP) by American Heart Association or American Red Cross CPR card is required.
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 differences in state laws and work settings. 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. **Online students who do not live in Nebraska must check with their State Boards of Pharmacy to make sure this program fulfills their requirements.**

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 Pharmacy Technician program is the only ASHP/ACPE accredited program in Nebraska. The 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

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

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.

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
3. Transcripts from high school, GED® or other colleges (if applicable)
4. Appropriate math class or test score

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:

One course is required from each of the following areas:

Written Communication (ENGL1010 or ENGL1110)	4.5
Oral Communication (SPCH1090, SPCH1110, or SPCH2810)	4.5

These may be transferred in or earned at SCC. These courses must be completed with a minimum grade point average of 2.5 or better before entry into the program.

Program Course Sequence:

Course #	Course title	Credit hrs
HLTH1030	Structure and Function of the Human Body Taking BIOS1140 and 2130 or BIOS2250 and 2260 also fulfills this requirement.	6.0
PHRM1101	Pharmacology/Pharmaceutical Products I	4.5
PHRM1111	Communication 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	<u>8.0</u>
		54.5 hours

Special Program Requirements:

1. Complete mandatory orientation (or an alternative meeting) after being accepted into the PHRM program.
2. Submit a completed health statement form; a current (within one year) two-step skin test for tuberculosis and/or a chest x-ray; and a current (within one year) flu vaccination prior to being placed into a clinical site. The cost (varies) is the responsibility of the student.
3. A current Basic Life Support (BLS) for the Health Care Provider (HCP) by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross is required.
4. A Criminal Background Check will be required of each student in the Pharmacy Technician program. SCC will assess a non-refundable fee of \$45 to the student account. 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. Please note that drug-related misdemeanor or felony convictions will prevent a student from acquiring a state registration, completing clinical rotations, and graduating. Contact the State Board of Pharmacy with questions.
5. Obtain an active registry with the Nebraska State Board of Pharmacy prior to being placed into a clinical site. The cost of \$25 (may change without notice) is the responsibility of the student. More information will be provided at a later date. Please note that drug-related misdemeanor or felony convictions will prevent a student from acquiring a state registration, completing clinical rotations, and graduating. Contact the State Board of Pharmacy with questions.
6. Clinicals must be performed at SCC-approved sites.
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. SCC will assess a non-refundable fee of \$35.00 (may change without notice) to the student account.
8. Complete all PHRM and HLTH courses with a C+ or better in order to move within the program and obtain 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; 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, coordination, balance, training for functional activities of daily living, 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

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

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; website: www.capteonline.org

Admission Requirements:

Admission to the PTA Program is very competitive. A maximum of 24 students will be accepted. A point system will be used to rank each applicant based on specific criteria. The application requirements and point system are subject to change without notice. Admission requirements include:

1. Complete and submitted application to the program.
2. Complete and submitted program advising sheet.
3. Completion of all program pre-requisites and general education/support courses with required grade point average (GPA).
4. Transcripts from high school, GED®, and all other colleges or universities attended.
5. Complete and submitted all program application requirements. Specific requirements include, but are not limited to the following.
For all requirements, refer to www.southeast.edu/physicaltherapistassistant/
 - a. Written Essay
 - b. Job-Observation Form
 - c. Professional Resume

Be sure to meet with the Pre-Health Advisor and check application dates and deadlines before applying.

Prerequisite General Education Requirements:

Oral Communications		4.5
*SPCH1110	Public Speaking or	
* SPCH1090	Fundamentals of Human Communications or	
* 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 and	
*BIOS2130	Human Physiology w/Lab	
OR		
*BIOS2250	Anatomy & Physiology I w/lab and	
*BIOS2260	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 or	
**SOC12150	Issues of Unity and Diversity or	
**SOC11020	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:

- 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 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.
- A current Basic Life Support (BLS) for the Health Care Provider (HCP) by the American Heart Association (required prior to clinical education PTAS 1301)
- Submit completed Health Statement to the Health Sciences Division (when requested by program faculty.)
- 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 a state license. (Contact the State Licensing Board if there are questions.)
- A two-step skin test for tuberculosis and/or a chest X-ray are required. Seasonal flu immunization is required.
- All PTAS courses must be completed with a grade of 75% (C+) or higher to progress through the program (and must be taken in sequence.)
- Complete program orientation.
- Anatomy and Physiology completed within the last five years.
- 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.

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, with the goal of 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

SCC's program is part-time comprised of nine credit hours per quarter. The program is two quarters in length (or six months). The program is offered online, with clinical rotations being completed at an approved sleep disorders center. Students will complete a comprehensive program in patient assessment, equipment calibration, data acquisition, diagnostic evaluation, therapeutic modalities and follow-up care of patients. Students are encouraged to select sleep disorders centers near their home to complete their clinical education. Students are required to complete 150 hours of clinical education.

A Certificate in Polysomnographic Technology is awarded upon completion of the program. Graduates of the program will be eligible to take the Registered Polysomnographic Technologist exam offered by the Board of Registered Polysomnographic Technologists.

The Polysomnographic Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Polysomnographic Technologist Education (CoAPSG): Commission on Accreditation of Allied Health Education Programs (CAAHEP); 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 for admission to the Polysomnography Technology program
2. High School or GED® transcripts.
3. College transcripts demonstrating they meet either the pre-requisite courses OR an Associate of Applied Science in any Allied Health Science program (see below).

The following prerequisite courses must be completed.	OR	Associate of Applied Science can be in <u>any</u> Allied Health Science degree *The following are offered at SCC.
Written Communications Computer Literacy Social or Behavioral Sciences Anatomy & Physiology Medical Ethics and Law Medical Terminology		Respiratory Care Associate Degree Nursing Medical Laboratory Technology Paramedic Physical Therapist Assistant Radiologic Technology Surgical Technology

For more information contact:

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

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

or Michele Saucier, Pre-health Advisor
402-437-2688, 800-642-4075, ext. 2688
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. A-current Basic Life Support (BLS) for the Health Care Provider (HCP) by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross is required.
2. Submit completed Health Statement to the Health Sciences Division (upon admission to program.)
3. 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.
4. Misdemeanor or felony convictions may prevent a graduate from acquiring a state license.
5. A two-step skin test for tuberculosis and/or a chest X-ray are required. Flu immunization is required.
6. All POLY courses completed with a grade of 75% (C+) or higher to progress through the program.
7. Program offers Web-based courses but requires supervised clinicals/practicums/labs at identified locations.
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.

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, 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

Dawn Renshaw, Program Chair-Lincoln
402-437-2765, 800-642-4075 ext. 2765
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. Accuplacer scores: English 84, Reading 74, Math 75; ACT scores English 18, Reading 18, Math 17
3. Submit program advising sheet showing enrollment in the final quarter of prerequisite courses or completion of all program pre-requisite courses with a grade point average of 2.5 or higher.
4. Transcripts from high school, GED® or other colleges (if applicable)
5. Active Nurse Aide on the Nebraska Nurse Aide Registry

Prerequisite Requirements:

Each pre-requisite may be repeated or withdrawn from a maximum of 3 times. Structure and Function of the Human Body or Anatomy & Physiology must be taken within 5 years of admission.

HLTH1030	Structure and Function of the Human Body (6.0)	
	or	
BIOS1140 & BIOS2130	Anatomy & Physiology (12.0)	
	or	
BIOS2250 & BIOS2260	Anatomy & Physiology I, Anatomy & Physiology II (12.0)	
	and	
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, Medical Terminology.

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. A current Basic Life Support (BLS) for the Health Care Provider (HCP) by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross is required (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 one year.

Precision Agriculture

Beatrice Campus

Certificate

Credit Hours Required for Graduation: 31.5

Program overview

This program is located on the Beatrice Campus. Students are admitted every quarter.

Courses in the Precision Agriculture Certificate will help develop the understanding, knowledge and skills needed to successfully incorporate precision agriculture technology into your business operation.

It covers important concepts in precision farming, provides background information and prepares you to implement precision farming practices. The potential impact of precision farming on crop production and farming operations is influenced by the rapidly emerging technologies that make precision farming possible.

These technologies range from fertilizer, chemical and planting prescriptions; variable-rate irrigation; collecting, mapping and analyzing data, to GPS and auto steering; drones; soil sampling and more. Course offerings provide a background in all of these areas.

For more information contact:

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

Travis Pralle, Program Co-Chair
402-228-8254, 800-233-5027 ext. 1254
tpralle@southeast.edu

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

New Program of Study – Pending Post-Secondary Coordination Committee approval.

Precision Agriculture Certificate Core Classes

Course #	Course title	Credit hrs
AGRI1131	Crop & Food Science	4.5
AGRI1153	Soils & Plant Nutrition	6.0
AGRI1171	Ag Technology	3.0
AGRI1172	Ag Precision Hardware	4.5
AGRI2279	Precision Technology	4.5
AGRI2295	Advanced Precision Technology	4.5
Any math above MATH1040		<u>4.5</u>
		31.5 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.

Precision Machining and Automation Technology

Milford Campus

Associate of Applied Science Degree, Diploma

Credit Hours Required for Graduation:

Diploma	73.5
Associate of Applied Science Degree:	115.0
- 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 Advanced CNC and Automation.

For more information contact:

Scott Kahler, Program Chair
402-761-8354, 800-933-7223 ext. 8354,
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	3.5
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>
		64.5 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

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

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:

122

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

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

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

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 high school, GED® or other colleges (if applicable)

General Education Requirements:

Social Science	4.5
SOC11010 Introduction to Sociology	
Written Communications	4.5
ENGL1010	
Oral Communications	4.5
Math	4.5
MATH1100 or MATH1150	18.0 hours

Prerequisite and Science Courses:

Human Anatomy (lab included)	
Human Physiology (lab included)	
PHYS1150 or PHYS1410 (lab included)	6.0

Radiologic Technology Courses:

Student must be accepted into the program before any RADT classes are taken.

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	3.0
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
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>
		98.0 hours
Optional Courses:		
RADT2500	Principles of Computed Tomography	3.0
RADT2501	Computed Tomography Procedures	3.0
RADT2502	Vascular-Interventional Radiology	3.0

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 Basic Life Support (BLS) for the Health Care Provider (HCP) by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross is required.
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 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 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

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

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com) 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835, www.coarc.com. Programmatic Outcomes Data can be found at 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

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: Orientation	1.0
RESP1132	Mechanical Ventilation 1	6.5
RESP1135	Healthcare Research & Education	3.5
RESP1139	Clinical Education: General/Progressive Care	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: Critical Care	5.0
RESP2251	Cardiovascular Principles	5.5
RESP2259	Clinical Education: ICU/Specialty 1	8.0
RESP2266	Introduction to Polysomnography	2.0
RESP2267	Clinical Simulations Lab	1.5
RESP2268	Seminar Review	4.0
RESP2269	Clinical Education: ICU/Specialty 2	<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) or	
PSYC1810	Introduction to Psychology (4.5) or	
SOC11010	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 2.5 in the science courses. Science courses include Anatomy, Physiology. General education courses include oral communication, written communication, math, social science
2. A current Basic Life Support (BLS) for the Health Care Provider (HCP) by American Heart Association.
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 submit to initial drug and alcohol testing 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 within the 15 county area surrounding Lincoln 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 in the following areas will travel to Labs in their area: North Platte, Norfolk and Kearney, with labs being held each week in the evening hours.

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. All final exams within the Surgical Technology Online Program will be proctored at sites pre-approved by the program. 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

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

This program is accredited by the Commission on Accreditation of Allied Health Education Programs, www.caahep.org, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone: 727-210-2350, Fax: 727-210-2354.

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)		<u>18.0</u>
Microbiology (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	<u>1.0</u>
		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 2.5 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 and Medical Calculations.
2. A current Basic Life Support (BLS) for the Health Care Provider (HCP) by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross is required.
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 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. 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:

Certificate	36.0
Diploma	68.0
Associate of Applied Science	114.0

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
402-437-2694, 800-642-4075 ext. 2694,
mhawkins@southeast.edu

Dan Zabel, Program Co-chair
402-437-2692, 800-642-4075 ext. 2692,
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.

Course offerings and prerequisites will be determined by the Welding Program. A grade of "C" (2.0) or higher is required on all Safety involved Welding Process Theory classes and Welding Process lab classes to progress through the Welding Program.

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	6.0
WELD1135	Advanced OA & Plasma Cutting	2.0
WELD1139	Welding Measurement & Layout	4.0
WELD1143	Pipe Welding & Cutting	3.0
WELD1144	GTAW Theory	2.0

WELD1148	GTAW (Mild Steel)	4.0
WELD1149	GTAW (SS & AL)	3.0
WELD2251	FCAW I	2.0
WELD2254	Welding Codes & Standards	2.5
WELD2256	Welder Pre-Qualification	5.0
WELD2258	Welder Qualification/Certification	3.0
WELD2262	Welding Fabrication & Repair	4.0
WELD2264	Quality Control & NDT Methods	<u>5.0</u>
		79.5 hours
WELD1120	SMAW Lab III	4.0
WELD1252	GMAW (SS & AL)	3.0
WELD1273	Special Welding Applications**	3.0
WELD2252	FCAW II	2.0
	or	
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 59.0 credit hours of welding courses, and two General Education courses, one of which must be MATH1040 or higher, for a total of 68.0 hours. See program advisor.

A.A.S. Degree:

Requires 91.5 credit hours of welding courses and five General Education courses (22.5), for a total of 114.0 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 (180 Co-Op/Intern hours = 4.5 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	HIST	History
ACFS	Academic Foundations	HLTH	Health
AGRI	Agriculture Business & Management Technology, Precision Agriculture	HMRS	Human Services
AGST	Diesel-Ag Equipment Service Tech	HORT	Horticulture & Turfgrass Management
ANTH	Anthropology	HUMS	Humanities
ARTS	Art	HVAC	Heating, Ventilation, Air Conditioning & Refrigeration Technology
ASEP	General Motors Automotive Service Educational Program (ASEP)	INFO	Computer Information Technology
ASST	Ford (ASSET) Automotive Student Service Educational Training Program	INSU	Insurance
AUTB	Auto Collision Repair Technology	JDAT	John Deere Tech
AUTT	Automotive Technology	JDCE	Deere Construction & Forestry Equipment Tech
BIOS	Bioscience	JOUR	Journalism
BIOT	Biotechnology	LIBR	Library Science
BSAD	Business Administration	LPNS	Practical Nursing
CAPP	MOPAR-Chrysler/Dodge/RAM/Jeep College Automotive Program	LSCE	Land Surveying/GIS/Civil Engineering Technology
CHEM	Chemistry	LTCA	Long Term Care Administration
CHIN	Chinese	MACH	Precision Machining and Automation Technology
CNST	Building Construction Technology	MATH	Mathematics
CRIM	Criminal Justice, Adult & Juvenile Services and Corrections, Law Enforcement & Homeland Security	MEDA	Medical Assisting
DDRT	Design and Drafting Technology	MEDT	Medical Laboratory Technology
DENT	Dental Assisting	MFGT	Manufacturing Engineering Technology
DESL	Diesel Technology-Truck	MSTT	Motorcycle, ATV and Personal Watercraft Technology
ECED	Early Childhood Education	MUSC	Music
ECON	Economics	NDTT	Nondestructive Testing Technology
EDUC	Education	NURA	Nursing Assistant
ELEC	Electrical & Electromechanical Technology and Electronic Systems Technology	NURS	Associate Degree Nursing
ELET	Electrician Construction – IBEW Option	OFFT	Office Professional
EMTL	Emergency Medical Services	PARM	Paramedic
ENER	Energy Generation Operations	PHED	Physical Education Intercollegiate Athletics
ENGL	English	PHIL	Philosophy
ENGR	Engineering	PHOT	Photography
ENTR	Entrepreneurship	PHRM	Pharmacy Technician
EVOM	Event-Venue Operations Management	PHYS	Physical Science
FESM	Fire and Emergency Services Management	POLS	Political Science
FINA	Financial Investing	PSGT	Polysomnographic Technology
FIRE	Fire Protection Technology	PSYC	Psychology
FSDT	Culinary/Hospitality, Dietary Manager	PTAS	Physical Therapist Assistant
GDMA	Graphic Design Media Arts	RADT	Radiologic Technology
GEOG	Geography	RELS	Religious Studies
GEOL	Geology	RESP	Respiratory Care
GERM	German	SIGN	Sign Language
GIST	Geographic Information Systems Technician	SOCI	Sociology
GLST	Global Studies	SPAN	Spanish
HIMS	Health Information Management Systems	SPCH	Speech
		SURT	Surgical Technology
		THEA	Theatre
		TRUK	Professional Truck Driver Training
		WELD	Welding

Location	Class	Lab	Credits
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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

ACCT1200 Principles of Accounting I

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/L/M	45	-	4.5
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ACCT1210 Principles of Accounting II

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/L/M	45	-	4.5
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ACCT2050 Payroll Accounting

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/L/M	45	-	4.5
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ACCT2090 Cost Accounting

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/L/M	45	-	4.5
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ACCT2100 Individual Income Tax Procedures

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/L/M	45	-	4.5
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ACCT2130 Intermediate Accounting I

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/L/M	45	-	4.5
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ACCT2230 Computerized Accounting

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/L/M	45	-	4.5
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ACCT2800 Applied Accounting Capstone

Prerequisites: ACCT2050, 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.

B/L	45	-	4.5
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ACFS • Academic Foundations

ACFS0860 Student Success

This course offers students an array of strategies to help them succeed in college.

B/L/M	30	-	3
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ACFS1015 New Student Orientation

This course introduces students to Southeast Community College and the information, skills, and knowledge necessary to be a successful student. The course will focus on College policies, procedures, and processes; College support services; and academic and personal skills necessary for success.

L	10	-	1
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ACFS2020 Career Development

Overview of career development with emphasis on the skills necessary for a job search, interpersonal skills, and communication.

L/M	25	-	2.5
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AGRI • Agriculture Business & Management Technology

AGRI1000	Introduction to Agriculture and Horticulture Technologies	B	45	-	4.5
Introduction to the fundamental skills and knowledge base necessary to succeed in the agriculture industry.					
AGRI1003	Introduction to Agriculture and Natural Resource Systems	L	45		4.5
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.					
AGRI1010	Fundamentals of Animal Biology	B	51	45	6
Overview of the animal science industry and the application in the industry. Current issues and trends to the production and consumption of animal products.					
AGRI1116	Electric & Gas Welding	B	15	30	2
Introduction to all types of welding, basic to advanced, for use in maintenance and repair of machinery. Electric and gas welders including stick, MIG, TIG, hard-facing, brazing, aluminum and stainless steel.					
AGRI1123	Agribusiness Careers	B	45	-	4.5
Overviews of occupations in the field of agribusiness. In-depth exploration of several broad occupational areas and personal interview of at least two agribusiness management level employers.					
AGRI1124	Basic Ag Leadership	B	45	-	4.5
This course will help students become more successful in life and the workplace through learning and enhancing personal development and communication skills; attaining desired leadership positions both in their careers and community.					
AGRI1131	Crop & Food Science	B	45	-	4.5
Principles and practices of production of the major agronomic crops of the high plains.					
AGRI1135	Basic Fertilizer Management	B	28	20	3
Methods of evaluating soil fertility, prescribing and formulating fertilizer blends, and calibration and operation of application equipment. Forms of fertilizer, uses, storage and plant processes and operations.					
AGRI1141	Livestock Management	B	42	54	6
Management of livestock production. Explore career possibilities and develop skills by working with the swine, sheep, goat, beef and equine production units.					
AGRI1143	Introduction to Equine Management	B	45	-	4.5
An introduction to the fundamental aspects of horse management.					
AGRI1152	Crop and Food Science Lab	L	-	45	1.5
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.					
AGRI1153	Soils & Plant Nutrition	B	42	54	6
Study of the physical and chemical properties of soil as they apply to agriculture production, land evaluation and land use planning. Practical application to farming in relation to the characteristics of the soil, conservation of soil, water and conservation tillage.					
AGRI1171	Ag Technology	B	21	27	3
Introduction to 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.					
AGRI1172	Ag Precision Hardware	B	45	-	4.5
<i>Prerequisites: AGRI1171</i> Study of agriculture-precision hardware available in the agriculture industry. Install, set-up and troubleshoot field monitors.					
AGRI1177	Companion Animals	B	45	-	4.5
Principles and practices for the life cycle and care of companion animals which may include nutrient regimen, breed identification, various infections and non-infectious disease diagnostics and treatment, anatomy, physiology, parasitic life cycles and internal and external identification, medication requirements for certain problems and the importance of companion animals in contemporary society.					
AGRI1195	Advanced Electric and Gas Welding	B	15	30	2
<i>Prerequisite: AGRI1116 or instructor permission.</i> Advanced instruction in all types of welding, for use in maintenance and repair of machinery and project construction. Electric and gas welders such as Stick, MIG, TIG, hard-facing, brazing and stainless steel welding.					
AGRI1205	Enterprise Analysis	B	45	-	4.5
Study of record keeping techniques and processes for horticulture, crop, and livestock production units. Manual and computerized record keeping techniques for production operations used to determine alternatives, effective and efficient cash flow operations and cost accounting with the least amount of additional training.					

		Location	Class	Lab	Credits
AGRI1211	Fundamentals of Ag Marketing	B	45	-	4.5
	Study of new market opportunities in the agriculture industry. Developing a marketing plan and promotional strategies for agriculture products.				
AGRI1216	Agribusiness Management	B	45	-	4.5
	Introduction to management principles in agribusiness. Management simulation and computer systems illustrate the decision-making process.				
AGRI1217	Agricultural Economics	B	45	-	4.5
	Introductory course on the basic principles of agricultural economics.				
AGRI1218	Basic Farm Engines	B	30	45	4.5
	Principles of operation and care of diesel, gasoline and LP gas engines. Parts identification and analysis of engine and parts failure. Tune-up of engines and familiarity with overhaul procedures.				
AGRI1219	Motorized Agriculture Equipment	B	15	30	2
	The study of motorized agriculture equipment, pertaining to tractors, forklift, and skid steer. Basic training, operations and safety.				
AGRI1221	Livestock Nutrition	B	45	-	4.5
	<i>Prerequisite: AGRI1141 or instructor permission.</i> Introduction to animal nutrition and foodstuffs. Feed formulation, feed processing, handling, sales and service.				
AGRI1257	Live Animal Selection & Carcass Evaluation	B	45	-	4.5
	Methods of selection and evaluation of live animals and carcasses. Training in selection of replacement breeding animals of economic importance. Purchasing slaughter animals and carcasses for primal cuts within the meat industry.				
AGRI1258	Introduction to Meats	B	45	-	4.5
	<i>Prerequisite: AGRI1141 & 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.				
AGRI1281	Livestock Selection I	B	8	22	1.5
	<i>Prerequisite: AGRI1257</i> Introduction in methods of livestock evaluation and oral reasons, presentations including beef, swine, sheep and horses. Includes fieldwork in selection.				
AGRI1282	Livestock Selection 2	B	8	22	1.5
	<i>Prerequisites: AGRI1257</i> Introduction in methods of livestock evaluation and oral reasons, presentations including beef, swine, sheep, and horses. Includes fieldwork in selection.				
AGRI1283	Livestock Selection 3	B	8	22	1.5
	<i>Prerequisites: AGRI1257</i> Introduction in methods of livestock evaluation and oral reasons, presentations including beef, swine, sheep, and horses. Includes fieldwork in selection.				
AGRI1368	Module 1 – Agriculture Software Application	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.				
AGRI1369	Module 2 – Spreadsheet Applications	B	7	9	1
	<i>Prerequisites: AGRI1368 or Instructor Permission</i> Students will learn basics of how to use Excel in agriculture settings.				
AGRI1370	Modules 3 – Introduction into Precision Agriculture	B	7	9	1
	<i>Prerequisites: Agri1369 or Instructor Permission</i> Students will learn what Precision Agriculture is, how GPS and GIS fit into the picture, basic mapping skills, and basic drone information.				
AGRI1373	Module 1 – Hardware Fundamentals	B	5	-	.5
	<i>Prerequisites: AGRI1171 or Instructor Permission</i> Students will learn about the basic components and wiring that get the job done in the field.				
AGRI1374	Module 2 – GPS and Auto Steer	B	10	-	1
	<i>Prerequisites: AGRI1373 or Instructor Permission</i> Learn how GPS Correction works and what it takes to make a vehicle steer itself.				
AGRI1375	Module 3 – Planting	B	10	-	1
	<i>Prerequisites: AGRI1374 or Instructor Permission</i> Students will learn the role precision agriculture has in planting technology.				

	Location	Class	Lab	Credits
AGRI1376 Module 4 – Application <i>Prerequisites: AGRI1375 or Instructor Permission</i> Introduction to precision hardware in fertilizer and chemical application.	B	10	-	1
AGRI1377 Module 5 – Yield Monitoring and Mapping <i>Prerequisites: AGRI1376 or Instructor Permission</i> Introduction to precision hardware in yield monitoring and mapping.	B	10	-	1
AGRI1378 Electrical and Hydraulic Fundamentals The study of how electricity and hydraulic systems integrate into agriculture.	B	45		4.5
AGRI2202 Farm and Ranch Management <i>Prerequisites: AGRI1131, AGRI1205, and AGRI1216.</i> 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	51	45	6
AGRI2204 Agribusiness Seminar I <i>Prerequisite: AGRI1123 or instructor permission.</i> 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.	B	45	-	4.5
AGRI2212 Ag Machinery Maintenance 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	6	90	3
AGRI2219 Pesticide Certification 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	28	20	3
AGRI2220 Ag Chemicals & Equipment Application <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	23	73	4.5
AGRI2222 Agriculture Analysis <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	21	27	3
AGRI2223 Principles of Livestock Feeding <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	23	72	4.5
AGRI2225 Advanced Leadership Skills <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	30	-	3
AGRI2231 Applied Animal Reproduction <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	66	30	7.5
AGRI2232 Forage Harvesting & Management <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	42	54	6
AGRI2233 Planting & Tillage Equipment <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	42	54	6
AGRI2240 Range Management <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	42	54	6

		Location	Class	Lab	Credits
AGRI2245	Animal Health <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	42	54	6
AGRI2253	Grain Harvesting & Management <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.	B	42	54	6
AGRI2254	Advanced Swine Production <i>Prerequisite: AGRI1141, AGRI1221, AGRI2231, AGRI2245</i> Study of profitable swine production. Consolidates swine production, marketing, meat processing and sales to consumers of pork products.	B	45	-	4.5
AGRI2255	Advanced Sheep & Goat Production <i>Prerequisite: AGRI1141, AGRI1221, AGRI2245</i> Study of profitable sheep production. Issues facing sheep producers and lamb feeders as a national industry working toward common goals.	B	45	-	4.5
AGRI2256	Advanced Beef Cattle Production <i>Prerequisite: AGRI2231, AGRI1221, AGRI2245</i> Study of beef cattle and the interrelationship in the beef production chain.	B	45	-	4.5
AGRI2258	Livestock Ultrasound Technology <i>Prerequisites: AGRI2231 and AGRI1257.</i> Principles and technology of the use of ultrasound and supporting computer analysis software as it pertains to livestock.	B	25	23	3
AGRI2265	Irrigation & Water Management <i>Prerequisite: AGRI1153.</i> 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	42	54	6
AGRI2267	Agriculture Commodity Marketing <i>Prerequisite: 4th Quarter Student</i> 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	45	-	4.5
AGRI2279	Precision Technology <i>Prerequisite: AGRI1171 or permission.</i> Study of precision agriculture technology using hardware and software applications.	B	45	-	4.5
AGRI2280	Advanced Crop Production <i>Prerequisites: AGRI1131, AGRI1135, AGRI1153 & AGRI2219</i> 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	45	-	4.5
AGRI2282	Livestock Selection 4 <i>Prerequisite: AGRI1257</i> Introduction in methods of livestock evaluation and oral reasons, presentations including beef, swine, sheep, and horses. Includes fieldwork in selection.	B	8	22	1.5
AGRI2283	Livestock Selection 5 <i>Prerequisite: AGRI1257</i> Introduction in methods of livestock evaluation and oral reasons, presentations including beef, swine, sheep and horses. Includes fieldwork in selection.	B	8	22	1.5
AGRI2284	Livestock Selection 6 <i>Prerequisite: AGRI1257</i> Introduction in methods of livestock evaluation and oral reasons, presentations including beef, swine, sheep and horses. Includes fieldwork in selection.	B	8	22	1.5
AGRI2287	Advanced Crop Management <i>Prerequisites: AGRI1135, AGRI1131, AGRI1153</i> Study of crop management, including the major elements of hybrid selection, fertilization requirements, pest control strategies for crop grown on the High Plains.	B	45	-	4.5
AGRI2291	Agribusiness Sales <i>Prerequisite: Completed 60 credit hours or permission.</i> Exploration of agribusiness sales. Functions and role of sales representatives. Productive relationships between consumers and sales representatives.	B	45	-	4.5

	Location	Class	Lab	Credits
AGRI2295 Advanced Precision Technology <i>Prerequisite: AGRI1171 & AGRI2279</i> 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	45	-	4.5
AGRI2380 Module 1 – Key Precision Agriculture Information and Software <i>Prerequisites: AGRI1171 or Instructor Permission</i> Students will learn key Precision Agriculture information, terms and software basics.	B	10	-	1
AGRI2381 Module 2 – Basic Software Skills <i>Prerequisites: AGRI2380 or Instructor Permission</i> Understanding how to manage data (fix boundaries, merge fields, etc.) create different types of maps.	B	10	-	1
AGRI2382 Module 3 – Prescriptions Prerequisites: AGRI2381 or Instructor Permission Understanding how to write prescriptions and utilize them in VRT.	B	10	-	1
AGRI2383 Module 4 – Soil Sampling and Handhelds <i>Prerequisites: AGRI2382 or Instructor Permission</i> 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	15	-	1.5
AGRI2396 Module 1 – Advanced Software Skills <i>Prerequisites: AGRI1171 & AGRI2279 or Instructor Permission</i> 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	10	-	1
AGRI2397 Module 2 – Variable Rate Irrigation <i>Prerequisites: AGRI2396 or Instructor Permission</i> 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	15	-	1.5
AGRI2398 Module 3 – Drones (Unmanned Aerial Systems) <i>Prerequisites: AGRI2397 or Instructor Permission</i> Learn the FAA 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	20	-	2
AGRI2795 History & Structure of Cooperatives <i>Prerequisite: Permission of instructor.</i> 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	10	-	1
AGRI2900 Agribusiness Internship <i>Prerequisites: Must have completed AGRI2204 or instructor permission</i> This course is an 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. This internship is "unpaid".	B	15	420	12
AGRI2901 Agribusiness Cooperative Experience <i>Prerequisite: Must have completed AGRI2204 or instructor permission.</i> 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	15	420	12
AGRI2999 Individual Special Project 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.	B	-	-	.5-4.5

Location	Class	Lab	Credits
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AGST • Diesel-Ag Equipment Service Tech

AGST1120	Basic Electrical/Electronics	M	20	15	2.5
Basic principles and applications of electronic circuits, magnetism, electromagnetism, and the safe use of a Digital Multi-meter when measuring Volts, Amperes, and Ohms. Circuit theory exercises with basic math skills will be used to understand Ohm's Law for Series, Parallel, and Series Parallel circuits. The Design, Construction, safe operation and testing of Lead Acid Storage Batteries.					
AGST1121	Electrical/Electronic Diagnostics	M	30	25	3.5
<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.					
AGST1122	Electrical Charging Systems	M	15	20	1.5
<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.					
AGST1123	Shop Processes & Safety	M	30	25	3.5
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.					
AGST1124	Power Trains I	M	30	25	3.5
<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.					
AGST1125	Fuel Systems I	M	20	15	2.5
<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.					
AGST1226	Theory of Engine Operation	M	25	20	3
<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.					
AGST1228	Valve Trains	M	25	30	3.5
<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.					
AGST1230	Diesel Engine Overhaul and Inspection	M	60	70	8
<i>Prerequisites: AGST1226 & 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.					
AGST1342	Heating, Ventilation & Air Conditioning I	M	25	15	3
<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.					
AGST1344	Ag Equipment Fuel Systems	M	50	60	7
<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.					
AGST1346	Ag Equipment Hydraulics Systems	M	60	90	9
<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.					

		Location	Class	Lab	Credits
AGST1901	Ag Equipment Cooperative Experience <i>Prerequisites: AGST1346</i> On-the-job experience with the student's sponsoring Cooperative Experience employer.	M	-	400	10
AGST2554	Ag Equipment Electricity <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.	M	60	90	9
AGST2556	Ag Equipment Power Trains <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.	M	25	90	5.5
AGST2558	Heating, Ventilation & Air Conditioning II <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.	M	5	30	1.5
AGST2662	Planting, Seeding, Precision Guidance & Control Systems <i>Prerequisites: AGST2554, AGST2556, & 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.	M	50	75	7.5
AGST2663	Harvesting, Precision Guidance & Control Systems <i>Prerequisites: AGST2554, AGST2556, & 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.	M	50	70	7
AGST2664	Spraying Equipment, Precision Guidance & Control Systems <i>Prerequisites: AGST2554, AGST2556, & 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.	M	20	35	3
ANTH • Anthropology					
*ANTH1020	Introduction to Cultural Anthropology 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/L	45	-	4.5
*ANTH1120	General Anthropology A survey of the study of the races, their characteristics, customs, social relationships and work; the cultural and linguistic diversity of living people.	B/L	45	-	4.5
ARTS • Art					
*ARTS1010	Introduction to the Visual Arts An appreciation of the visual arts as a creative process. Includes an overview of the historical evolution of art, and art as it relates to society.	B/L/M	45	-	4.5
*ARTS1050	Introduction to Art History & Criticism I A survey of major works of art in all media from Prehistory through the end of the 14th Century. 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/L/M	45	-	4.5
*ARTS1060	Introduction to Art History & Criticism II A survey of major works of art in all media from the 14th Century 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/L	45	-	4.5
ARTS1110	Beginning Drawing I Introduction to drawing. Emphasis on basic techniques and composition. Subjects: still life, figure, landscape. Materials: charcoal, graphite, ink wash.	B/L	15	60	4.5
ARTS1120	Beginning Drawing II <i>Prerequisite: ARTS1110.</i> Continuation of Beginning Drawing I with an emphasis on advanced studio problems, techniques, materials, and creative solutions.	B/L	15	60	4.5

		Location	Class	Lab	Credits
ARTS1210	2-Dimensional Design	B	15	60	4.5
Introduction to the principles of design and composition. Skills, techniques and basic ideas necessary to artistic planning. Development of sensitivity and creativity.					
ARTS1220	3-Dimensional Design	B	15	60	4.5
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.					
ARTS1330	Beginning Ceramics I	B	15	60	4.5
Introduction to the construction of pottery and sculptural clay forms. Hand building, wheel-throwing, and glaze application.					
ARTS1340	Beginning Ceramics II	B	15	60	4.5
<i>Prerequisite: ARTS1330.</i>					
Continuation of Beginning Ceramics I with an emphasis on advanced studio problems, techniques, materials and creative solutions.					
ARTS2510	Beginning Painting I	B	15	60	4.5
Introduction to painting. Emphasis on basic techniques and composition. Subjects: still life, landscape. Materials: alkyds or acrylics.					
ARTS2520	Beginning Painting II	B	15	60	4.5
<i>Prerequisite: ARTS2510.</i>					
Continuation of ARTS2510. Emphasis on advanced studio problems, materials, techniques, and creative solutions.					
*ARTS2650	Introduction to Native American Art	B/L	45	-	4.5
Survey of Native American art of North America from prehistory to the present, emphasizing the art of indigenous peoples as a fine art form. History, cultural environment, special issues, art methods and materials.					
*ARTS2750	Women in Art	B/L	45	-	4.5
Survey of the lives and achievements of female artists from prehistory to the present in Europe and America. History, cultural environment, and special issues will be covered.					
ARTS2804	Arts Practicum	B/L	45-90-135	-	1.5-4.5
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.					
ARTS2850	History of Photography	B	45	-	4.5
An introduction to the history of photography, with special attention paid to its many applications, interpretations, meanings, and values as a visual medium.					
<h2 style="text-align: center;">ASEP • General Motors Automotive Service Educational Program (ASEP)</h2>					
ASEP1170	GM Shop Orientation & Safety	M	10	12	1.5
Introduction to automotive shop procedures, shop safety. Proper use service manuals and service information. Thread repair, tube flaring and fasteners.					
ASEP1173	GM Fundamentals	M	20	20	2.5
Introduction to warranty flat rate manuals, daily time ticket, vehicle identification numbers and repair order completion. Proper use of hand tools, power tools and other equipment used by the automotive technician.					
ASEP1175	GM Electrical & Electronic Principles	M	75	75	10
Specialized Electronics Training Part 1. Principles and concepts of GM electrical systems. Study of operation and testing of batteries, charging and starting systems, ignition systems principles, body wiring and components for power windows, seats and door- locks, windshield wipers, cruise control and theft deterrent systems.					
ASEP1177	GM Brake Systems	M	20	40	3
Theory, diagnosis, and repair procedures of disc and drum brake systems on current General Motors vehicles.					
ASEP1360	GM Powertrain Electronic Systems	M	45	45	6
<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.					
ASEP1363	GM Engine Repair	M	50	80	7.5
<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.					

		Location	Class	Lab	Credits
ASEP1379	GM Heating & Air Conditioning <i>Prerequisite: ASEP1901.</i>	M	40	40	5
	Study of theory, operation, diagnosis and repair of late model GM air conditioning, heating and ventilation systems. Includes manual and automatic systems. Refrigerant recovery and recycling procedures.				
ASEP1901	Dealer Cooperative Experience <i>Prerequisites: ASEP1170, ASEP1173, ASEP1175, & ASEP1177.</i>	M	-	400	10
	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.				
ASEP1902	Dealer Cooperative Experience <i>Prerequisites: ASEP1360, ASEP1363, and ASEP1379.</i>	M	-	400	10
	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.				
ASEP1911	WEB Based Training I <i>Prerequisites: ASEP1170, ASEP1173, ASEP1175 and ASEP1177.</i>	M	20	-	2
	E-learning, Web Based training provided by General Motors Company and supervised by Southeast Community College-Milford and ASEP coordinator.				
ASEP1912	WEB Based Training II <i>Prerequisites: ASEP1360, ASEP1363, and ASEP1379.</i>	M	20	-	2
	E-Learning, Web Based training provided by General Motors Company and supervised by Southeast Community College-Milford and ASEP coordinator.				
ASEP2528	GM Steering & Suspension Systems <i>Prerequisite: ASEP1902.</i>	M	30	50	4.5
	Principles of operations, disassembly procedures, and repair of General Motors steering and suspension systems. Power and manually controlled Integral and Rack and Pinion steering gears. Conventional and McPherson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, both on and off the vehicle.				
ASEP2529	GM Manual Transmission, Transaxles, Clutch & Transfer Case <i>Prerequisite: ASEP1902.</i>	M	35	55	5
	Operating principles and service of General Motors manual transmissions and related drive train components. Diagnosis and repair procedures.				
ASEP2537	GM Rear Axle Service <i>Prerequisite: ASEP1902.</i>	M	10	20	1.5
	Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals, and differentials used on late model General Motors vehicles.				
ASEP2538	GM Advanced Powertrain Electronic Systems <i>Prerequisite: ASEP1902.</i>	M	20	50	3.5
	Advanced study of GM ignition systems, fuel delivery systems, emission control systems and diagnostic routines.				
ASEP2561	GM Diesel Fuel & Emission Control System <i>Prerequisite: ASEP1902.</i>	M	20	10	2
	Theory and operation of GM Diesel Fuel Injection Nozzles; operation and repair of the Injector Pump, Injector Nozzles, Glow Plug System and Emission Control Systems.				
ASEP2743	GM Powertrain Electronic Systems & Drivability Diagnosis <i>Prerequisite: ASEP2901.</i>	M	40	45	5.5
	Diagnosis, adjustments and repair procedures using electrical meters, oscilloscopes and GM approved diagnostic test equipment.				
ASEP2747	GM Body Electrical & Electronics <i>Prerequisite: ASEP2901.</i>	M	50	30	6
	Advanced electrical course covering operation, testing, diagnosis and repair of GM computerized body electrical and electronic systems.				
ASEP2748	GM Automatic Transmission & Transaxles <i>Prerequisite: ASEP2901.</i>	M	55	55	7
	Operation, diagnosis, adjustment, and repair of the automatic transmissions used in rear-wheel and front-wheel drive General Motors cars. Removal and installation procedures and safety.				
ASEP2749	GM New Product Update <i>Prerequisite: ASEP2901.</i>	M		30	1
	Overview of new product features for current model year. Includes available General Motors New Product information.				
ASEP2901	Dealer Cooperative Experience <i>Prerequisites: ASEP2528, ASEP2529, ASEP2537, ASEP2538 and ASEP2561.</i>	M	-	400	10
	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.				

		Location	Class	Lab	Credits
ASEP2911	WEB Based Training III	M	20	-	2
<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.					
ASST • Ford (ASSET) Automotive Student Service Educational Training Program					
ASST1110	Ford Shop Orientation	M	10	10	1
Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with many basic elements of automotive repair.					
ASST1170	Ford Shop Safety & Repair	M	10	10	1
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.					
ASST1173	Ford Fundamentals	M	15	15	2
Introduction and use of Ford service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Overview of service manual groups with emphasis on theory of operation of systems and components, Pre-delivery Inspection and Master Tech Training.					
ASST1175	Ford Electrical & Electronic Principles	M	70	80	9.5
Study of Electronics Training building from electrical principles and concepts through automotive semiconductors to microprocessors. Batteries, charging systems, starting systems and ignition system principles, operation and testing.					
ASST1178	Ford Brake Systems	M	20	40	3
Study of operation, diagnosis, and service of disc, drum, and electronic brake systems on late model Ford vehicles.					
ASST1360	Ford Engine Performance Theory & Operation	M	60	80	8.5
<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.					
ASST1362	Ford Climate Control	M	30	50	4.5
<i>Prerequisite: ASST1901.</i>					
Study of operation, diagnosis, and service of air conditioning, heating and ventilation systems on late model Ford vehicles.					
ASST1363	Ford Engine Repair	M	40	60	6
<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.					
ASST1901	Dealer Cooperative Experience	M	-	400	10
<i>Prerequisites: ASST1110, ASST1170, 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.					
ASST1902	Dealer Cooperative Experience	M	-	400	10
<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.					
ASST1911	WEB Based Training I	M	20	-	2
<i>Prerequisites: ASST1110, ASST1170, 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.					
ASST1912	WEB Based Training II	M	20	-	2
<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.					
ASST2529	Ford Manual Transmissions, Transaxles, & Clutches	M	40	30	5
<i>Prerequisite: ASST1902.</i>					
Operating principles and service of Ford manual transmissions and related drive train components. Diagnosis and repair procedures.					

		Location	Class	Lab	Credits
ASST2531	Ford Diesel Fuel & Emission Systems <i>Prerequisite: ASST1902.</i> Study of operation, diagnosis, and service of diesel electronic and emission systems on late model Ford vehicles.	M	20	40	3
ASST2537	Ford Rear Axle, Driveline & Transfer Cases <i>Prerequisite: ASST1902.</i> Operation, diagnosis and repair of drive shafts, universal joints, axle bearings, seals, differentials, and transfer cases on late model Ford vehicles.	M	25	25	3
ASST2538	Ford Engine Performance Diagnosis & Testing <i>Prerequisite: ASST1902.</i> 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.	M	40	60	6
ASST2728	Ford Steering & Suspension Systems <i>Prerequisite: ASST2901.</i> 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.	M	50	50	6
ASST2747	Ford Body Electrical & Electronics <i>Prerequisite: ASST2901.</i> 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.	M	50	15	5.5
ASST2748	Ford Automatic Transmissions & Transaxles <i>Prerequisite: ASST2901.</i> Operation, diagnosis, adjustment and repair of automatic transmissions in rear-wheel and front-wheel drive Ford vehicles. Removal and installation procedures and safety.	M	50	60	7
ASST2749	Ford New Product Update <i>Prerequisite: ASST2901.</i> Overview of new product features for current model year. Includes available Ford New Product information.	M		30	1
ASST2901	Dealer Cooperative Experience <i>Prerequisites: ASST2529, ASST2531, ASST2537, and ASST2538.</i> Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.	M	-	400	10
ASST2911	WEB Based Training III <i>Prerequisites: ASST2529, ASST2531, ASST2537, and ASST2538.</i> E-Learning, Web Based training provided by Ford Motor Company and supervised by Southeast Community College-Milford and ASSET coordinator.	M	20	-	2
AUTB • Auto Collision Repair Technology					
AUTB1150	Tools and Equipment Proper identification, selection, usage, maintenance, and cost of tools and equipment used in the collision repair and maintenance program.	M	20	-	2
AUTB1155	Collision Repair Theory <i>Prerequisite: AUTB1150.</i> 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.	M	75	-	7.5
AUTB1160	Welding Theory 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.	M	20	-	2
AUTB1165	Collision Repair Lab <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.	M	-	105	3.5

		Location	Class	Lab	Credits
AUTB1170	Welding Lab <i>Prerequisites: AUTB1160.</i>	M	-	30	1
	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.				
AUTB1175	Paint Finishes Theory	M	20	-	2
	Study of the sequence of surface preparation operations needed to acquire a durable, high quality, long lasting topcoat. Paint gun care, troubleshooting and proper usage in applying primer surfacer.				
AUTB1250	Collision Repair Theory II <i>Prerequisites: AUTB1150 through AUTB1175.</i>	M	45	-	4.5
	Application of replacing parts, use of materials, and operating hydraulic external pull equipment. Identification and repair procedures for composites and plastics using the latest repair procedures currently used in the collision repair industry.				
AUTB1255	Collision Repair Lab II <i>Prerequisites: AUTB1150 through AUTB1175.</i>	M	-	210	7
	Projects will be assigned to students that will include basic metal repair, plastic repair, composite repair, as well as corrosion protection and priming operations with care of vehicle to be taken to ensure customer satisfaction.				
AUTB1260	Electrical Repair I <i>Prerequisites: AUTB1150–AUTB1175.</i>	M	15	-	1.5
	Theory of the automobile electrical storage and wiring system. Wiring troubleshooting processes and automobile lighting.				
AUTB1350	Paint Finishes Theory II <i>Prerequisites: AUTB1150–AUTB1260.</i>	M	30	-	3
	The study of equipment, preparation, materials, topcoat selection, and application to an overall painting operation will be emphasized. Techniques of spot painting repairs to include color matching and application.				
AUTB1355	Estimating Theory <i>Prerequisites: AUTB1150–AUTB1260.</i>	M	15	-	1.5
	Estimating principles and procedures of cost accounting. Emphasis is based on present day business practices and operations of the automobile collision repair field.				
AUTB1360	Electrical Repair II <i>Prerequisites: AUTB1150–AUTB1260.</i>	M	15	-	1.5
	Introduction to proper usage of diagnostic procedures including flow charts, wiring diagrams, scan tools, digital and analog multimeters. This will include identification of programmable electrical, electronic components, including servicing precautions of body electronic and body computers.				
AUTB1365	Refinishing Lab I <i>Prerequisites: AUTB1150–AUTB1260.</i>	M	-	165	5.5
	Lab experience will include analyzing condition and type of existing finish and determining the sequence of preparation for a high quality, durable finish. The proper use of various refinishing systems and clear top-coatings to perform overall and spot painting tasks will be covered.				
AUTB1370	Collision Repair Lab III <i>Prerequisites: AUTB1150–AUTB1260.</i>	M	-	45	1.5
	Practical on the job experiences in the proper repair of sheet metal damages on current model vehicles. Some weld-on and bolt-on panel replacement will be included.				
AUTB1450	Structural Repair Theory <i>Prerequisites: AUTB1150–AUTB1365.</i>	M	30	-	3
	This course will cover the study of conventional frame and unitized body construction, body alignment, steering components and how it relates to frame and unitized body construction of modern day vehicles. The proper identification of structural damages and measurement techniques will be covered. Methods of repair and operation of equipment, safety is stressed at all times.				
AUTB1455	Safety Restraint Systems <i>Prerequisites: AUTB1150–AUTB1365.</i>	M	15	-	1.5
	Introduction to active and passive restraint systems, operation and basic troubleshooting of restraint systems including air bag supplemental restraint systems.				
AUTB1460	Collision Repair Lab IV <i>Prerequisites: AUTB1150–AUTB1365.</i>	M	-	105	3.5
	Assigned training projects will include following repair estimates being evaluated by the quality of work and the time taken to complete assigned training projects.				
AUTB1465	Refinishing Lab II <i>Prerequisites: AUTB1350, AUTB1365, and AUTB1370.</i>	M	-	120	4
	Advanced practical experiences in spot painting with the concentration on correct color matching and problem solving.				

		Location	Class	Lab	Credits
AUTB2550	Suspension & Alignment Theory <i>Prerequisites: AUTB1150–AUTB1465.</i>	M	20	-	2
	Evolution and theory of front and rear suspension design. Transaxle and four wheel alignment and its relationship to collision damaged vehicles.				
AUTB2555	Automotive Heating & Air Conditioning <i>Prerequisites: AUTB1150–AUTB1465.</i>	M	10	-	1
	Operation of the automotive cooling system and theory of air conditioning systems, and the repair of damaged components after a collision. Refrigerant recovery and recycling is covered.				
AUTB2560	Brake Systems <i>Prerequisites: AUTB1150–AUTB1465.</i>	M	15	-	1.5
	Introduction to drum, disc, manual, power-assisted braking systems, theory and operation of the anti-lock brake systems.				
AUTB2565	Collision Repair Lab V <i>Prerequisites: AUTB1150–AUTB1465.</i>	M	-	225	7.5
	Laboratory on collision repair with comprehensive practice in problem solving in structural analysis and repair of collision damaged vehicles. Estimating, structural alignment, major body repair, panel replacement, refinishing, glass installation, wheel alignment, mechanical and electrical repairs on a production basis.				
AUTB2650	Collision Repair Lab VI <i>Prerequisites: AUTB1150–AUTB2565.</i>	M	15	255	10
	Practice in major structural repair operations including body, frame, unitized construction, major panel replacement, mechanical repairs, electrical repairs, paint refinishing, suspension alignment, all of which is based on a production basis following damage reports as used in the collision repair industry. Repairs to vehicles including analysis, through all processes including detailing prior to delivery of the vehicle and will also include delivery to the customer.				
AUTT • Automotive Technology					
AUTT1001	Shop Procedures /Safety <i>Prerequisite: High school students only.</i>	L	45	35	5.5
	Proper use and care of hand and power tools. Safety practices and procedures. Use of precision measuring instruments.				
AUTT1002	Engine Theory and Inspection <i>Prerequisites: High school students only. AUTT1001.</i>	L	45	35	5.5
	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.				
AUTT1003	Small Engines	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.				
AUTT1007	Auto Shop Safety & Repair	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.				
AUTT1011	Introduction to Automotive Technology	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.				
AUTT1103	Drive Trains	L/M	25	30	3.5
	Theory and principle of power train operation from the engine to the drive wheels on automotive systems.				
AUTT1106	Electrical Concepts	L/M	40	30	5
	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.				
AUTT1107	HVAC I	L/M	30	30	4
	Theory and operation of automotive HVAC systems is covered including diagnosis and repair of all manual heating and air conditioning systems.				
AUTT1108	Automotive Fuel and Control Systems	L/M	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.				

		Location	Class	Lab	Credits
AUTT1200	Informational Systems	M	10	-	1
Introduction to automotive electronic informational systems.					
AUTT1202	Steering & Suspension Theory	L/M	40	-	4
Theory of automotive steering and suspension components, wheels and tires, balancing and wheel alignment. Class includes active suspension and tire pressure monitor systems.					
AUTT1203	Manual Transmission/Transaxle Theory	L/M	30	35	4
Theory, diagnosis, evaluation and repair of manual transmissions, clutches, drive lines, transfer cases and 4WD components.					
AUTT1205	Brake Systems Theory	L/M	50	-	5
Theory of automotive disc and drum brake systems including anti-lock, traction and stability control applications.					
AUTT1206	Automotive Electricity	L/M	25	20	3
Starting and charging systems theory, design and operation are covered. Starting and charging systems diagnosis and repair are also covered.					
AUTT1207	HVAC II	L/M	10	30	2
Advanced theory, operation, and diagnosis of the HVAC systems including automatic HVAC system diagnostics and repair.					
AUTT1212	Steering & Suspension Lab	L/M	-	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.					
AUTT1215	Brake Systems Lab	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.					
AUTT1221	Engine Theory	L/M	50	-	5
Basic construction, physical principles and operation of two and four cycle engines as applied to single and multiple-cylinder engines. Ignition systems, fuel system, lubrication systems, cooling systems and valve trains are covered.					
AUTT1222	Engine II	L/M	70	90	10
Advanced automotive engine coursework on removal, disassembly, and machining operations for complete major engine overhaul.					
AUTT1306	Automotive Ignition Systems	L/M	10	15	1.5
Theory, operation and testing of automotive ignition systems is covered. This will include individual component testing, inspection and repair with the use of DVOM meters.					
AUTT1406	Automotive Electronics I	L/M	22	23	2.5
This course is an advanced auto electronics course covering the automotive wiring and accessories. Emphasis is placed on procedures, testing, diagnosing and repairing automotive systems.					
AUTT1408	Advanced Engine Performance	L/M	50	85	7
Advanced engine performance includes fuel injections systems, ignition systems and vehicle driveability. Practical experience is gained through the inspection, service and repair of computer engine control systems using state-of-the-art equipment.					
AUTT1506	Automotive Electronics II	L/M	30	30	4
Advanced interpretation and use of wiring diagrams, electronic component testing and repair. The use of advanced test equipment is covered.					
AUTT1712	Introduction to Hybrid Vehicles	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.					
AUTT2102	Automatic Transmission/Transaxle	L/M	100	80	12.5
Theory of operation, basic design, components, disassembly diagnosis and reassembly of automatic transmissions/transaxles is covered. Disassembly, reassembly and dyno- testing of transmissions / transaxles.					
AUTT2303	Manual Transmission/Transaxle Lab	L/M	25	45	4
Diagnosis, evaluation and repair of manual transmissions/transaxles, rear axles, transfer cases, drive lines and front axles.					

Location	Class	Lab	Credits
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BIOS • Bioscience

Course ID	Course Title	Location	Class	Lab	Credits
BIOS1010	General Biology 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/L	45	30	6
*BIOS1030	Environmental Biology 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.	L	45	-	4.5
*BIOS1090	General Botany 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/L	45	30	6
BIOS2460	Microbiology <i>Prerequisites: BIOS1010 or Program Chair approval</i> Study of microbiology with emphasis on structure of microbial cells, their nutrition and growth, control of growth, genetics and genetic engineering, metabolic and biosynthesis activity, and host-parasite interactions. Accompanying laboratory study emphasizes microbiological techniques including microbial control and manipulation.	B/L/M	45	30	6
BIOS1120	Introduction to Zoology 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/L	45	30	6
BIOS1140	Human Anatomy & Lab 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.	L/M	45	30	6
BIOS1400	Biology I 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/L/M	45	30	6
BIOS1410	Biology II 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/L	45	30	6
BIOS2130	Human Physiology & Lab Study of the functions of the various human and body systems including detailed study of cell structure and function, diffusion and osmosis, chemical reactions in the body, muscle contraction, digestion, metabolism, blood components, nerve impulse propagation, kidney function, respiration (specifically the chloride shift concept), select cardiovascular functions, endocrinology, reproduction, and immunology. Lab complements the material presented in lecture and provides a more "hands on" approach. Lab is concurrent with lecture and is required.	L/M	45	30	6
BIOS2200	Principles of Ecology <i>Prerequisites: BIOS1010 or BIOS1410</i> Ecology is the study of the interactions between organisms and their environment. This course will investigate relationships between living things and both the biotic and abiotic components of their environments at the organismal, population, community, and ecosystem levels. A background in the fundamental principles of ecological science, natural selection, biodiversity, and environmental sustainability will be covered. Current practices in ecological research as well as current ecological issues will also be discussed as part of the course's core material. The laboratory component will concentrate on standard practical applications in ecological research and dataset analysis. Must be enrolled in BIOS2200L concurrently.	L	45	30	6
BIOS2250	Human Anatomy & Physiology I <i>Prerequisite: General Biology (BIOS1010) or Department Approval</i> Introduction to the form and function of the human body including organization, basic chemistry, cells, tissues, skin, skeletal system, nervous system and introduction to special senses. Lab is included in the class.	B	45	30	6

	Location	Class	Lab	Credits
<p>BIOS2260 Human Anatomy & Physiology II <i>Prerequisite: BIOS2250 – Human Anatomy & Physiology I</i> Introduction to the form and function of the following human body systems: continuation of the special senses, endocrine system, blood and cardiovascular system, lymphatic system, immune system, respiratory system, digestive system, metabolism, urinary system, fluid electrolyte and pH balance, and reproductive systems. Lab is included in the class.</p>	B	45	30	6
<p>BIOS2410 General Genetics <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.</p>	B/L	45	30	6
<h2>BIOT • Biotechnology</h2>				
<p>BIOT1400 Introduction to Biotechnology I w/Lab <i>Prerequisites: High school algebra and high school biology suggested</i> 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.</p>	L	45	30	6
<p>BIOT2400 Introduction to Biotechnology II w/Lab <i>Prerequisite: BIOT1400</i> 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.</p>	L	45	30	6
<p>BIOT2441 Quality Assurance for Biosciences <i>Prerequisite: BIOT1400</i> 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.</p>	L	25	60	4.5
<p>BIOT2443 Production and Manufacturing <i>Prerequisite: BIOT1400</i> 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.</p>	L	25	60	4.5
<p>BIOT2445 Molecular Biology Techniques <i>Prerequisite: BIOT2400</i> 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.</p>	L	45	30	6
<p>BIOT2446 Cell Culture Techniques <i>Prerequisite: BIOT2400</i> 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.</p>	L	20	25	4.5
<p>BIOT2450 Current Topics in Biotech <i>Prerequisite: BIOT1400</i> 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.</p>	L	45	-	4.5

		Location	Class	Lab	Credits
BIOT2452	Bioinformatics	L	20	25	4.5
	<i>Prerequisite: BIOT1400</i>				
	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.				
BIOT2454	Biotechnology in Forensics	L	20	25	4.5
	<i>Prerequisite: BIOT1400</i>				
	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
	<i>Prerequisite: Keyboarding skills and prior computer experience recommended.</i>				
	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
	<i>Prerequisite: BSAD1010.</i>				
	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
	<i>Prerequisites: BSAD1010 and BSAD1020 recommended.</i>				
	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
	<i>Prerequisites: BSAD1010 and BSAD1020 recommended.</i>				
	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
	<i>Prerequisites: BSAD1010 and BSAD1020 recommended.</i>				
	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
	<i>Prerequisites: BSAD1010 and BSAD1020 recommended.</i>				
	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
BSAD1070	Customer Service	B/L	45	-	4.5
Students will learn the skills necessary to build and maintain good relationships with internal and external customers and the role the customer service team plays in developing, evaluating, and improving customer service systems. The course will cover basic customer service principles of assessing customer expectations and satisfaction and providing quality service. Problem-solving, challenges of customer service, communication, and customer retention will be covered.					
BSAD1090	Business Law I	B/L/M	45	-	4.5
Introduction to the history and origin of the legal system. All facets of the course are related to business including ethics, the Constitution, crimes, contracts, common law and sales, dispute settlements, torts employment and agency.					
BSAD1100	Business Law II	B/L/M	45	-	4.5
<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.					
BSAD1230	Visual Merchandising and Promotion	L	45	-	4.5
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.					
BSAD2155	Career Transition and Management Strategies	B/L/M	45	-	4.5
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.					
BSAD2170/MATH2170	Applied Statistics	B/L/M	45	-	4.5
<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.					
BSAD2270	Professional Selling	B/L/M	45	-	4.5
Development of selling principles and concepts used in a wide variety of selling situations including specialty, wholesale and retail. Necessary personality traits, ethics, and negotiation techniques required for successful selling are stressed and applied through the use of sales presentations and demonstrations.					
BSAD2310	Business Ethics	B/L/M	45	-	4.5
<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.					
BSAD2365	Leadership Practicum	L	-	200	5
This course provides students with hands-on experience in leadership, managerial decision-making, and professional communication including project management, team building, training and development, cultural competencies and social responsibility. Students will learn to plan, forecast, organize events and resources, lead, delegate, and motivate others. It is an interactive course that integrates all aspects of formal business education and training through service learning in collaboration with the international student organization, 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.					
BSAD2370	Human Resources Management	B/L/M	45	-	4.5
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.					
BSAD2390	Small Business Management	B/L/M	45	-	4.5
<i>Prerequisites: ACCT1200, BSAD1010, and math competency met or instructor permission.</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.					
BSAD2400	Principles of Retailing	B/L/M	45	-	4.5
Introduction to retailing principles in major retail areas. Policies and practices, marketing and business systems of small and large retailers are studied.					
BSAD2430	Marketing Communications	B/L/M	45	-	4.5
Focus on planning for the optimal use of all communication elements: advertising, personal selling, sales promotions, public relations. Combination of these elements must be tightly interwoven for successful management of brand equity, coordinating all aspects to achieve the same goals.					

		Location	Class	Lab	Credits
BSAD2460	Electronic Commerce Marketing	B/L/M	45	-	4.5
Application and management techniques in utilizing electronic commerce in the workplace. Strategies for businesses that may initiate or reassess the overall effectiveness and value of the digital elements of doing business to their overall corporate goals. Ethical and societal implications of e-commerce on the marketplace, customer base and employee commitment.					
*BSAD2470	International Marketing	B/L/M	45	-	4.5
Focus on theory and strategy involved in the effective development and implementation of marketing strategies in the global business arena. Emphasis on managerial aspects of import and export marketing and of US products and services relating to the following areas: demand, competition, economics, social-cultural, political-legal, and technology. Special attention placed on the following details: culture, consumer behavior, distribution, and trade agreements.					
BSAD2480	Event Marketing	B/L/M	45	-	4.5
Develop skills based on a mix of concepts and theories that are unique to marketing of events and venues. Examine strategies for marketing in the events and venue environment. There will be a specific focus on planning, execution and evaluation of sponsorship activities for events, the principles and strategic issues of fundraising in nonprofit organizations, and the planning, marketing, and selling of any type of event from company social functions to major conventions.					
BSAD2520	Principles of Marketing	B/L/M	45	-	4.5
A study of the development of an effective marketing program including consumer behavior, product, pricing, distribution, and promotional strategies.					
BSAD2540	Principles of Management	B/L/M	45	-	4.5
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.					
BSAD2800	Introduction to Sustainability	B/L/M	45	-	4.5
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.					
BSAD2900	Internship	B/L/M	-	180	4.5
<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.					
BSAD2901	Cooperative Experience	B/L/M	-	180	4.5
<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.					
BSAD2999	Special Projects		10-30	-	1-3
<i>Must have permission of instructor, program chair, and division dean.</i> Credit hours will vary.					
CAPP • MOPAR-Chrysler/Dodge/ RAM/Jeep College Automotive Program					
CAPP1110	Chrysler Shop Orientation	M	10	10	1
Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with the many basic elements of automotive repair.					
CAPP1170	Chrysler Shop Safety and Repair	M	10	10	1
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.					
CAPP1173	FCA Fundamentals	M	10	20	1.5
Introduction and use of Chrysler service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Overview of service manual groups with emphasis on theory of operation of systems and components, Pre-delivery Inspection and Master Tech Training.					
CAPP1175	FCA Electrical & Electronic Principles	M	60	90	9
Study of Electronics Training building from electrical principles and concepts through automotive semiconductors to microprocessors. Batteries, charging systems, starting systems and ignition system principles, operation and testing.					
CAPP1177	FCA Brake System	M	20	40	3
Theory, diagnosis, and repair procedures of disc, drum and Antilock brake system on current Chrysler vehicles.					

		Location	Class	Lab	Credits
CAPP1360	FCA Electronic Fuel Systems <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.	M	40	70	6
CAPP1362	FCA Body Electrical and Electronics <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.	M	40	40	5
CAPP1364	FCA Advanced Drivability Diagnosis <i>Prerequisite: CAPP1901.</i> Advanced electrical and fuel systems including OBD II, throttle body, multiple port injection systems, sequential fuel injection, turbo chargers, electronic and computer controlled ignition systems, charging systems and cranking systems. Diagnosis, adjustments and repair procedures, using electrical meters, scopes and Chrysler Diagnostic equipment.	M	50	50	6.5
CAPP1901	Dealer Cooperative Experience <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.	M	-	400	10
CAPP1902	Dealer Cooperative Experience <i>Prerequisites: CAPP1360, CAPP1362, & CAPP1364.</i> Coordinated work experience from Chrysler dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.	M	-	400	10
CAPP1911	WEB Based Training I <i>Prerequisites: CAPP1110-CAPP1177.</i> E-learning, Web Based training provided by Fiat Chrysler and supervised by Southeast Community College-Milford and MCAP coordinator.	M	20	-	2
CAPP1912	WEB Based Training II <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.	M	20	-	2
CAPP2528	Chrysler Steering & Suspension Systems <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 McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.	M	30	50	4.5
CAPP2530	FCA HVAC Systems <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.	M	30	50	4.5
CAPP2531	FCA Engine Repair <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.	M	50	60	7
CAPP2740	Chrysler Manual Transmission, Transaxles, Clutch and Transfer Case <i>Prerequisite: CAPP2901.</i> Operating principles and service of Chrysler manual transmissions and related drive train components. Diagnosis and repair procedures.	M	55	50	7
CAPP2741	Chrysler Rear Axle Service <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.	M	15	15	2
CAPP2742	Chrysler Diesel Fuel and Emission System <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.	M	15	15	2
CAPP2748	Chrysler Automatic Transmissions & Transaxles <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.	M	60	60	8

		Location	Class	Lab	Credits
CAPP2749	Chrysler New Product Update <i>Prerequisite: CAPP2901.</i>	M		30	1
	Overview of new product features for current model year. Includes available Chrysler New Product Information.				
CAPP2901	Dealer Cooperative Experience <i>Prerequisites: CAPP2528–CAPP2531.</i>	M	-	400	10
	Coordinated work experience from Chrysler dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.				
CAPP2911	WEB Based Training III <i>Prerequisites: CAPP2528–CAPP2531.</i>	M	20	-	2
	E-learning, Web Based training provided by Fiat Chrysler and supervised by Southeast Community College-Milford and MCAP coordinator.				
CHEM • Chemistry					
CHEM1050	Chemistry and the Citizen <i>Prerequisite: MATH1100 or MATH1103 or higher.</i>	L/M	45	30	6
	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.				
CHEM1090	General Chemistry I <i>Prerequisite: MATH1100 or or appropriate college level math score</i>	B/L	45	30	6
	This is the first course of a comprehensive chemistry sequence. Topics include nomenclature, atomic structure, chemical reactions, essentials of bonding, periodic properties, Valence Shell Electron Pair Repulsion Theory (VSEPR) modern bonding theories, stoichiometry, thermochemistry, and the chemistry of solids, liquids, gases. Lab must be taken concurrently.				
CHEM1100	General Chemistry II <i>Prerequisite: CHEM1090 with a grade of "C" or higher.</i>	B/L	45	30	6
	This is the second course of a comprehensive chemistry sequence. Topics include solutions, kinetics, equilibrium, acid-base reactions, solubility, thermodynamics, and electrochemistry. Lab must be taken concurrently.				
CHEM2510	Organic Chemistry I <i>Prerequisite: CHEM1100.</i>	B/L	45	30	6
	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.				
CHEM2520	Organic Chemistry II <i>Prerequisite: CHEM2510.</i>	B/L	45	30	6
	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.				
CHEM2550	Biological Organic Chemistry <i>Prerequisites: CHEM1090</i>	L	45	-	4.5
	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					
*CHIN1010	Beginning Chinese I	L	75	-	7.5
	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.				
*CHIN1020	Beginning Chinese II <i>Prerequisite: CHIN1010 or placement test or instructor permission.</i>	L	75	-	7.5
	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				
*CHIN2010	Second-year Chinese I <i>Prerequisite: CHIN1020 or placement test or instructor permission.</i>	L	45	-	4.5
	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.				

Location	Class	Lab	Credits
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***CHIN2020 Second-year Chinese II**

Prerequisite: CHIN2010 or placement test or instructor permission.

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.

L	45	-	4.5
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CNST • Building Construction Technology

CNST1100 Basic Carpentry

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.

M	35	15	4
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CNST1101 Basic Woods Manufacturing

Introduction to woods manufacturing curriculum, lab maintenance, construction curriculum, and instructional practice for students in the 2 + 2 SCC UNL program.

M	35	30	4.5
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CNST1123 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.

M	30	-	3
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CNST1124 Concrete & Masonry Tools & Material II

Prerequisites: CNST1123

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.

M	30	-	3
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CNST1125 Concrete & Masonry Applications I

Co-requisite: CNST1123

Laboratory application in proper use of concrete and masonry tools, materials. Experience in block and brick laying, concrete forming, and reinforcing and finishing. Safety training.

M	-	75	2.5
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CNST1126 Concrete & Masonry Applications II

Prerequisite: CNST1125 Co-requisite: CNST1124

A continuation of Concrete & Masonry Applications I. Laboratory application in proper use of concrete and masonry tools, materials. Experience in block and brick laying, concrete forming, and reinforcing and finishing. Safety training.

M	-	75	2.5
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CNST1200 Advanced Carpentry

Prerequisite: CNST1100

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.

M	35	15	4
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CNST1201 Construction Basics

Introduction to hand tools, power tools, air and powder actuated tools. Modern practices, processes, and safety in the building construction industry. Introduction to blueprint reading, residential drawings, scale drawings, terms and abbreviations. Building permits, planning, estimating, and construction of concrete footings and foundations, tools, materials through theory and lab. Fundamentals of carpentry, framing, siding, roofing, interior/exterior trim and cabinet making. Electrical practices and processes, codes and installation procedures. Plumbing practices, and processes, codes and installation procedures.

M	35	30	4.5
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CNST1226 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.

M	30	-	3
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CNST1227 Tools & Materials II

Prerequisites: CNST1226

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.

M	30	-	3
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CNST1228 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.

M	-	75	2.5
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CNST1229 Construction Processes & Practices II

Prerequisites: CNST1228

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.

M	-	75	2.5
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		Location	Class	Lab	Credits
CNST1300	Energy Construction	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.				
CNST1326	Residential Construction Drafting	M	60	85	8.5
	A course in Architectural drafting covering concepts of drafting, design, techniques, equipment and codes. Covers purposes of residential working drawings, creating door and window schedules, a floor plan, a basement/foundation plan and construction details. Emphasis is on methods of construction, stair calculations and design challenges.				
CNST1328	Residential Construction Estimating	M	45	70	6.5
	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. Using standardized forms and information, student develops lists of construction materials and prices for residential construction. Emphasis on accuracy, organization, and completeness				
CNST1331	Commercial Construction Communications	M	30	-	3
	Fundamentals of commercial blueprint reading, introduction to contractor duties and procedures, the International Building Code, plus Green Build and LEED construction basics.				
CNST1430	Cabinetry and Carpentry Laboratory	M	-	150	5
	<i>Prerequisites: 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.				
CNST1433	Cabinetry and Carpentry Theory	M	75	-	7.5
	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 fourth quarter.				
CNST2532	Residential Construction Applications	M	20	230	9.5
	<i>Prerequisites: CNST1430 and CNST1433.</i>				
	This course includes review and testing of theory. The 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.				
CNST2634	Commercial Construction Drafting	M	45	30	5.5
	<i>Prerequisite: CNST1326.</i>				
	Study of light commercial structures and methods of construction. Requirements of the Uniform Building Code. Construction materials and methods. Methods of graphic representation for each drawing. Drawing and representation of commercial structures and preliminary information provided by instructor, but student bears more responsibility for planning design than in earlier drafting courses. Use of the Uniform Building Code for floor plan design and the interrelationship of drawings and information for a set of construction drawings is included. Fundamentals of computer-aided drafting using Revit. Draw, edit and print a light commercial set of plans.				
CNST2636	Commercial Construction Estimating	M	45	68	6.5
	<i>Prerequisite: CNST1328.</i>				
	A lecture/lab course dealing with the creation of a commercial materials estimate, using the procedures described in class, including R.S. Means Company format, estimating forms and procedures. Emphasis will be on creativity, accuracy, and completeness.				
CNST2643	Fundamentals of Structural Steel	M	30	-	3
	Introduction to iron and steel making, structural shapes, design and sizing of steel structural systems, joists, beams and columns.				
CRIM • Criminal Justice					
CRIM1000	Criminal Justice Seminar I	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.				
CRIM1010	Introduction to Criminal Justice	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.				
CRIM1020	Introduction to Corrections	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.				

		Location	Class	Lab	Credits
CRIM1030	Courts & the Judicial Process	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.					
CRIM1280	Forensic Science & Laboratory Techniques	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.					
CRIM2000	Criminal Law	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.					
CRIM2015	Community-Based Corrections: Probation & Parole	Q	45	-	4.5
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.					
CRIM2020	Legal Issues in Corrections	Q	45	-	4.5
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.					
CRIM2030	Police and Society	B/Q	45	-	4.5
Examines the role of the police in relationship to law enforcement and American society. Topics include, but are not limited to the role and function of police, the nature of police organizations and police work, and the patterns of police-community relations.					
CRIM2080	Criminal Procedures	B/Q	45	-	4.5
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.					
CRIM2100	Juvenile Justice	B/Q	45	-	4.5
Examines the origins, philosophy, and objectives of the juvenile justice system. Topics include, but are not limited to causation of crime (i.e. race/gender, socioeconomic relevance, victimization), the juvenile court system, the law enforcement approach, corrections, and prevention.					
CRIM2190	Law Enforcement Field Services	B/Q	45	-	4.5
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.					
CRIM2200	Criminology	B/Q	45	-	4.5
<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.					
CRIM2240	Ethics in Criminal Justice	B/Q	45	-	4.5
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.					
CRIM2265	Criminal Investigation I	B/Q	45	-	4.5
<i>Prerequisite: 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.					
CRIM2270	Criminal Investigation II	B/Q	45	-	4.5
<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.					
CRIM2290	Report Writing in Criminal Justice	B/Q	45	-	4.5
<i>Prerequisites: ENGL1010 and CRIM1010 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.					

		Location	Class	Lab	Credits
CRIM2330	Criminal Justice Administration/Supervision	Q	45	-	4.5
<p>The course helps students develop and evaluate policies and procedures in all parts of the correctional criminal justice administration arena (law enforcement, courts, corrections, community-based corrections, juvenile justice and courts). This course will also include supervision techniques for criminal justice professionals in their role as supervisors or supervising specific criminal justice clients (such as inmates, arrested persons, juveniles). The course will be also be an overview of supervisor and middle management roles in criminal justice agencies with emphasis on the importance of inter-personal skills and co-worker relations as well as the positive and negative aspects of various leadership styles.</p>					
CRIM2340	Effective Communications in Criminal Justice	Q	45	-	4.5
<p><i>Prerequisites: CRIM2290</i></p> <p>This course will explore theoretical perspectives and practical skill sets for effective communication, intervention, and problem solving within a criminal justice context. This course will introduce strategies for negotiation, mediation, crisis intervention, conflict de-escalation and problem management. Practical approaches for assessing, managing and intervening in various criminal justice situations will be explored. Challenges with difficult client groups will be identified and appropriate interventions surveyed. Student will have ongoing opportunities to develop and practice skills and interventions through this interactive course.</p>					
CRIM2400	Introduction to Homeland Security	O	45	-	4.5
<p>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.</p>					
CRIM2410	Critical Infrastructure Security	O	45	-	4.5
<p>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.</p>					
CRIM2430	Introduction to Emergency Management	O	45	-	4.5
<p>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.</p>					
CRIM2450	Domestic & International Terrorism	O	45	-	4.5
<p>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.</p>					
CRIM2460	Intelligence in Homeland Security	O	45	-	4.5
<p>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.</p>					
CRIM2465	Cyber Threats in Homeland Security	O	45	-	4.5
<p>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.</p>					
CRIM2470	Constitutional Issues in Homeland Security	O	45	-	4.5
<p>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.</p>					
CRIM2890	Criminal Justice Internship Seminar	B/Q	15	-	1.5
<p><i>Prerequisite: CRIM1000, CRIM1010 and ENGL1010 or higher and completion of majority of CRIM courses</i></p> <p>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.</p>					
CRIM2900	Criminal Justice Internship	B/Q	-	180	4.5
<p><i>Prerequisite: CRIM2890 and on condition of being accepted at the training site.</i></p> <p>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.</p>					

		Location	Class	Lab	Credits
CRIM2901	Criminal Justice Coop	B/Q		180	4.5
	<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 ours are required for this course.				
CRIM2910	Jail Management Certification Training	Q	80	-	8
	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.				
CRIM2999	Individual Special Projects	B/Q	-	-	5-7
	<i>Must have permission of instructor, program chair, and division dean.</i>				
	Credit hours will vary.				
DDRT • Design and Drafting Technology					
DDRT1110	Design Drafting Concepts	L	30	-	3
	A study of the application of communication and documentation of basic design skills using industry accepted standards and practices.				
DDRT1120	Basic Computer Aided Drafting	L/M	30	30	4
	Fundamentals of 2-D computer aided drafting using the most current version of AutoCAD. Instruction on software settings, layer creation, display controls and drawing set up. Introduction to the Cartesian coordinate system. Instruction on annotations, dimensions and plotting procedures, and file management.				
DDRT1170	Light Construction Materials & Methods	L/M	30	30	4
	You will study the common building materials used in many areas and stages of residential and light commercial construction.				
DDRT1207	Heating & Air Conditioning Systems I	M	30	20	3.5
	Methods of calculating heat loss and heat gain for residential buildings according to ACCA Manual J.				
DDRT1220	3-D Solid Modeling	L	15	45	3
	<i>Prerequisite(s): DDRT1120, or by Permission</i>				
	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.				
DDRT1224	3-D Civil CAD	L	15	45	3
	<i>Prerequisite(s): DDRT1110 and DDRT1220</i>				
	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.				
DDRT1230	Print Reading	L/M	30	20	3.5
	You will learn how to read a set of construction prints for residential and light commercial construction. You will learn the dimensions, notes and symbols commonly used in the industry. You will learn what type of information is found in the prints, who uses the information and why the information is important.				
DDRT1250	Plumbing Systems Theory and Drafting	M	45	55	6
	<i>Prerequisite(s): DDRT1120</i>				
	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.				
DDRT1310	3-D Visualization	L	15	45	3
	<i>Prerequisite(s): DDRT1330 and DDRT1400</i>				
	Using computer aided design for the creation of illustrations and animations for display and/or print incorporating color, texture, and spatial organization of ideas.				
DDRT1320	Heating and Air Conditioning Systems II	M	45	55	6
	<i>Prerequisite(s): DDRT1120 and DDRT1207</i>				
	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.				
DDRT1330	Solid Works	L	15	45	3
	<i>Prerequisite(s): DDRT1110</i>				
	Using Solid Works software students create solid models to produce parts, assemblies, and drawings of 3D products and 2D documentation.				
DDRT1338	Residential Design and Drafting	M	20	60	4
	<i>Prerequisite(s): DDRT1170 and DDRT1230</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.				

	Location	Class	Lab	Credits
DDRT1340 Strength of Materials <i>Prerequisite(s): MATH1050 or higher</i> Theories of forces acting on bodies. Moments of forces, formulas for stresses in materials and structural members.	L/M	40	-	4
DDRT1350 Estimating for Light Construction You will use your knowledge of light construction materials to calculate the quantities of the materials in a structure. You will apply cost data to the material quantities to calculate a total cost of construction. You will have a better understanding of the estimating profession and the various skills an estimator must possess.	L/M	30	20	3.5
DDRT1400 Virtual Building Design with Revit Architecture <i>Prerequisite: DDRT1170</i> Using Revit Building software to create Building Information Models and using tools form parametric building design and documentation.	L/M	30	30	4
DDRT1420 Advanced Mechanical Systems Theory and Drafting <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.	M	45	55	6
DDRT1500 Advanced Virtual Building Design with Revit <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.	L	30	30	4
DDRT2110 Architectural Design <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.	L	15	45	3
DDRT2130 Industrial Plastics <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.	L	30	-	3
DDRT2140 Building Utility Design <i>Prerequisite(s): DDRT1500</i> Electrical, plumbing, mechanical systems, code requirements, calculation methods, related design techniques, symbols, and preparation of working drawings using Revit MEP.	L	45	15	5
DDRT2150 Structural Steel Design with SDS/2 <i>Prerequisite(s): DDRT1220</i> Use of SDS/2 software to teach design and detailing of structural steel in a 3-D environment.	L	15	45	3
DDRT2180 Professional Practice – Architectural <i>Prerequisite(s): DDRT1500 and DDRT2110</i> Simulation of circumstances encountered designing and drafting commercial construction plans.	L	15	45	3
DDRT2200 Geometric Dimensioning & Tolerancing <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)	L	30	-	3
DDRT2210 Engineering Processes <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.	L	15	45	3
DDRT2215 Plastics Part Design <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.	L	15	45	3
DDRT2220 Flat Pattern Layout <i>Prerequisite(s): DDRT1330 and DDRT2200</i> Study of flat pattern developments used for consumer products and product packaging and sheet metal design applications.	L	15	45	3
DDRT2230 Design Concepts <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.	L	30	-	3

	Location	Class	Lab	Credits
DDRT2240 Consumer Product Design <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.	L	15	45	3
DDRT2260 Jig and Fixture – Design <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.	L	15	45	3
DDRT2530 Steel Systems Design and Drafting <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.	M	45	55	6
DDRT2540 Building Safety & Design You will learn about a variety of types of buildings and the design features that are used to keep the occupants of those buildings safe. You will learn how to design buildings that will allow the occupants to exit quickly and safely in the event of a disaster. You will learn how to navigate various building codes to solve design challenges.	L/M	45	-	4.5
DDRT2546 Site Planning and Surveying <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.	M	25	25	3
DDRT2650 Fundamentals of Commercial Architecture 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.	M	45	100	7.5
DDRT2660 Concrete and Wood Systems Design and Drafting <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.	M	45	55	6
DDRT2750 Electrical Systems Theory and Design <i>Prerequisite(s): DDRT1120</i> 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.	M	45	55	6
DDRT2839 Commercial Estimating <i>Prerequisite: DDRT1350</i> Methods of performing material takeoff and pricing materials for commercial construction. The commercial estimating process will be covered.	M	30	15	3.5
DDRT2901 Cooperative Experience Drafting I <i>Prerequisite(s): DDRT1330 and DDRT1500</i> 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.	L	-	200	5
<h2>DENT • Dental Assisting</h2> <p>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.</p>				
DENT1103 Oral Sciences I <i>Prerequisite: Declared in the Dental Assisting program.</i> 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.	L	30	-	3
DENT1110 Preclinical Concepts <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.	L	20	75	4.5

		Location	Class	Lab	Credits
DENT1111	Dental Assisting Ethics and Jurisprudence	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).				
DENT1210	Oral Sciences II	L	30	15	3.5
	Thorough study of anatomical concepts pertaining to the structures of the face and oral cavity and tooth morphology. Lab is included in this course.				
DENT1211	Dental Assisting Foundations I	L	25	75	5.0
	Administration of all vital signs on patient and assisting with dental examination data gathering (documentation). Prepare and practice dental procedures including: amalgam, composite, and crown prep/seat. The manipulation of specific types of dental materials utilized in the procedures, dental dam placement, assembly of matrix retainers, techniques for the control of disease-producing pathogens, personal protective equipment (PPE), standard precautions, and hazardous materials protection as required by OSHA and CDC guidelines. Laboratory experiences at the SCC Lincoln Campus and University of Nebraska-College of Dentistry.				
DENT1212	Oral Hygiene	L	20	30	3
	Study methods and supplemental aids for the control of dental disease and demonstration of oral health instructions to a patient. Coronal polish and pit and fissure sealants are taught to preclinical competency level lab.				
DENT1214	Clinical Concepts	L	30		3.0
	Recognition and management of medical and dental emergencies, oral pathology, pharmacology and pain control.				
DENT1311	Dental Assisting Foundations II	L	30	30	4
	Principles of the foundation of clinical dentistry are taught. Clinical and dental laboratory infection control practices (OSAP standards) with development in specialized technical skills including special patient care practices. Course includes a lab.				
DENT1312	Dental Materials I	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.				
DENT1313	Oral Radiography I	L	35	30	4.5
	Extensive study in oral radiography including: legal and ethical responsibilities, recognizing a diagnostic quality radiograph, production of radiographs, biological effects of radiation, processing of films, patient education and management. Course includes laboratory emphasis on DXTR manikin.				
DENT1314	Clinical Education I	L	15	150	6.5
	Clinical education is scheduled throughout quarters two, three and four. Under supervision, students will care for patients applying specialized technical skills and principles previously learned in the classroom and laboratory settings while in the dental clinical environment.				
DENT1410	Practice Management Skills	L	20	30	3
	Principles of dental office procedures, resume writing, letter of application, and inventory control. The integration of a current dental software program is utilized throughout the entire course. Course includes a lab.				
DENT1411	Dental Assisting Foundations III	L	35	15	4
	Principles and techniques associated with the specialties in dentistry. Course includes a lab.				
DENT1412	Dental Materials II	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.				
DENT1413	Oral Radiography II	L	-	45	1.5
	<i>Prerequisite: Declared in the Dental Assisting program.</i>				
	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.				

Location	Class	Lab	Credits
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DESL • Diesel Technology-Truck

DESL1201	Electrical Systems I	M	20	20	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 Circuits	M	20	25	2.5
<i>Prerequisite: DESL1201.</i>					
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	M	20	30	3
<i>Prerequisite: DESL1201.</i>					
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	M	25	25	3
<i>Prerequisite: DESL1261.</i>					
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	M	20	15	2.5
<i>Prerequisites: DESL1261</i>					
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	Shop Processes & Safety	M	20	35	3
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	Fuel Systems I	M	25	15	3
<i>Prerequisites: DESL1211, DESL1221, & DESL1231</i>					
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	M	20	30	3
<i>Prerequisites: DESL1251</i>					
Basic theory, construction and operation of engine valve trains. Valves, valve seats, camshafts, cam followers, valve springs, rocker arm assemblies, push rods, and related parts. Valve timing and adjustments will be judged for proficiency by actual engine operation. Basic procedure and operation of valve and seat reconditioning is performed and proficiency evaluated.					
DESL1301	Engine Overhaul & Inspection	M	25	25	3
<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.					
DESL1321	Fuel Systems II	M	25	20	3
<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.					
DESL1341	Air Brakes-Truck	M	30	45	4.5
<i>Prerequisites: DESL1301 & 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.					
DESL1352	Electrical/Electronic Systems II	M	30	20	3.5
<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.					

	Location	Class	Lab	Credits
DESL1355 Steering and Suspension-Truck <i>Prerequisites: DESL1301 & 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.	M	30	60	5
DESL1361 Hydraulic Brakes-Truck <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.	M	20	30	3
DESL1385 Basic Hydraulics-Truck <i>Prerequisites: DESL1301 & DESL1352</i> Principles and application of theory design, construction, and testing of hydraulic systems including pumps, actuators, reservoirs, accumulators, lines, fittings, filters and fluids.	M	20	15	2.5
DESL1441 Heating and Air Conditioning I-Truck <i>Prerequisites: DESL1301 & 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.	M	30	20	3.5
DESL1451 Conventional Transmissions & Clutches-Truck <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.	M	40	85	6.5
DESL1471 Truck Final Drives-Truck <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.	M	20	30	3
DESL1481 Preventative Maintenance & Inspection-Truck <i>Prerequisites: DESL1341, DESL1355, DESL1361, DESL1385, & 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.	M	30	75	5.5
DESL2302 Heating & Air Conditioning II-Truck <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.	M	15	35	2.5
DESL2432 Automatic Truck Transmissions-Truck <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.	M	25	35	3.5
DESL2452 Electrical Systems III-Truck <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.	M	40	60	6
DESL2482 Electronic Diesel Engine Diagnostics & Tune-Up-Truck <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.	M	40	50	5.5
DESL2901 Cooperative Experience-Truck <i>Prerequisite: DESL2432, DESL2452, & DESL2482</i> On-the-job experience in a diesel repair shop. Practice of skills and knowledge acquired in previous quarters.	M	-	400	10

Location	Class	Lab	Credits
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ECED • Early Childhood Education

Location	Class	Lab	Credits
L	10	-	1
<p>ECED1010 Introduction to ECED Professional Portfolio Development 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.</p>			
L	45	-	4.5
<p>ECED1050 Expressive Arts This course focuses on the selection, construction and use of materials, activities and experiences that encourage the young child's (3-8 year olds) creativity and aesthetic appreciation through the visual arts, music, body movement, and dramatic play.</p>			
L	45	-	4.5
<p>ECED1060 Observation, Assessment and Guidance This course introduces a variety of observation, assessment and guidance strategies used in an early childhood education setting birth through age 8.</p>			
L	45	-	4.5
<p>ECED1110 Infant and Toddler Development 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.</p>			
L	30	-	3
<p>ECED1112 Applied Infant and Toddler Concepts <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.</p>			
L	30	-	3
<p>ECED1120 Preschool Child Development 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.</p>			
L	45	-	4.5
<p>ECED1130 Social-Emotional Development and Behavior Guidance 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.</p>			
L	45	-	4.5
<p>ECED1150 Introduction to Early Childhood Education 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.</p>			
L	45	-	4.5
<p>ECED1160 Early Language and Literacy This course focuses on the development of literacy and language skills from birth to age 8 including diverse and English Language Learners. The student will plan and prepare developmentally appropriate language and literacy activities.</p>			
L	15	-	1.5
<p>ECED1220 Pre-Practicum <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.</p>			
L	30	-	3
<p>ECED1224 Preschool Math, Science and Social Studies Curriculum 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.</p>			
L	30	-	3
<p>ECED1230 School Age Child Development and Programming 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.</p>			
L	45	-	4.5
<p>ECED1260 Early Childhood Health, Safety and Nutrition Defines interrelationship of safety, nutritional planning & health and how environmental factors affect young lives.</p>			
L	60	-	6
<p>ECED1270 Integrated Curriculum; Ages 3-8 years <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.</p>			

		Location	Class	Lab	Credits
ECED1340	How Children Learn	L	30	-	3
Theory, methods, and planning techniques for teaching the young child in relation to thinking patterns and learning styles.					
*ECED1404	Understanding Diversity in the Early Childhood Classroom	L	10	-	1
Focuses on developing a culture and ethnic awareness for early childhood educators as they respond sensitively to diversity in the classroom.					
ECED1475	Professional In-Home Care	L	45	-	4.5
Skills and requirements specifically for the person working in a home setting as a professional nanny or a family child care provider. Discussion of business plans, development of a parent handbook, selection of employment agencies, contract negotiations and interviewing of prospective clients and employers. Activity planning and scheduling for children of diverse ages and abilities. 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.					
ECED1520	Preschool Practicum	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.					
ECED1521	Infant Practicum	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.					
ECED1522	Toddler Practicum	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.					
ECED1545	School Age Practicum	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.					
ECED1560	Comprehensive Family Child Care Practicum	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.					
ECED1570	Comprehensive Professional Nanny Practicum	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.					
ECED2050	Children with Exceptionalities	L	40	15	4.5
<i>Prerequisite: ECED 1220 or EDUC 1700</i>					
This course focuses on the theory, development and philosophy of early childhood education programs serving children (from birth to age 8) with exceptionalities. Topics include working with families, legislation, role of the interventionist, interdisciplinary teams, and inclusion of children with special needs in natural environments. Observation of inclusionary practices and exceptional children are required. Prior knowledge of child growth and development.					

		Location	Class	Lab	Credits
ECED2060	Early Childhood Education Curriculum Planning	L	45	-	4.5
<p><i>Students will be withdrawn from this class if they have not completed ECED1110, 1120, 1230, 1520, 1521,1522,1545 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. ECED1521 or 1522 can be taken as a co-requisite with this class.</i></p> <p>This course prepares students to plan a developmentally appropriate curriculum and environments for children ages 3-8 years of age. Topics include writing goals and objectives, lesson plans, daily schedules, working with parents, and inclusionary practices.</p>					
ECED2065	Child Care Head Teacher Practicum	L	30	150	8
ECED2066	Child Care Head Teacher Practicum (E-Focus)	L	15	105	5
<p><i>Open only to declared ECED students. Prerequisites: Program Permission. Current first aid/CPR certification. ECED1050, 1060, 1110, 1120, 1130, 1160, 1220, 1224, 1230, 1260, 1520, 1521, 1522, 1545, and 2060.</i></p> <p>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.</p>					
ECED2070	Family and Community Relationships	L	45	-	4.5
<p>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.</p>					
ECED2450	ECED Administration	L	45	-	4.5
<p><i>Prerequisites: Program Permission, ENGL1010 and ECED2065/2901. Corequisite: ECED2510.</i></p> <p>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.</p>					
ECED2510	ECED Administration Practicum	L	-	60	2
<p><i>Prerequisite: Program permission required to register. ECED2065 Head Teacher Practicum or ECED2901 Head Teacher Co-Op. Corequisite: ECED2450.</i></p> <p>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.</p>					
ECED2570	ECED Administration for the Entrepreneur Practicum	L	-	90	3
<p><i>Prerequisite: Program permission required to register. ECED2066 or 2903, 2450 and 2510.</i></p> <p>Practical experience in developing and administering a quality early childhood education program.</p>					
ECED2607	Individualized Practicum	L	15	-	.5
ECED2617		L	30	-	1
ECED2627		L	60	-	2
<p><i>Prerequisite: Program permission</i></p> <p>Practicum experiences designed to meet individual and program needs.</p>					
ECED2800	Early Childhood Education Graduation Seminar	L	25	-	2.5
<p><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></p> <p>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.</p>					
ECED2900	Internship	L	10	240	7
<p><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></p> <p>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.</p>					
ECED2901	Child Care Head Teacher Cooperative Experience	L	30	200	8
<p>Program Permission required. ECED 1050, 1060, 1110, 1120, 1130, 1160, 1220, 1224, 1230, 1260, 1520, 1521, 1522, 1545 and 2060 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 completion in an infant or toddler setting. ECED1475 Professional In-Home Care required for completion in an in-home child care or nanny setting. This Course provides continued practical work experience for a lead teacher in a licensed child care facility. Site must meet certain guidelines set by the program. Work experience is paid employment. Presentation and discussion of child development topics and practicum experience.</p>					

		Location	Class	Lab	Credits
ECED2902	Cooperative Experience	L	10	240	7
<p><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></p> <p>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.</p>					
ECED2903	Child Care Head Teacher Cooperative Experience (E-Focus)	L	15	140	5
<p><i>Prerequisite: Program permission required. Current First Aid/CPR certification. ECED1050, 1060, 1110, 1120, 1130, 1160, 1220, 1224, 1230, 1260, 1520, 1521, 1522, 1545 and 2060. ECED1112 Applied Infant and Toddler Concepts required for Completion in an infant or toddler setting. ECED1475 Professional In-Home Care required for completion in an in-home child care or nanny setting.</i></p> <p>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.</p>					
ECED2999	Individual Special Project	L	-	-	.5-3
<p><i>Prerequisite: Program Permission.</i></p> <p>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.</p>					
ECON • Economics					
ECON1200	Personal Finance	B/L/M	45	-	4.5
<p><i>Prerequisite: Math competency recommended.</i></p> <p>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.</p>					
ECON2110	Principles of Macroeconomics	B/L/M	45	-	4.5
<p><i>It is recommended that students have a strong college level math and accounting background before taking this class.</i></p> <p>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 economy.</p>					
ECON2120	Principles of Microeconomics	B/L/M	45	-	4.5
<p><i>It is strongly recommended to complete Macroeconomics ECON2110, and have a strong college level math and accounting background before taking this class.</i></p> <p>Analysis of perfect and imperfect markets, including the behavior of producers and consumers. Topics include price and income elasticity, public and private goods, income distribution, market structures, production costs, resource allocation, comparative advantage and current economic problems.</p>					
EDUC • Education					
EDUC0940	Math Praxis Test Prep	L	15	-	1.5
<p>This course is designed to provide preparation for the math portion of the Praxis exams to students wanting to pursue a teaching career.</p>					
EDUC0960	Reading Praxis Test Prep	L	15	-	1.5
<p>This course is designed to provide preparation for the reading portion of the Praxis exam to students wanting to pursue a teaching career.</p>					
EDUC0980	Writing Praxis Test Prep	L	15	-	1.5
<p>This course is designed to provide preparation for the writing portion of the Praxis exam to students wanting to pursue a teaching career.</p>					
EDUC1110	Introduction to Professional Education	B/L	45	-	4.5
<p>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.</p>					
EDUC1700	Professional Practicum I	B/L	15	30	2.5
<p><i>Prerequisite/Concurrent enrollment: EDUC1110</i></p> <p>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.</p>					
EDUC2000	Educational Psychology	B/L	45	-	4.5
<p>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.</p>					

		Location	Class	Lab	Credits
EDUC2160	Children's Literature (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.	B/L	45	-	4.5
EDUC2165	Young Adult Literature (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.	B/L	45	-	4.5
EDUC2300	Introduction to Special Education Prerequisite: EDUC1110 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.	L	45	-	4.5
EDUC2590	Instructional Technology 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.	B/L	45	-	4.5
EDUC2970	Professional Practicum Experiences II Prerequisites: EDUC1700. Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth. Includes seminar component.	B/L	15	30	2.5
EDUC2971	Professional Practicum Experiences III Prerequisites: EDUC2970. Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth. Includes seminar component.	B/L	15	30	2.5
ELEC • Electrical & Electromechanical Technology and Electronic Systems Technology					
ELEC1100	Introduction to Electronic Engineering Introduction to Electronic Engineering, covers how to use basic electronic test equipment, IPC-J-STD-001 acceptability of electronic assemblies', standard soldering, ESD training, electronic component identification,, how to draw schematics and introduce students to simulation software. All students will complete testing for IPC-J-STD-001 certification.	L	35	40	4.5
ELEC1129	Engineering Electronics I 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.	L	55	60	7.5
ELEC1132	DC Principles I Prerequisite: MATH0950 A study of electrical concepts, using Ohm's Law along with Kirchhoff's Voltage and current Laws to understand series, parallel, and combination circuits. Analyzing, diagnostic and trouble resolution techniques are introduced using the VOM, DMM, Oscilloscope, power supplies and other lab test equipment.	M	37.5	50	5
ELEC1133	DC Principles II Prerequisite: ELEC1132. A continuation of DC Principles I. An in-depth study of electrical concepts, using the skills gained in DC Principles I. Magnetism is introduced to gain knowledge of DC motors/Generators along with relays/contactors. Inductors and capacitors and their operation in DC circuits are covered also. Analyzing, diagnostic and trouble resolution skills are enhanced using the VOM, DMM, Oscilloscope and other lab test equipment as needed.	M	37.5	50	5
ELEC1219	Engineering Electronics II 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.	L	55	60	7.5
ELEC1227	Digital Circuits 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.	L	35	40	4.5

		Location	Class	Lab	Credits
ELEC1232	AC Principles I <i>Prerequisites: ELEC1133 and MATH 1050 or higher</i>	M	40	30	5
A study of AC circuits using resistive and reactive components. Series resonance and power factor concepts are introduced and measured. The oscilloscope is used to display and measure phase shift in order to do indirect measurements. Three phase concepts are overviewed.					
ELEC1233	AC Principles II <i>Prerequisite: ELEC1232</i>	M	40	30	5
A continuation of AC Principles I. Parallel circuits are introduced along with power factor correction. Single phase transformers are studied to understand step-up, step-down and isolation transformers. Power supply rectification and filtering are covered in depth.					
ELEC1317	Active Devices <i>Prerequisite: ELEC1219 and MATH1050 or higher or Program Chair Approval</i>	L	55	60	7.5
Introduction to diodes, transistors, FETs, SCRs and TRIACs which make up complete electronic circuits. Device analysis, basic circuit design, and common troubleshooting practice for these devices.					
ELEC1336	CAD & Electrical Estimating <i>Co-requisite: ELEC1366.</i>	M	15	35	2.5
Introduction to computer based drafting systems for electrical applications followed by the design of electrical distribution system and computerized cost estimating.					
ELEC1337	Sketching & CAD	M	20	30	3
Electromechanical students will learn the fundamentals of freehand sketching and computer based drafting for maintenance purposes.					
ELEC1344	Motor Controls <i>Prerequisite: ELEC1233</i>	M	20	30	3
Practices in the operation, application, wiring, and troubleshooting of AC electrical control systems.					
ELEC1356	Fluid Power <i>Prerequisite: MATH1050.</i>	M	40	60	6
Study of fluid power (hydraulic and pneumatic) systems. Circuitry and various components, their design, operation, application, and maintenance.					
ELEC1362	Electronic Drafting <i>Prerequisite: Prior computer coursework or experience.</i>	L	5	20	1
Introduction to computer based drafting, circuit simulation, and PCB layout software for electronics applications. The software will include Capture, Multisim, and Visio.					
ELEC1366	Residential & Commercial Wiring I <i>Prerequisite: ELEC1233 or special permission.</i>	M	50	75	7.5
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).					
ELEC1367	Residential & Commercial Wiring II <i>Prerequisite: ELEC1366</i>	M	50	75	7.5
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).					
ELEC1422	Analog Circuits <i>Prerequisite: ELEC1317.</i>	L	55	60	7.5
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.					
ELEC1436	Power Transmission & Lubricants <i>Prerequisites: MACH1121 and MACH1131</i>	M	20	30	3
Fundamentals of power transmission equipment including belt drives, chain drives, couplings, bearings, seals, and lubrication.					
ELEC1446	Industrial Machines & Mechanical Systems <i>Prerequisites: ELEC1356, ELEC1337, MACH1121, MACH1131, and WELD1184.</i>	M	40	60	6
Troubleshooting and repair of mechanical equipment. Bending, installing conduits, and repair of clutches and brakes.					
ELEC1464	Transformers, Three-Phase System <i>Prerequisite: ELEC1233</i>	M	60	40	7
Study of transformers including three-phase use with balanced and unbalanced loads. Wiring techniques and performance characteristics of one-phase motors.					
ELEC1474	Predictive Maintenance Principles <i>Prerequisite: ELEC1233</i>	M	20	30	3
Orientation, planning, and practical application of setting up a predictive maintenance program for inspection, testing, cleaning, fabricating, and adjusting of equipment.					

		Location	Class	Lab	Credits
ELEC1482	Advanced Digital Circuits <i>Prerequisite: ELEC1227.</i>	L	35	40	4.5
	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.				
ELEC1496	Industrial Wiring I <i>Prerequisite: ELEC1367</i>	M	35	65	5.5
	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.				
ELEC1497	Industrial Wiring II <i>Prerequisite: ELEC1496</i>	M	35	65	5.5
	A continuation of Industrial Wiring 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.				
ELEC2099	Military Service Electronics Training	-	-	-	30-60
	Composite Electronics Technician training and experience received at US Government Armed Forces military training centers and deployment sites. SCC does not offer this course at their facilities.				
ELEC2519	Communications Systems <i>Prerequisites: ELEC1422 and ELEC1482.</i>	L	55	60	7.5
	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.				
ELEC2530	Microprocessor Applications <i>Prerequisite: ELEC1482.</i>	L	35	40	4.5
	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.				
ELEC2534	Programmable Logic Controllers I <i>Prerequisite: ELEC1344. Co-requisite: ELEC2564.</i>	M	50	25	5.5
	An introduction to number systems, logic functions, Boolean algebra and the Programmable Logic Controller (PLC).				
ELEC2546	Electrical Machine Controls <i>Prerequisite: ELEC1344.</i>	M	25	25	3
	Continuation of ELEC1344 (Motor Controls) with more emphasis on design, troubleshooting and repair of electrical circuits.				
ELEC2555	Industrial Communications & Alarm Systems <i>Prerequisite: ELEC1233</i>	M	20	30	3
	Installation and maintenance of data communications systems, security/fire alarm systems, and telephone systems.				
ELEC2564	Industrial Electronic Controls <i>Prerequisite: ELEC1233. Co-requisite: ELEC2534.</i>	M	75	50	9
	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.				
ELEC2570	Audio Systems <i>Prerequisite: ELEC1422</i>	L	35	40	4.5
	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.				
ELEC2614	Robotics and Integrated Automation <i>Co-prerequisite: ELEC2624</i>	M	50	100	8
	This course focuses on robotics, servo systems and the integration of automated equipment.				
ELEC2624	Programmable Logic Controllers II <i>Prerequisites: ELEC2534 and ELEC2564. Co-requisite: ELEC2614</i>	M	100	100	13
	Programming, wiring, and troubleshooting of Programmable Logic Controller (PLC).				

		Location	Class	Lab	Credits
ELEC2640	Advanced Communications Systems <i>Prerequisite: ELEC2519.</i>	L	35	40	4.5
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.					
ELEC2735	Advanced Microprocessor Applications <i>Prerequisite: ELEC2530.</i>	L	35	40	4.5
Advanced design, circuit construction, and troubleshooting of digital systems such as those encountered in computers, digital communications circuits, and other industrial control applications. Assembly language programming and hardware interfacing techniques will be covered for both microprocessor and microcontroller based systems.					
ELEC2750	Video Systems <i>Prerequisite: ELEC2570.</i>	L	45	70	6.5
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.					
ELEC2753	PC Operating Systems & Hardware <i>Prerequisite: ELEC2530.</i>	M	35	40	4.5
Current PC operating and hardware systems will be discussed and compared. An emphasis will be placed on installation, troubleshooting, security and system maintenance.					
ELEC2755	Structured Programming for Electronic Technicians <i>Prerequisite: ELEC2530.</i>	L	35	40	4.5
Programming utilizing an object-oriented programming language. Specialized programming for electronic technicians with an emphasis on programming for industrial controls and computer networking applications.					
ELEC2760	Introduction to Networks	L	35	40	4.5
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.					
ELEC2761	Routing and Switching Essentials <i>Prerequisite: ELEC2760.</i>	L	35	40	4.5
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.					
ELEC2823	Network Operating Systems & Administration <i>Prerequisites: ELEC2753, ELEC2760.</i>	L	50	70	7
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.					
ELEC2853	Fluid Power and Robotics <i>Prerequisite: ELEC1219.</i>	L	25	15	3
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.					
ELEC2860	Scaling Networks <i>Prerequisite: ELEC2760 and ELEC2761</i>	L	35	40	4.5
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.					
ELEC2861	Connecting & Securing Networks <i>Prerequisites: ELEC2760, ELEC2761 and ELEC2860.</i>	L	35	40	4.5
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.					
ELEC2863	Programmable Logic Controllers in Automation Systems <i>Prerequisite: ELEC2530 or Program Chair Approval</i>	L	35	40	4.5
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.					

	Location	Class	Lab	Credits
ELEC2864 Advanced Programmable Logic Controllers in Automation Systems <i>Prerequisites: ELEC2863 or Program Chair Approval</i> 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	35	40	4.5
ELEC2883 Robotics and Vision Systems <i>Prerequisite: ELEC2530 or Program Chair Approval</i> 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	35	40	4.5
ELEC2900 CCNA Security <i>Prerequisite(s): ELEC2760 and ELEC2761</i> 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	35	40	4.5
ELEC2999 Special Projects <i>Prerequisite: Program Chair approval</i> Special project as assigned by Program Chair.	L		5-30	0.5- 3

ELET • Electrician Construction – IBEW Option

ELET1714 DC Circuits and Conduit Bending <i>Prerequisite: Successful completion of SCC and IBEW entrance requirements. Corequisite: ELET1715.</i> 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).		100	80	12.5
ELET1715 Electrical Wiring Applications I <i>Corequisite: ELET1714.</i> On the Job Training (OJT) to apply construction electrician principles covered in ELET1714.		-	200	5
ELET1719 AC/DC Circuits and Blueprint Reading <i>Prerequisite: ELET1714. Corequisite: ELET1720.</i> 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.		100	80	12.5
ELET1720 Electrical Wiring Applications II <i>Corequisite: ELET1719.</i> On the Job Training (OJT) to apply construction electrician principles covered in ELET1719.		-	200	5
ELET1724 AC Theory, Fire Alarm and Grounding & Bonding <i>Prerequisite: ELET1719. Corequisite ELET1725.</i> 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.		100	80	12.5
ELET1725 Electrical Wiring Applications III <i>Corequisite ELET1724.</i> On the Job Training (OJT) to apply construction electrician principles covered in ELET1724.		-	200	5
ELET1729 Logic Circuits and Electrical Motors <i>Prerequisite: ELET1724. Corequisite ELET1730.</i> 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.		100	80	12.5
ELET1730 Electrical Wiring Applications IV <i>Corequisite: ELET1729.</i> On the Job Training (OJT) to apply construction electrician principles covered in ELET1729.		-	200	5
ELET1734 Process Controllers and Special Electrical Circuits <i>Prerequisite: ELET1729. Corequisite ELET1735.</i> 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.		100	80	12.5
ELET1735 Electrical Wiring Applications V <i>Corequisite ELET1734.</i> On the Job Training (OJT) to apply construction electrician principles covered in ELET1734.		-	200	5

Location	Class	Lab	Credits
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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

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. Lab is concurrent with lecture.

EMTL1302 EMT Part II L 60 30 7

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. Lab is concurrent with lecture.

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.

ENER1115 Mechanical and Fluid Fundamentals M 40 20 4.5

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.

ENER1140 Power Plant Operator Selection System Test Preparation M 10 - 1

This course will introduce the student to the Power Plant Operator Selection System (POSS) test, a group of 5 short aptitude tests designed and validated to aid in the selection of candidates for electric utility industry operators in fossil, nuclear, or hydro power plants. Some of the job titles covered by the validation study include Plant Level Operator, Control Room Operators, Boiler Operator, Turbine Operator, Switchboard Operator, Water Treatment Operator, and Operator Trainee.

ENER1141 System Operator/Power Dispatcher Test Preparation M 10 - 1

This course will introduce the student to the System Operator/Power Dispatcher (SOPD) aptitude test. The SOPD test was developed to serve as an employment selection test among candidates seeking positions as System Operator/Power Dispatcher in energy control centers of electric utilities as System Operator, Substation Operator, or Operator Trainee.

ENER1210 Electrical Power Theory M 55 15 6

Prerequisite: MATH1050

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. Industrial backup power systems and their application will be covered as well. Lab must be take concurrently.

ENER1220 Process Dynamics M 40 26 4.5

Prerequisite: ENER1255

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 Supervisory Control and Data Acquisition (SCADA), Distributed Control Systems (DCS) and their use in process control. Includes operation of coal and combined cycle plant control systems. Lab must be taken concurrently.

	Location	Class	Lab	Credits
ENER1235 Technical Diagrams 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. Lab must be taken concurrently.	M	30	4	3
ENER1250 Emission Control Systems 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.	M	30	-	3
ENER1255 Instrumentation and Control Systems <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. Lab must be taken concurrently.	M	50	22	5.5
ENER1900 Internship <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.	M	-	120	3
ENER2099 Military Service Energy Generation Training <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.	M	-	-	30-60
ENER2100 Motor Controls and Switchgear <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 systems. Variable frequency controllers, contactors, protective relaying, overload protection, current transformers and other critical components are covered. Lab must be taken concurrently.	M	40	15	4.5
ENER2102 Nuclear Energy <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.	M	30	-	3
ENER2105 Boiler Systems 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.	M	40	-	4
ENER2120 Steam Turbines <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.	M	30	-	3
ENER2130 Green Energy Technologies <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.	M	40	15	4.5
ENER2135 Atomic Structures <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.	M	45	-	4.5

		Location	Class	Lab	Credits
ENER2205	Nuclear Power Plant Layout <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.	M	45	-	4.5
ENER2220	Reactor Plant Materials <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.	M	30	-	3
ENER2230	Radiation Detection and Protection <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.	M	30	-	3
ENER2240	Reactor Safety <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.	M	30	-	3
ENER2300	Coal Plant Operations & Troubleshooting <i>Prerequisite(s): ENER2105 and ENER2120</i> 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. Lab must be taken concurrently.	M	40	18	4.5
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. Lab must be taken concurrently.	M	25	18	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	-	3
ENER2999	Special Project Special project as assigned by Program Chair.	M	10-30	-	1- 3

Location	Class	Lab	Credits
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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/M 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/M 45 - 4.5

ENGL0995 Writing Workshop I

Prerequisite: "C" or higher in ENGL0960, appropriate writing placement score, or permission.

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/L 15 - 1.5

ENGL0996 Writing Workshop II

Prerequisite: "C" or higher ENGL0985, appropriate writing score, or permission.

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/L 15 - 1.5

ENGL1010 English Composition I

Prerequisite: Appropriate placement score OR grade of "C" or higher in ENGL0985 (formerly ENGL0980).

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/L/M 45 - 4.5

ENGL1020 English Composition II

Prerequisite: A grade of "C" or higher in ENGL1010.

Students will read and analyze various texts and respond with research-based argumentative essays that demonstrate information literacy, critical-reading, and source integration. A significant research project is required.

B/L/M 45 - 4.5

ENGL1110 Business Communications

Prerequisite: Appropriate placement score OR grade of "C" or higher in ENGL0985 (formerly ENGL0980).

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/L/M 45 - 4.5

ENGL1510 Introduction to Creative Writing

Prerequisite: A grade of "C" or higher in ENGL1010.

Study and practice of the techniques of creative writing of both fiction and poetry.

B/L 45 - 4.5

*ENGL2050 Modern Fiction

Prerequisite: A grade of "C" or higher in ENGL1010.

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/L 45 - 4.5

*ENGL2100 Introduction to Literature

Prerequisite: A grade of "C" or higher in ENGL1010.

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/L 45 - 4.5

ENGL2140 Introduction to Shakespeare

Prerequisite: A grade of "C" or higher in ENGL1010.

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/L 45 - 4.5

	Location	Class	Lab	Credits
<p>*ENGL2150 Introduction to Women's Literature <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.</p>	B/L	45	-	4.5
<p>ENGL2160 Children's Literature <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.</p>	B/L	45	-	4.5
<p>ENGL2165 Young Adult Literature <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.</p>	B/L	45	-	4.5
<p>ENGL2200 Science Fiction Literature <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.</p>	L	45	-	4.5
<p>ENGL2210 American Literature from 1865 <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.</p>	L	45	-	4.5
<p>ENGL2220 British Literature Post-1800 <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.</p>	L	45	-	4.5
<p>ENGL2440 African American Literature <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.</p>	B/L	45	-	4.5
<p>*ENGL2450 Native American Literature <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.</p>	B/L	45	-	4.5
<p>*ENGL2460 Latino/a & Latin American Literature <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.</p>	B/L	45	-	4.5
<p>*ENGL2470 Asian American Literature <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.</p>	B/L	45	-	4.5
<p>ENGL2520 Fiction Writing <i>Prerequisite: A grade of "C" or higher in ENGL1010.</i> Designed to teach the fundamentals of writing fiction, both theory and application.</p>	B/L	45	-	4.5
<p>ENGL2530 Poetry Writing <i>Prerequisite: A grade of "C" or higher in ENGL1010.</i> Designed to teach the fundamentals of writing poetry, both theory and application.</p>	B/L	45	-	4.5
<p>ENGL2560 Technical Writing <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.</p>	B/L	45	-	4.5

	Location	Class	Lab	Credits
ENGL2980 Special Topics in Literature <i>Prerequisite: Grade of "C" or higher in ENGL1010.</i> Topics vary each term. The purpose of this class is to explore a specific topic or period of literature.	B/L/M	45	-	4.5
ENGR1010 Engineering Design <i>Prerequisite: Grade of "C" or higher in MATH1150 or higher or appropriate score on the math placement test, or by permission.</i> 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.	B/L	45	-	4.5
ENGR1020 MATLAB Programming and Problem Solving <i>Prerequisite: Grade of "C" or higher in MATH1150 or higher or appropriate score on the math placement test.</i> 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.	B/L	45	-	4.5
ENGR2010 Introduction to Circuits and Electronics 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.	B/L	45	30	6
ENGR2020 Engineering Statics <i>Prerequisite: Grade of "C" or higher in MATH1700 and PHYS2110.</i> 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.	B/L	45	-	4.5
ENTR1050 Introduction to Entrepreneurship 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.	B/L/M	45	-	4.5
ENTR2040 Entrepreneurship Feasibility Study 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.	B/L/M	45	-	4.5
ENTR2050 Marketing for the Entrepreneur 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.	B/L/M	45	-	4.5
ENTR2060 Entrepreneurship Legal Issues <i>Prerequisite: BSAD1090 recommended.</i> 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.	B/L/M	45	-	4.5
ENTR2070 Entrepreneurship Financial Topics <i>Prerequisite: OFFT1310 or ACCT1200 recommended.</i> 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.	B/L/M	45	-	4.5
ENTR2090 Entrepreneurship Business Plan <i>Prerequisites: ENTR1050 & ENTR2040 recommended.</i> 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.	B/L/M	45	-	4.5

Location	Class	Lab	Credits
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***ENTR2150 Global Entrepreneurship**

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.

B/L/M 45 - 4.5

EVOM • Event-Venue Operations Management

EVOM1060 Customers and the Event Experience

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.

B/L/M 45 - 4.5

EVOM1150 Venue Operations Management

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.

B/L/M 45 - 4.5

EVOM2402 Fundamentals of Event Planning

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.

B/L/M 40 15 4.5

EVOM2900 Event-Venue Internship

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.

B/L/M - 180 4.5

EVOM2901 Event-Venue Cooperative Experience

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.

B/L/M - 180 4.5

FESM • Fire and Emergency Services Management

FESM2700 Fire and Emergency Services Instructor I

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.

L 45 - 4.5

FESM2730 Structural Firefighting Strategy and Tactics

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.

L 45 - 4.5

FESM2750 Fire and Emergency Services Administration

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.

L 45 - 4.5

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

Location	Class	Lab	Credits
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FIRE • Fire Protection Technology

Location	Class	Lab	Credits
L	45	-	4.5
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	90	90	12
FIRE1210 Structural Firefighter I			
<i>Prerequisites: At least ENGL0985 or equivalent placement score; MATH0950 or equivalent placement score; and FIRE1100 or program chair approval.</i>			
Prepares students to perform basic structural firefighting functions. Includes safety, fire behavior, portable extinguishers, building construction, protective clothing, SCBA, search and rescue, ropes and knots, forcible entry, ventilation, 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 Firefight I. Upon successful completion, students are eligible to apply for Firefighter I certification through the Nebraska State Fire Marshal. Student certification as meeting the medical requirements of NFPA 1582 as determined by medical evaluation by a physician required prior to participation in physically demanding activities.			
L	35	45	5
FIRE1220 Structural Firefighter II			
<i>Prerequisites: FIRE1210 or Firefighter I certification.</i>			
Prepares students to perform advanced firefighting functions. Includes radio communications, incident command system, rope rescue, ventilation, fire hose testing, firefighting foam, generators, fire suppression, preincident planning, vehicle rescue, special rescue, fire life safety education, fire protection systems and fire cause determination. 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. Student certification as meeting the medical requirements of NFPA 1582 as determined by medical evaluation by a physician required prior to participation in physically demanding activities.			
L	25	60	4.5
FIRE1230 Structural Firefighting Operations			
<i>Prerequisites: FIRE1220 or Firefighter II Certification.</i>			
Applies Firefighter I and II skills to fireground company operations. Includes engine and truck company operations, structural firefighting tactics, fire attack modes, steep roof ventilation, standpipe operations, firefighter survival, , interior and exterior structural firefighting, search and rescue operations, self-rescue techniques and live fire scenarios. Student certification as meeting the medical requirements of NFPA 1582 as determined by medical evaluation by a physician required prior to participation in physically demanding activities.			
L	25	60	4.5
FIRE1240 Fireground Survival and Rapid Intervention			
<i>Prerequisites: FIRE 1210 or Firefighter I Certification.</i>			
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. Student certification as meeting the medical requirements of NFPA 1582 as determined by medical evaluation by a physician required prior to participation in physically demanding activities.			
L	50	30	6
FIRE1310 Hazardous Materials Operations			
<i>Prerequisites: ENGL0985 or equivalent placement score; MATH0950 or equivalent placement score; and FIRE1100 or program chair approval.</i>			
Prepares students as hazardous materials first responders. Includes recognition and identification of hazardous materials, 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. Student certification as meeting the medical requirements of NFPA 1582 as determined by medical evaluation by a physician required prior to participation in physically demanding activities.			
L	45	-	4.5
FIRE1410 Wildland Firefighter Type II			
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.			
L	45	-	4.5
FIRE2110 Fire Behavior and Combustion			
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.			
L	45	-	4.5
FIRE2120 Building Construction for Fire Protection			
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.			
L	45	-	4.5
FIRE2140 Fire Protection Systems			
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.			

	Location	Class	Lab	Credits
FIRE2150 Fire and Emergency Services Safety and Survival 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.	L	45	-	4.5
FIRE2230 Fire Investigation I <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.	L	45	-	4.5
FIRE2510 Fire Inspector I <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.	L	45	-	4.5
FIRE2520 Fire and Life Safety Educator 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.	L	45	-	4.5
FIRE2900 Fire Protection Internship <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.	L	-	200	5
FIRE2999 Individual Special Projects <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.	L	-	90	3
FSDT • Culinary/Hospitality				
FSDT1100 Orientation to Culinary/Hospitality <i>Corequisites: FSDT1104 and 1105.</i> 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 Culinary Conversions and Pricing <i>Prerequisites: MATH 0900 or equivalent. Corequisites: FSDT1104 & FSDT1105; or 1604</i> 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 Culinary Fundamentals I <i>Corequisite: FSDT1105</i> 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 Culinary Fundamentals I Lab <i>Corequisites: FSDT1102 or FSDT1602 and FSDT1104 or with special permission.</i> 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 Culinary Fundamentals II <i>Prerequisite: FSDT1102 or FSDT1602 and 1104 & 1105. Corequisites: FSDT1111</i> 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

	Location	Class	Lab	Credits
FSDT1111 Culinary Fundamentals II Lab <i>Prerequisites: FSDT1102 or FSDT1602 and FSDT1105. Corequisite: FSDT1110 or with special permission.</i> 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 <i>Prerequisites: FSDT1102 or FSDT1602 and FSDT1104. Corequisite: FSDT1115.</i> 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 <i>Prerequisites: FSDT1102 or FSDT1602 and FSDT1104. Corequisite: FSDT1114.</i> Serving dinners/luncheons for Banquet Operations and Management, catering events, and utilizing public relation skills.	L	-	15	.5
FSDT1118 Food Purchasing <i>Prerequisites: FSDT1110 and FSDT1111 or permission of advisor. Corequisite: FSDT1119.</i> 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
FSDT1119 Food Purchasing Practices <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.	L	15	-	1.5
FSDT1122 Beverage Selection & Management 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.	L	20	-	2
FSDT1126 Food Operations and Management <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.	L	30	-	3
FSDT1127 Food Operations and Management Lab <i>Prerequisites: FSDT1102 or FSDT1602 and FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119. Corequisite: FSDT1126.</i> Applying principles of management functions to operate food service establishments.	L	-	60	2
FSDT1130 Food Service Management 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.	L	45	-	4.5
FSDT1138 Food Cost Control 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.	L	40	-	4
FSDT1150 Selection of Protein Products <i>Prerequisites: FSDT1104</i> Coursework in identification, selection and purchasing of primal, subprimal, and retail cuts of meat, poultry, and fish.	L	30	-	3
FSDT1204 Artistry for the Baker <i>Prerequisite: FSDT1105.</i> Cake decorating using basic techniques, buttercream frosting and royal icing.	L	10	20	1.5
FSDT1208 Advanced Culinary Fundamentals I <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.	L	20	-	2
FSDT1209 Advanced Culinary Fundamentals I Lab <i>Prerequisites: FSDT1104, FSDT1105. Corequisite: FSDT1110, 1111 and 1208.</i> Practice in preparation of specialty food products related to topics discussed in FSDT1208.	L	-	30	1
FSDT1214 Advanced Culinary Fundamentals II <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.	L	20	-	2

	Location	Class	Lab	Credits
FSDT1215 Advanced Culinary Fundamentals II Lab <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.	L	-	30	1
FSDT1218 Baking/Pastry Fundamentals I <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.	L	10	30	2
FSDT1219 Baking/Pastry Fundamentals II <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.	L	10	30	2
FSDT1304 Medical Nutrition Therapy Fundamentals of medical nutrition therapy and its importance. Includes working with the healthcare team, nutrition screening and education, continuous quality improvement and menu planning.	L	20	-	2
FSDT1350 Basic Nutrition 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/L	45	-	4.5
FSDT1360 Lifetime Fitness Study of lifetime physical fitness and wellness relating to fitness components, nutrition, physical conditioning, stress management and behavior modification.	L	20	-	2
FSDT1508 Advanced Baking Fundamentals <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.	L	10	30	2
FSDT1509 Advanced Pastry Fundamentals <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.	L	10	30	2
FSDT1515 Advanced Cake and Design <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 designed and finished wedding cake.	L	10	30	2
FSDT1524 Artisan Breads <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.	L	10	30	2
FSDT1602 Introduction to Sanitation and Safety 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.	L	20	-	2
FSDT1604 Food Preparation Fundamentals I with Lab 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. Learn 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	20	60	4
FSDT1610 Food Preparation Fundamentals II with Lab <i>Prerequisite: FSDT1101, FSDT1604 or Permission</i> Science of foods. 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	20	60	4
FSDT 1618 Advanced Culinary Fundamentals I with Lab <i>Prerequisites: FSDT1602, FSDT1101, FSDT1604 and FSDT1610</i> Preparation and practice of knife skills, sharpening techniques, French terminology, herb and spice identification, garnish, fabrication of poultry, game, seafood, cheese classification and origins, leading sauces, and soup.	L	20	30	3
FSDT1880 Food Service Fundamentals Menus, recipes, food production, food acceptance and the quality process in a non-commercial foodservice setting.	L	10	-	1

		Location	Class	Lab	Credits
FSDT1890	Food Service Management Concepts	L	45	-	4.5
Application of management principles to non-commercial food service, regulations governing food service establishments, role and function of leaders in nutrition and dining services.					
FSDT1951	CDM Co-op I	L	-	40	1
On-the job training involving foodservice tasks mandated by the Association of Nutrition & Foodservice Professionals. A Registered Dietitian Nutritionist or Certified Dietary Manager will act as preceptor.					
FSDT1952	CDM Co-op II	L	-	40	1
On-the-job training involving sanitation tasks mandated by the Association of Nutrition & Foodservice Professionals. A Registered Dietitian Nutritionist or Certified Dietary Manager will act as preceptor.					
FSDT1953	CDM Co-op III	L	-	40	1
On-the job training tasks involving the fundamentals of nutrition and medical nutrition therapy. Includes selective menus, supplemental feedings and nutrition education. Students will complete tasks mandated by the Association of Nutrition and Foodservice Professionals through course work and co-op hours at a health care site. The instructor is a Registered Dietitian and will act as preceptor.					
FSDT1954	CDM Co-op IV	L	-	40	1
On-the job training involving foodservice management tasks mandated by the Association of Nutrition & Foodservice Professionals. A registered Dietitian Nutritionist or Certified Dietary Manager will act as preceptor.					
FSDT2140	Banquet Operations & Management	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.					
FSDT2142	Menu Writing & Development	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.					
FSDT2146	Equipment & Layout	L	30	-	3
Covers planning a food service operation from ground up. An overview of the planning and design process, along with layout principles and facility and equipment maintenance. Students design a food-service kitchen for a given situation.					
FSDT2154	Culinary/Hospitality Seminar	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.					
FSDT2220	Buffet Decorating & Catering	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.					
FSDT2222	International Cuisine	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.					
FSDT2224	Culinary Restaurant Fundamentals	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.					
FSDT2225	Baking/Pastry Restaurant Fundamentals	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.					
FSDT2226	Culinary Nutrition	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.					
FSDT2228	Garde Manger	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.					

	Location	Class	Lab	Credits
FSDT2240 Culinary Industry Proficiency – Written <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.	L	5	-	.5
FSDT2241 Industry Proficiency Hands On – Culinary Arts Focus <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.	L	-	15	.5
FSDT2242 Industry Proficiency Hands On – Baking/Pastry Focus <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.	L	-	15	.5
FSDT2243 Industry Proficiency Hands On – Food Service Management <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.	L	-	15	.5
FSDT2245 Baking/Pastry Industry Proficiency - Written <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.	L	5	-	.5
FSDT2246 Food Service Management Industry Proficiency - Written <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.	L	5	-	.5
FSDT2510 Pastry Design <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.	L	10	30	2
FSDT2550 Bakeshop <i>Prerequisite: FSDT2510</i> Running a full service bakeshop. Real life experiences in bakery and pastry production, ordering, marketing, retail, sales and customer service.	L	60	-	2
FSDT2900 Food Service Internship <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.	L	-	220	5.5
FSDT2901 Cooperative Experience	L	-	220	5.5
FSDT		-	80	2
FSDT		-	120	3
FSDT		-	160	4
FSDT		-	240	6
FSDT		-	480	12
<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.				
FSDT2903 Cooperative Experience for Baking/Pastry	L	-	220	5.5
	-	480	12	
<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.				
FSDT2904 Internship for Baking/Pastry	L	-	220	5.5
	-	480	12	
<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.				
FSDT2999 Special Project <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.	L	-	-	.5-4

Location	Class	Lab	Credits
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GDMA • Graphic Design | Media Arts

GDMA1120 Drawing/Illustration I

Prerequisite: Program permission.

This course provides a foundation in basic perceptual, expressive and compositional aspects of drawing with an emphasis on perception and realistic rendering (learning to see with accuracy). A variety of black and white drawing media will be explored.

Q 40 60 6

GDMA1122 Introduction to Graphic Design

Prerequisite: Program permission.

This course is concerned with the basic principles of graphic design. Emphasis is placed on basic design processes and communication principles. Development of creative ideas, evaluation of diverse methods used to produce functional graphic translations will be explored. An introduction to basic technical procedures will also be studied.

Q 40 15 4.5

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
<p>GDMA1455 Design Portfolio Development <i>Prerequisite: GDMA1230.</i></p> <p>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.</p>	Q	40	60	6
<p>GDMA1456 Environmental Design <i>Prerequisite: GDMA1230.</i></p> <p>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).</p>	Q	40	15	4.5
<p>GDMA1457 Interactive Design <i>Prerequisite: GDMA1485.</i></p> <p>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.</p>	Q	40	15	4.5
<p>GDMA1460 3-D Package Design <i>Prerequisite: GDMA1465.</i></p> <p>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).</p>	Q	40	15	4.5
<p>GDMA1465 Corporate Identity Design <i>Prerequisite: GDMA1230.</i></p> <p>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.</p>	Q	40	60	6
<p>GDMA1485 Web Design I <i>Prerequisite: GDMA1234.</i></p> <p>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.</p>	Q	40	60	6
<p>GDMA2567 Web Design II <i>Prerequisite: GDMA1485.</i></p> <p>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.</p>	Q	40	60	6
<p>GDMA2568 Digital Marketing <i>Prerequisite: GDMA2567.</i></p> <p>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.</p>	Q	40	15	4.5
<p>GDMA2575 Graphic Design Portfolio I <i>Prerequisite: GDMA1455.</i></p> <p>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.</p>	Q	40	105	7.5
<p>GDMA2595 Professional Design Practices <i>Prerequisites: GDMA2575</i></p> <p>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.</p>	Q	30	-	3
<p>GDMA2662 Web Design III <i>Prerequisite: GDMA2567.</i></p> <p>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.</p>	Q	40	60	6

Location	Class	Lab	Credits
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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 Special Projects

Prerequisite: Program Chair Approval

Must have permission of Program Chair. Credit hours will vary.

Q 5 to 50 - .5 to 5

GEOG • Geography

GEOG1000/

GIST1000 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

***GEOG1400 Human Geography**

The geographic study of population, health, culture, identity, politics, economics, and urban areas. Focuses on understanding the interaction between geographic processes and society, the use of geographic technology such as maps and geographic information systems to study human activities and environments, and issues affecting human spatial settings from local communities to global connections.

B/L 45 - 4.5

***GEOG1420 World Regional Geography**

Study of the major regions of the world. Focuses on understanding regional patterns around the world, geographic processes contributing to the character and diversity of regions, and contemporary regional and global issues.

B/L 45 - 4.5

***GEOG1500 Physical Geography**

The geographic study of Earth's atmosphere, hydrosphere, geosphere, and biosphere. Focuses on understanding geographic processes operating in the physical environment, the use of geographic technology such as remote sensing and geographic information systems to study the natural world, and resource and environmental issues at a variety of scales. Lab must be taken concurrently. May include local field trips.

B/L 45 30 6

GEOL • Geology

***GEOL1010 Physical Geology**

The course covers the composition of the solid Earth and the complex interaction between the Earth interior and surface with the atmosphere, hydrosphere, cryosphere, and biosphere. This course will explore the formation of the early earth and planets, plate tectonics, the internal structure of the earth, rocks and minerals, earthquakes, volcanoes, surficial earth processes, geologic time, structural geology and mountain building, energy and mineral resources, oceans and coast, glaciers, and global change.

B/L 45 30 6

***GEOL1060 Environmental Geology**

This course will explore surficial earth processes and related natural disasters and study how these geologic processes affect humans, how humans modify the Earth, and how geologic systems change in both expected and unexpected ways. A focus of the course is to study how and why certain natural disasters occur and what can be done to mitigate exposure to them. This course is designed to be an introduction to environmental geosciences and will highlight both local and global impacts of natural processes and human induced events.

L 45 - 4.5

Location	Class	Lab	Credits
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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

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

	Location	Class	Lab	Credits
GIST1900 Internship <i>Prerequisites: GIST1140</i> 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 <i>Prerequisites: GIST1140</i> 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 <i>Corequisite: GLST2970</i> This Study-Abroad course will consist of interdisciplinary lecture topics designed to address areas of cultural, historical, and major political concepts and controversies that have developed in the target country (ies). The course is under the guidance of the global studies coordinator. Students will read literature, and original documents from the target country and will visit actual sites of historical and cultural significance. Students will be exposed to national, comparative, and international culture and politics.	L	30	-	3
*GLST2970 Introduction to Global Studies Introduction to the key concepts of Global Education and how they relate to the student of the 21 st 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 <i>Prerequisites: The following courses must be passed with a minimum grade of C: HLTH1030 or BIOS1140 or BIOS2260, and MEDA1210 or HLTH1060 and MEDA1404 (or by permission).</i> 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 <i>Prerequisites: The following courses must be passed with a minimum grade of C: HLTH1030 or BIOS1140 or BIOS2260 and MEDA1210 or HLTH1060 AND MEDA1404 (or by permission).</i> 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
HIST • History				
*HIST1000 Western Tradition to 1500 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/L	45	-	4.5
*HIST1010 Western Tradition since 1500 Development of Western civilizations from the Reformation to the present, including examination of the political, social, economic, cultural, and religious components.	B/L	45	-	4.5
*HIST1820 Survey of Asian History Survey of Asian history. Political, social, cultural and economic development of China, Japan and Southeast Asia from ancient to modern times.	B/L	45	-	4.5
HIST2010 American History I 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/L/M	45	-	4.5
HIST2020 American History II 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/L/M	45	-	4.5
*HIST2100 World History to 1500 CE 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/L	45	-	4.5

		Location	Class	Lab	Credits
*HIST2110	World History since 1500 CE	B/L	45	-	4.5
Survey of the major political, social, cultural and economic developments of African, American, Asian, European, and Middle Eastern societies from the Early-Modern era to the present. Emphasis is placed on the comparison, interaction, and diversity of the world's major regions.					
HIST2450	History of the Civil War and Reconstruction	L	45	-	4.5
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.					
*HIST2510	History of Rome	L	45	-	4.5
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.					
*HIST2604	World War II	L	45	-	4.5
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.					
*HIST2960	Survey of African American History	L	45	-	4.5
Overview of the major political, social, cultural, and economic themes in the African American experience from the origins of the Atlantic Slave Trade into the late twentieth century.					
HLTH • Health					
HLTH1020	Concepts in Health Sciences	L	45	-	4.5
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.					
HLTH1030	Structure and Function of the Human Body	B/L	60	-	6
Overview of the normal structure and function of all human body systems and their interrelationship. There is not a lab with this course.					
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
An introduction to the 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
<i>Prerequisite: HMRS1100</i> 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	35	40	4.5
<i>Prerequisites: HMRS1100, HMRS1105, Current AHA Healthcare Provider CPR, First Aid, TB, Human Services declared and permission</i> 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.					

		Location	Class	Lab	Credits
HMRS1110	Practicum and Seminar 1	L	10	105	4.5
	<i>Prerequisites: HMRS1109, Current AHA Healthcare Provider CPR, First Aid, TB, Human Services declared and permission.</i>				
	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
	<i>Prerequisites: HMRS1110, Current AHA Healthcare Provider CPR, First Aid, TB, 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.				
HMRS1302	Crisis Intervention	L	45	-	4.5
	<i>Prerequisite: HMRS1102 or HMRS1100.</i>				
	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
	<i>Prerequisites: HMRS1110, HMRS1210, Current AHA Healthcare Provider CPR, First Aid, TB, 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.				
HMRS1311	Practicum A & D and Seminar 1	L	10	140	5
	<i>Prerequisites: HMRS1110, HMRS1210. Current AHA Healthcare Provider CPR, First Aid, TB, 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.				
*HMRS1320	Multicultural Competency	L	45	-	4.5
	<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.				
HMRS1355	Stress Management & Self Care in Human Services	L	45	-	4.5
	Students will develop an understanding of the signs, symptoms and causes of burnout and secondary traumatic stress in Human Services field. Methods used to prevent and manage stress and increase relaxation. Students will increase their awareness of their own self care needs.				
*HMRS1357	Multicultural Counseling	L	35	30	4.5
	<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.				
HMRS1402	Group Theory & Process	L	45	-	4.5
	<i>Prerequisite: HMRS1100 or HMRS1102.</i>				
	The study and practice of group theories, processes, dynamics, techniques, methods and group counseling and facilitation.				
HMRS1403	Assessment, Case Planning/Management & Professional Ethics for A & D	L	45	-	4.5
	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), The Substance Abuse Subtle Screening Inventory (SASSI) and other assessment tools 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 review 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.				
HMRS1404	Introduction to Social Work	L	45	-	4.5
	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.				

		Location	Class	Lab	Credits
HMRS1405	Case Management & Ethics for Human Services	L	45	-	4.5
	This course will provide students with case management skills of assessment, interviewing, case presentation, community resources, referral and documentation. Different populations/ecological levels will be discussed such as microsystem, mesosystem and macrosystem. Professional ethics and setting appropriate boundaries will be explored.				
HMRS1410	Practicum and Seminar 4	L	10	105	4.5
	<i>Prerequisites: HMRS1110, HMRS 1210, HMRS 1310, Current AHA Healthcare Provider CPR, First Aid, TB, 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.				
HMRS1411	Practicum A & D and Seminar 2	L	10	140	5
	<i>Prerequisites: HMRS1110, HMRS1210, HMRS 1311, Current AHA Healthcare provider CPR, First Aid, TB, 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.				
HMRS2360	Gender and Society	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.				
HMRS2361	Domestic Abuse	L	45	-	4.5
	Understanding victim/survivor-centered advocacy, types of domestic violence, community interventions and resources.				
HMRS2362	Child Abuse	L	45	-	4.5
	Definitions of child maltreatment (emotional, physical, sexual), cultural factors, recognition of abuse/neglect, family dynamics, reporting obligations, treatment interventions and community resources.				
HMRS2363	Death, Dying, Grieving & Loss	L	45	-	4.5
	Process of loss and grief from the perspective of the Human Service provider/client relationship. Recognizing loss, stages of grieving, dying, hospice, support groups, and death will be explored.				
HMRS2366	Mental Health & Family Dynamics	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.				
HMRS2503	Intellectual and Developmental Disabilities	L	45	-	4.5
	Study of characteristics, causes, and factors which influence the delivery of services to people who have intellectual and developmental disabilities.				
HMRS2510	Practicum and Seminar 5	L	10	105	4.5
	<i>Prerequisites: HMRS1110, HMRS 1210, HMRS 1310, HMRS 1410, Current AHA Healthcare provider CPR, First Aid, TB, 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.				
HMRS2511	Practicum A & D and Seminar 3	L	10	140	5
	<i>Prerequisites: HMRS1110, HMRS 1210, HMRS 1311, HMRS 1411, Current AHA Healthcare provider CPR, First Aid, TB, 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.				
HMRS2517	Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction	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.				
HMRS2518	Clinical Treatment Issues in Chemical Dependency	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.				

		Location	Class	Lab	Credits
HMRS2521	Applied Behavior Analysis	L	45	-	4.5
Review of Behavior Therapy application includes exposure therapy, modeling and skills training, cognitive restructuring, behavioral medicine, and psychological disorders.					
HMRS2523	Human Sexuality	L	45	-	4.5
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.					
HMRS2611	Practicum A & D and Seminar 4	L	10	140	5
<i>Prerequisites: HMRS1110, HMRS1210, HMRS1311, HMRS1411, HMRS2511, Current AHA Healthcare provider CPR, First Aid, TB, 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 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 & Turfgrass Management					
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.					
HORT1135	Basic Fertilizer Management	B	28	20	3
Methods of evaluating soil fertility, prescribing and formulating fertilizer blends, and calibration and operation of application equipment. Forms of fertilizer uses, storage, and plant processes and operations.					
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
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.					
HORT1239	Arboriculture	B	21	27	3
Introduction to the biology of trees, and their selection and placement in a landscaping design. Includes general tree maintenance including planting, pruning, fertilizing and damage repair.					
HORT1242	Turfgrass Management	B	45	-	4.5
Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn. Emphasis on fertility, pest control, irrigation requirements and proper mowing procedures.					
HORT1245	Landscape Construction	B	21	27	3
Principles of landscape construction will be explored. General understanding of the use and installation of retaining walls, paver, flagstone and landscape lighting.					

Location	Class	Lab	Credits
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HORT2219	Pesticide Certification	B	28	20	3
Study of the current laws and regulations as they affect the commercial application of pesticides. Serves as preparation for the Nebraska Commercial Pesticide Applicators Examination.					
HORT2265	Irrigation & Water Management	B	42	54	6
Principles of irrigation, soil, water and plant relationships, and operation of irrigation equipment. Irrigation scheduling, chemigation, and management of water to prevent erosion and maintain surface and groundwater quality.					
HORT2286	Advanced Landscaping	B	45	-	4.5
<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.					
HORT2288	Golf Course and Sports Management	B	44	52	6
<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.					
HORT2292	Landscape Maintenance	B	21	27	3
General understanding of procedures for reviving and maintaining existing landscapes, using annual and perennial plant species.					
HORT2295	Advanced Golf Course Management	B	20	180	8
Detailed and hands on study of golf course management practices as they pertain to course renovation and maintenance. Including irrigation scheduling, facility maintenance, and reclaimed water usage.					
HORT2296	Advanced Sports Turf Management	B	20	180	8
<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.					
HORT2999	Individual Special Project	B	-	-	.5-4.5
Selected educational experiences that provide intensive study in a topic area above and beyond the regular curriculum. Credit hours will vary. Must have permission of instructor and program chair.					

HUMS • Humanities

*HUMS1100	Introduction to Humanities	B/L	45	-	4.5
<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.					
*HUMS1200	Contemporary Arts & Ideas	B/L	45	-	4.5
<i>Prerequisite: Eligible for ENGL1010 or instructor's approval.</i> 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.					

		Location	Class	Lab	Credits
HVAC1226	Refrigeration Laboratory I <i>Prerequisite: HVAC1109, HVAC1131 AND HVAC1132.</i>	M	40	60	6
	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 <i>Prerequisite: HVAC1133.</i>	M	50	-	5
	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 <i>Prerequisites: HVAC1109 and HVAC1131.</i>	M	50	-	5
	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 <i>Prerequisite: HVAC1230.</i>	M	40	10	4
	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.				
HVAC1343	Refrigeration Theory III <i>Prerequisites: HVAC1226, HVAC1230, & 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.				
HVAC1363	Heat Pump Principles <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.				
HVAC1434	Refrigeration Laboratory II <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.				
HVAC1440	Mechanical Code	M	20	-	2
	Study of the Mechanical Code and its application to the installation and maintenance of heating, air conditioning and ventilation systems.				
HVAC1447	Commercial HVAC Fundamentals & Practices I <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.				
HVAC1450	EPA Refrigerant Certification	M	20	-	2
	Study of the EPA HVAC/R requirements and procedures for Type I, II, III, and Universal Certification. Upon completion, each student will be required to pass to Type I and Type II of an EPA approved test. Type III is optional.				
HVAC1452	Residential Install Lab <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.				

		Location	Class	Lab	Credits
HVAC1461	Residential HVAC Systems & Controls II <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.				
HVAC2600	HVAC/R Lab <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.				
HVAC2610	Troubleshooting Techniques Lab <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.				
HVAC2649	Commercial HVAC Fundamentals & Practices II <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.				
HVAC2650	Troubleshooting Techniques <i>Prerequisite: HVAC1461.</i>	M	35	15	4
	Theory and application of servicing and troubleshooting as specifically applied to air conditioning and heating systems, both mechanically and electrically.				
HVAC2900	Internship <i>Prerequisites: HVAC1434 and HVAC1452.</i>	M	20	400	12
	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 <i>Prerequisites: HVAC1434 and HVAC1452.</i>	M	20	400	12
	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.				
INFO1121	Microsoft Word & PowerPoint <i>Prerequisite: Prior computer coursework or experience.</i>	L	10	15	1.5
	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 <i>Prerequisite: Prior computer coursework or experience.</i>	L	10	15	1.5
	Practical experience using Excel spreadsheet. Learn basic and intermediate commands to create and format spreadsheet data.				
INFO1151	Information Technology Fundamentals <i>Prerequisite: Appropriate placement scores or ENGL0960, or by permission</i>	L	45	-	4.5
	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 <i>Prerequisite: Prior computer coursework or experience</i>	L	40	15	4.5
	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.				

	Location	Class	Lab	Credits
INFO1211 Microsoft Access <i>Prerequisite: Prior computer coursework or experience</i> Introduction to database creation and manipulation using Microsoft Access. Topics include tables, relationships, forms, reports, and queries.	L	20	30	3
INFO1214 Program Design & Problem Solving <i>Prerequisites: INFO1151, INFO1161, and either appropriate math placement score or MATH0950, or by permission.</i> Fundamental concepts of structured programming techniques. Topics include top- down design, hierarchy charts, flow charts, pseudocode.	L	40	15	4.5
INFO1221 MVS Environment <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.	L	15	15	2
INFO1311 Database Concepts <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.	L	30	-	3
INFO1314 Java <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.	L	30	45	4.5
INFO1334 C#.NET <i>Prerequisites: INFO1214 and MATH1040 or higher.</i> Introduction to object-oriented programming using C#. Students are introduced to the .NET framework.	L	30	45	4.5
INFO1337 IBM i Environment <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.	L	15	15	2
INFO1381 Data Communications & Networking <i>Prerequisites: INFO1151 and INFO1161.</i> Introduction to data communications and network terminology. Concepts related to network services, data transmission, and protocols.	L	40	15	4.5
INFO1391 TCP/IP <i>Prerequisite: INFO1381.</i> An in-depth coverage of all the salient models, protocols, services, and standards that govern TCP/IP.	L	30	-	3
INFO1414 Advanced Java <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.	L	30	45	4.5
INFO1425 JavaScript & jQuery <i>Prerequisites: INFO1431 and either INFO1314 or INFO1334, or by permission</i> Client-side web programming using JavaScript; includes an introduction to jQuery library and functions.	L	20	30	3
INFO1428 COBOL <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.	L	30	45	4.5
INFO1431 Web Page Fundamentals <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.	L	20	30	3
INFO1433 Microsoft Outlook <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.	L	10	30	2
INFO1434 Advanced C#.NET <i>Prerequisites: INFO1311 and INFO1334, or by permission.</i> Advanced programming in C#.NET stressing object-oriented programming techniques.	L	30	45	4.5
INFO1441 Advanced Windows Operating System <i>Prerequisite: INFO1381</i> Implement and use Windows advanced features to connect, manage, and troubleshoot Windows systems in a workgroup and domain environment.	L	20	30	3

	Location	Class	Lab	Credits
INFO1443 Help Desk Concepts <i>Prerequisites: ENGL1010, INFO1121, INFO1151, INFO1161, and INFO1211.</i> Terminology, structure, and tools related to help desk operations.	L	10	30	2
INFO1456 Hardware Installation & Troubleshooting <i>Prerequisites: INFO1151, INFO1161, and MATH1040 or higher or by permission.</i> Fundamental concepts of computer hardware installation and maintenance. Troubleshoot hardware related problems. Assemble a PC system unit.	L	30	45	4.5
INFO1463 Advanced Hardware Troubleshooting <i>Prerequisite: INFO1456.</i> Diagnose and correct computer hardware problems. Explore basic electrical and digital concepts.	L	20	30	3
INFO1491 Network Security Fundamentals <i>Prerequisites: INFO1391 and INFO1441, or by permission.</i> Examination of information security basics focusing on the threats, trends, and ramifications related to the security practices and procedures on an Enterprise network.	L	30	-	3
INFO1493 Advanced Microsoft Access <i>Prerequisite: INFO1211.</i> Advanced database techniques using Access.	L	10	60	3
INFO1511 Advanced Database Concepts <i>Prerequisite: INFO1311.</i> 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.	L	20	30	3
INFO1514 Mobile Device Programming <i>Prerequisite: INFO1414 or INFO1434.</i> A basic introduction to the development of mobile apps for Android and iOS platforms.	L	30	45	4.5
INFO1515 Database Administration <i>Prerequisite: INFO1311.</i> 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.	L	20	30	3
INFO1522 Web Layout <i>Prerequisite: INFO1431.</i> 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.	L	10	60	3
INFO1525 Web Server Scripting <i>Prerequisites: INFO1431, INFO1511, and either INFO1414 or INFO1434</i> Skills needed to develop and implement web sites based on dynamic content using PHP server-side scripting.	L	30	45	4.5
INFO1541 Social & Ethical Issues in Information Technology <i>Prerequisites: ENGL1010, INFO1121, and INFO1151.</i> Study of ethical and social implications of computer technology.	L	20	-	2
INFO1575 Windows PowerShell Fundamentals <i>Prerequisites: INFO1214 and INFO1441.</i> Introduction to the PowerShell Console, basic Cmdlets, and scripts to automate tasks.	L	10	30	2
INFO1585 Virtualization Management <i>Prerequisite: INFO2585.</i> Skills necessary to setup and manage the virtual environment. Create, setup, and manage host clusters, virtual networks, and virtual hardware.	L	10	30	2
INFO2514 Java Server Programming <i>Prerequisite: INFO1414</i> Skills needed to develop and implement server-side applications using Java servlets, JSPs and JDBC database techniques using Eclipse.	L	30	45	4.5
INFO2523 Support Techniques <i>Prerequisite: INFO2543 or by permission.</i> Use of troubleshooting techniques and support tools to provide technical assistance to computer users.	L	40	15	4.5
INFO2528 Advanced COBOL <i>Prerequisite: INFO1428 Co-requisite: INFO2678</i> Advanced programming concepts include accessing DB2 tables with SQL, multi-level tables, random file maintenance, variable length records, sort/merge, subprograms and alternate index processing (VSAM), and an introduction to the CICS environment.	L	30	45	4.5

	Location	Class	Lab	Credits
INFO2531 Linux Operating System <i>Prerequisites: INFO1151 and INFO1161.</i> 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.	L	15	15	2
INFO2533 Microsoft SharePoint for End Users <i>Prerequisites: INFO1121, INFO1131, INFO1151, INFO1161 and INFO1211.</i> Use of Microsoft's enterprise collaboration software for sharing information and managing documents.	L	10	30	2
INFO2534 ASP.NET Using C# <i>Prerequisite: INFO1434.</i> Server-side object-oriented programming for the web using C# and the .NET framework.	L	30	45	4.5
INFO2543 Workplace Communication Skills <i>Prerequisites: ENGL1010, INFO1121, INFO1131, INFO1214, INFO1311, INFO1381, and INFO2531.</i> Skills and techniques necessary in an IT work environment including communications, teaming, customer service, and conflict management.	L	15	15	2
INFO2544 Object-Oriented Analysis & Design <i>Prerequisites: INFO1414, INFO1434 and INFO1525. Co-requisite: INFO1425</i> 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.	L	20	30	3
INFO2558 Systems Analysis & Design <i>Prerequisites: INFO1425, INFO1428 and INFO2514. Co-requisite: INFO2528</i> 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.	L	25	25	3
INFO2574 Advanced Programming Using VB <i>Prerequisites: INFO1314, INFO1334 and either INFO1414 or INFO1434.</i> Fast-paced course in object-oriented Visual Basic.NET	L	30	45	4.5
INFO2581 Network Security Systems <i>Prerequisites: INFO1491, INFO2531, and INFO2585</i> Introduces various methodologies and devices used to secure and defend networks.	L	40	15	4.5
INFO2582 Advanced Network Security <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.	L	40	15	4.5
INFO2585 Windows Server Administration <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.	L	40	15	4.5
INFO2586 Security Operations & Ethics <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.	L	20	30	3
INFO2596 Computer & Digital Forensics <i>Prerequisite: INFO2582</i> An introduction to computer forensics providing practical experience with the tools and techniques used in the investigative process.	L	20	30	3
INFO2611 CIT Practicum <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.	L	-	90	3
INFO2631 Linux Network Administration <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.	L	40	15	4.5

		Location	Class	Lab	Credits
INFO2638	Integrated Platforms Capstone	L	20	75	4.5
<i>Prerequisites: INFO2528, INFO2558 and INFO2678</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.					
INFO2644	PC & Web Platforms Capstone	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.					
INFO2670	Desktop Support	L	40	15	4.5
<i>Prerequisites: INFO2543 and INFO2585.</i>					
Skills and knowledge to support end users in a Microsoft Windows environment.					
INFO2678	DB2 & SQL	L	20	30	3
<i>Prerequisites: INFO1221 and INFO1311 Co-requisite: INFO1428 or INFO2528</i>					
An introductory course of IBM's DB2 Database Management System accessed with SQL (Structured Query Language) using DB2/SPUFI through TSO/ISPF and Embedded SQL in COBOL programs.					
INFO2691	Enterprise Security Capstone	L	15	45	3
<i>Prerequisite: INFO2586 Co-requisite: INFO2596</i>					
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
<i>Prerequisite: INFO2585.</i>					
In-depth coverage of planning, implementing, configuring, maintaining, and troubleshooting an Active Directory infrastructure using Windows Server.					
INFO2697	Networking Capstone	L	15	45	3
<i>Prerequisites: INFO2631 and INFO2695.</i>					
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
<i>Prerequisite: INSU1100.</i>					
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
<i>Prerequisite: INSU1100.</i>					
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	40	23	4.5
The proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, tap, dies, screw extractors, thread restoration, tube fittings, and fasteners. Safety, product labels and material safety data sheets, and handling of hazardous materials will be explained. Safe forklift operation will be covered.					
JDAT1142	John Deere Orientation	M	40	23	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	80	24	8.5
<i>Prerequisites: JDAT1140 and JDAT1142.</i>					
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.					

		Location	Class	Lab	Credits
JDAT1242	John Deere Engine Repair	M	76	114	11
	<i>Prerequisite: JDAT1146.</i>				
	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 at all times.				
JDAT1244	John Deere Fuel Systems	M	30	10	3
	<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 pump and nozzle components, fuel flow, and fuel filtering systems. Maintenance procedures including proper removal, installation, timing of fuel injection pumps is also covered.				
JDAT1246	John Deere Tractor Performance	M	20	5	2
	<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.				
JDAT1440	John Deere Heating/Air Conditioning	M	25	28	3
	<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.				
JDAT1441	John Deere Tillage & Seeding Equipment	M	25	13	2.5
	<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.				
JDAT1442	John Deere Electrical/Electronics II	M	55	29	6
	<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.				
JDAT1443	John Deere Harvesting Equipment	M	55	25	6
	<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.				
JDAT1901	Dealer Cooperative Experience	M	-	400	10
	<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.				
JDAT1902	Dealer Cooperative Experience	M	20	-	2
	<i>Prerequisite: JDAT1242, 1244, 1246.</i>				
	E-Learning web based training provided by John Deere and supervised by Southeast Community College –Milford Campus John Deere Tech Instructors.				
JDAT2541	John Deere Power Trains I	M	70	57	8.5
	<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.				
JDAT2543	John Deere Hydraulics I	M	70	57	8.5
	<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.				

		Location	Class	Lab	Credits
JDAT2741	John Deere Power Trains II <i>Prerequisite: JDAT2901.</i>	M	30	47	4.5
	This course will cover the complete powertrain system, diagnostics, tests, and adjustments of the John Deere Ag products.				
JDAT2743	John Deere Hydraulics II <i>Prerequisite: JDAT2901.</i>	M	35	47	5
	This course will cover the complete hydraulic system, diagnostics, tests, and adjustments of all hydraulically equipped John Deere Ag products.				
JDAT2748	John Deere Electrical/Electronics III <i>Prerequisite: JDAT2901.</i>	M	26	27	3.5
	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 <i>Prerequisite: JDAT2901.</i>	M	27	16	3
	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 <i>Prerequisite: JDAT2541, 2542.</i>	M	-	400	10
	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.				
JDAT2902	Dealer Cooperative Experience <i>Prerequisite: JDAT1242, 1244, 1246.</i>	M	20	-	2
	E-Learning web based training provided by John Deere and 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	33	4
	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	38	25	4
	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	25	26	3
	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	78	26	8
	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	51	25	5.5
	Study of basic physical principles, operation and construction of two- and four-stroke cycle engines. Ignition timing of four-stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines. This course also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems. This course also deals with the performance of Deere engines. Safety is stressed.				
JDCE1341	Deere Fuel Systems	M	30	10	3
	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.				

		Location	Class	Lab	Credits
JDCE1342	Deere Engine Repair	M	50	89	7.5
Basic theory, construction, and operation of engine valve train and cylinder head. Valve timing and adjustments of Deere engines. Design, construction, operation, and service methods for the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. Crankshaft lubricants, lubrication systems, and oil filtration systems. Disassembly, inspection, measurements, reassembly, and adjustments performed on Deere diesel engines. Safety is included.					
JDCE1343	Deere Electrical/Electronics II	M	50	39	6
Review of electrical fundamentals including cranking motors, alternators, and ignition systems. An introduction to basic electronics is part of this course along with procedures and use of a digital multi-meter in electrical circuits. Techniques of circuit diagnosis using electrical schematics. Function, operation and testing of semiconductors and transistors. Microprocessor operation, including inputs and outputs. Testing of machine circuits including lighting, accessory, instrumentation, and gauges. Lab projects include the repair procedures and testing of cranking motors and alternators. Safety is stressed in this course.					
JDCE1441	Deere Advanced Fuel Systems & Engine Diagnostics	M	45	45	6
Review of Deere fuel injection systems including the theory, operation, fuel flow, diagnostics, repair procedures and adjustments of the common rail fuel system. Correct procedures for the diagnosis of engine malfunctions are discussed in the classroom. Lab projects are utilized to allow the student to experience engine problems and make the necessary repairs and/or adjustments to correct these malfunctions. Safety training is included.					
JDCE1901	Dealer Cooperative Experience	M	-	400	10
<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.					
JDCE1902	Dealer Cooperative Web Based Training	M	20	-	2
<i>Prerequisite: JDCE1342</i> E-Learning, web based training provided by John Deere and supervised by Southeast Community College – Milford and JDCE instructors.					
JDCE2550	Deere Mechanical Power Trains	M	58	26	6
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.					
JDCE2554	Deere Hydraulics and Hydrostatic Drives	M	72	70	9
Principles and application of theory, construction, fluid flow, operation, testing, disassembly, inspection, repair, reassembly, and testing of hydraulic and hydrostatic drive components and systems as used by Deere construction equipment. Safety is stressed.					
JDCE2760	Deere Back Hoes/Landscape Loaders	M	23	12	2
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Back Hoes/Landscape Loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety is stressed.					
JDCE2761	Deere Excavators	M	45	11	4.5
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Excavators utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.					
JDCE2762	Deere Crawler Dozers/Loaders	M	40	13	4
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.					
JDCE2763	Deere Motor Graders	M	30	10	3
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere motor graders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be Included.					
JDCE2764	Deere Four Wheel Drive Loaders	M	30	10	3
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	20	11	2
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	-	400	10
<i>On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous terms. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor. Safety rules/procedures are included in this course.</i>					
JDCE2902	Dealer Cooperative Web Based Training	M	20	-	2
E-Learning web based training by John Deere and supervised by Southeast Community College – Milford and JDCE instructors.					

Location	Class	Lab	Credits
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JOUR • Journalism

JOUR1810 Introduction to Mass Media

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.

B/L 45 - 4.5

JOUR1820 Media Writing

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.

B/L 45 - 4.5

JOUR1840 Advanced Media Writing

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.

B/L 45 - 4.5

JOUR1850/

PHOT1850 Citizen Journalism and Social Media

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.

B/L 45 - 4.5

JOUR1860 Sports Journalism

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.

B/L 45 - 4.5

JOUR1880 Multimedia Reporting

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.

B/L 45 - 4.5

JOUR2750/

PHOT2750 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/L 30 30 4.5

JOUR2780 Public Relations

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.

B/L 45 - 4.5

JOUR2880 Multimedia Editing

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.

B/L 45 - 4.5

JOUR2900 News Media/Journalism Internship

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.

B/L - 180 4.5

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.

Location	Class	Lab	Credits
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LPNS • Practical Nursing

LPNS1011	Holistic Health Concepts 1 <i>Prerequisite: Admission to Practical Nursing Program.</i> Introduction of concepts and exemplars for practical nursing skills, development and family dynamics related to human flourishing encompassing nursing, patient and family categories of care.	B/L	40	60	6
LPNS1012	Nursing Care Concepts 1 <i>Prerequisite: Admission to Practical Nursing Program.</i> 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.	B/L	30	90	6
LPNS1013	Health Systems Concepts 1 <i>Prerequisite: Admission to Practical Nursing Program.</i> 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.	B/L	20	-	2
LPNS1021	Holistic Health Concepts 2 <i>Prerequisites: LPNS1011, LPNS1012, LPNS1013.</i> Relate concepts and exemplars across the lifespan for practical nursing related to human flourishing and nursing judgment encompassing nursing, patient and family categories of care.	B/L	40	60	6
LPNS1022	Nursing Care Concepts 2 <i>Prerequisites: LPNS1011, LPNS1012, LPNS1013.</i> Relate concepts and exemplars of health/illness across the lifespan. Applying concepts to patient care utilizing the nursing process related to human flourishing, nursing judgment, spirit of inquiry and professional identity encompassing nursing, patient, family, and healthcare system categories of care.	B/L	37	70	6
LPNS1023	Health Systems Concepts 2 <i>Prerequisites: LPNS1011, LPNS1012, LPNS1013.</i> Relate concepts and exemplars guiding nursing practice related to human flourishing, nursing judgment, professional identity, and spirit of inquiry encompassing nursing and healthcare system categories of care.	B/L	20	-	2
LPNS1031	Holistic Health Concepts 3 <i>Prerequisites: LPNS1021, LPNS1022, LPNS1023.</i> Relate concepts and exemplars of health/illness across the lifespan. Utilize the nursing process to apply human flourishing and nursing judgment to patient care encompassing nursing, patient, and family categories of care.	B/L	47	40	6
LPNS1032	Nursing Care Concepts 3 <i>Prerequisites: LPNS1021, LPNS1022, LPNS1023.</i> Relate concepts and exemplars of health/illness across the lifespan. Apply the nursing process to patient care relating to human flourishing, nursing judgment, professional identity, and spirit of inquiry encompassing nursing, patient, family and healthcare system categories of care.	B/L	25	110	6
LPNS1033	Health Systems Concepts 3 <i>Prerequisites: LPNS1021, LPNS1022, LPNS1023.</i> Apply concepts and exemplars related to human flourishing, nursing judgment, and professional identity encompassing nursing, patient, family and healthcare system categories of care.	B/L	20	-	2
LPNS1041	Holistic Health Concepts 4 <i>Prerequisites: LPNS1031, LPNS1032, LPNS1033.</i> Relate concepts and exemplars of health/illness across the lifespan. Utilize the nursing process to apply human flourishing to patient care encompassing nursing, patient, family and healthcare system categories of care.	B/L	57	10	6
LPNS1042	Nursing Care Concepts 4 <i>Prerequisites: LPNS1031, LPNS1032, LPNS1033.</i> Relate concepts and exemplars to health/illness across the lifespan. Apply the nursing process to patient care relating to human flourishing, nursing judgment, professional identity, and spirit of inquiry encompassing nursing, patient, family, and healthcare system categories of care.	B/L	25	110	6
LPNS1043	Health Systems Concepts 4 <i>Prerequisites: LPNS1031, LPNS1032, LPNS1033.</i> Apply concepts and exemplars related to human flourishing, nursing judgment, professional identity, and spirit of inquiry encompassing nursing, patient, family and healthcare system categories of care.	B/L	20	-	2

Location	Class	Lab	Credits
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LSCE • Land Surveying/GIS/Civil Engineering Technology

LSCE1120	Plane Surveying	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.					
LSCE1126	Basic Civil CAD	M	60	40	7
This course introduces computer aided drafting (CAD) and examines the hardware that makes up a CAD workstation. It also covers the operating system (Microsoft Windows) that enables the equipment to function as a unit. The course shows how to use AutoCAD to set up drawings and construct lines, circles, arcs, other shapes, geometric constructions, and text. Students will use display and editing techniques as well to obtain information about their drawings and work with drawing files. This course also introduces recommended drafting standards for students to use for properly preparing drawings with AutoCAD. This course also covers basic hand-lettering skills, drawing media, and the use of a civil engineering scale.					
LSCE1130	Analysis for Land Surveyors	M	45	-	4.5
This is a course that analyzes 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.					
LSCE1220	Engineering Surveying	M	40	60	6
<i>Prerequisites: LSCE1120, BSAD1010 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.					
LSCE1226	Civil CAD II	M	50	50	6.5
<i>Prerequisites: LSCE1126, BSAD1010 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.					
LSCE1232	Highway Plan Reading	M	15	35	2.5
Programmed study that teaches the fundamentals of reading and interpreting a complete set of highway plans.					
LSCE1320	Route & Construction Surveying	M	30	70	5
<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.					
LSCE1326	Civil CAD III	M	50	100	8
<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.					
LSCE1900	Internship	M	-	480	12
<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.					
LSCE1901	Cooperative Experience	M	-	480	12
<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.					
LSCE2520	Geodetic Surveying	M	90	60	11
<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.					

		Location	Class	Lab	Credits
LSCE2526	Principles of Land Development	M	60	40	7
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.					
LSCE2620	Boundary Control & Legal Principles	M	60	40	7
<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.					
LSCE2626	Advanced Civil CAD	M	20	30	3
<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.					
LSCE2646	Civil CAD 3D	M	25	75	5
<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.					
LSCE2667	Public Land Survey Systems	M	50	-	5
<i>Prerequisite: LSCE2520 and SPCH1090, 1110 or 2810.</i>					
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
<i>Prerequisites: LTCA1040</i>					
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.					

		Location	Class	Lab	Credits
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.					
LTCA2030	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.					
LTCA2040	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.					
LTCA2050	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.					
LTCA2060	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.					
LTCA2070	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
<i>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.</i>					
Theory and operation in basic Machine Tool procedures with lathes, milling machines and drill presses.					
MACH1121	Manufacturing Processes	M	30	20-	3.5
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		100	3
<i>MACH1121 and MACH1131 are taken simultaneously.</i>					
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
<i>Prerequisite: MACH1121 or special permission.</i>					
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
<i>Prerequisite: MACH1173.</i>					
Continuation of MACH 1173.					

		Location	Class	Lab	Credits
MACH1223	Machine Tool Lab III <i>Prerequisite: MACH1174.</i> Practice using Machine Tools. Drill press, lathe, milling machine, surface grinder and cylindrical grinder.	M	5	75	3
MACH1224	Machine Tool Lab IV <i>Prerequisite: MACH1223.</i> Continuation of MACH1223.	M	5	115	4
MACH1225	Materials of Industry Introduction to materials (steel, irons, etc.) used in industry. Properties, uses, specifications, availability, heat treatment and tool steel.	M	50	-	5
MACH1241	Machinery's Handbook 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.	M	50	-	5
MACH1250	Computer Aided Drafting (CAD) 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.	M	20	30	3
MACH1324	Machine Tool Lab V <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.	M	10	190	7
MACH1349	CNC I Basic theory and laboratory work in basic programming, operation and maintenance of CNC machines. Operation and maintenance of Coordinate Measuring Machines (C.M.M.).	M	45	30	5.5
MACH1370	Precision Machining Processes Using Math Concepts <i>Prerequisite: MATH1050 or MATH1040.</i> Use of trigonometry for design and shop problems. Electronic calculator is used for most assigned problems.	M	25	-	2.5
MACH1428	Machine Tool Lab VI <i>Prerequisite: MACH1324.</i> Advanced projects to improve proficiency on Machine Tools.	M	10	140	5.5
MACH1451	CNC II <i>Prerequisite: MACH1349.</i> Advanced programming, operation, and setup of CNC machines.	M	55	45	7
MACH1454	CAM <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.	M	40	10	4
MACH2510	Automation Fundamentals <i>Prerequisites: MACH1121 through MACH1454.</i> Fundamentals of automation and automation equipment.	M	50	-	5
MACH2520	Automated Equipment Design <i>Prerequisites: MACH1121 through MACH1454.</i> Design a piece of automated equipment to be built in the Automated Equipment Design Lab.	M	10	40	2
MACH2530	Die Design <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.	M	10	40	2
MACH2532	Die Making Lab <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.	M	10	190	7
MACH2535	Mold Theory <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.	M	50	-	5

	Location	Class	Lab	Credits
MACH2536 Automated Equipment Design Lab <i>Prerequisites: MACH1121 through MACH1454.</i> Construct an automated piece of equipment that was designed in the Automated Equipment Design class.	M	10	190	7
MACH2537 Injection Mold Design I <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.	M	10	40	2
MACH2538 Mold Making Lab <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.	M	10	190	7
MACH2547 Die Theory <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.	M	50	-	5
MACH2641 Advanced CNC Fundamentals <i>Prerequisites: MACH1121 through MACH1454</i> Theory class covering advanced CNC techniques and CNC support equipment.	M	50	-	5
MACH2650 Special Machining Applications <i>Prerequisite: Program Chair Permission.</i> Course requirements and objectives arranged by the program chair.	M	10	60	3
MACH2651 CNC Design and Programming <i>Prerequisites: MACH1121 through MACH1454.</i> Design and plan a production run using a fixturing device for the CNC equipment.	M	10	40	2
MACH2660 Advanced CNC Lab <i>Prerequisites: MACH1121 through MACH1454.</i> Build and run a CNC production project.	M	10	190	7
MATH • Mathematics				
MATH0900 Math Fundamentals 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/L/M	45	-	4.5
MATH0901 Math Fundamentals Module I <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/L/M	15	-	1.5
MATH0902 Math Fundamentals Module II <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/L/M	15	-	1.5
MATH0903 Math Fundamentals Module III <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/L/M	15	-	1.5
MATH0950 Beginning Algebra <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.	B/L/M	45	-	4.5
MATH0951 Beginning Algebra Module I <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/L/M	15	-	1.5
MATH0952 Beginning Algebra Module II <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/L/M	15	-	1.5

		Location	Class	Lab	Credits
MATH0953	Beginning Algebra Module III	B/L/M	15	-	1.5
<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.					
MATH0980	Geometry	B/L	45	-	4.5
<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.					
MATH1020	Technical Math	B/L/M	45	-	4.5
<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.					
MATH1040	Business Math	B/L/M	45	-	4.5
<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.					
MATH1050	Thinking Mathematically	B/L/M	45	-	4.5
<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.					
MATH1080	Algebra & Trigonometry	L/M	45	-	4.5
<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.					
MATH1100	Intermediate Algebra	B/L/M	45	-	4.5
<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>					
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.					
MATH1101	Intermediate Algebra Module I	B/L/M	15	-	1.5
<i>Pre/Corequisite(s): 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 co-enrollment in MATH0953.</i>					
Study of factoring polynomials, solving polynomial equations by factoring, simplifying, multiplying, and dividing rational expressions.					
MATH1102	Intermediate Algebra Module II	B/L/M	15	-	1.5
<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.					
MATH1103	Intermediate Algebra Module III	B/L/M	15	-	1.5
<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.					
MATH1150	College Algebra	B/L/M	45	-	4.5
<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.					
MATH1200	Trigonometry	B/L	45	-	4.5
<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.					

		Location	Class	Lab	Credits
MATH1300	Precalculus	B/L	75	-	7.5
<i>Prerequisites:</i> 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.					
Intensive review of college algebra and trigonometry. Study of the concept of a function and its graph. Study of certain specific functions: polynomial, rational, exponential, logarithmic and trigonometric functions. Covers analytic trigonometry, some applications of trigonometry, conic sections, and systems of equations. Most study uses three points of view: algebraic, graphical, and numerical. Graphical and numerical approaches using a graphing calculator. A graphing calculator is required for the course.					
MATH1400	Applied Calculus	B/L	45	-	4.5
<i>Prerequisite:</i> "C" or higher in MATH1150 or MATH1300 or appropriate score on the math placement test.					
Fundamentals of differential and integral calculus with emphasis on applications from business, economics and the life sciences. Not open to pre-engineering or pre- architectural majors.					
MATH1600	Analytic Geometry & Calculus I	B/L	75	-	7.5
<i>Prerequisites:</i> A grade of "C" or higher in MATH1200 or MATH1300 or equivalent, or appropriate score on the math placement test.					
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.					
MATH1700	Calculus & Analytic Geometry II	B/L	75	-	7.5
<i>Prerequisite:</i> A grade of "C" or higher in MATH1600 or equivalent.					
Continuation of MATH1600. Study of antiderivatives, methods of integration; numerical methods, coordinates and conics, differential equations, Taylor series, and an introduction to differentiation and integration of vector valued functions. A graphing calculator or use of mathematical software may be required.					
MATH2030	Contemporary Mathematics	B/L	45	-	4.5
<i>Prerequisites:</i> 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
<i>Prerequisite:</i> 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.					
MATH2170/BSAD2170	Applied Statistics	B/L/M	45	-	4.5
<i>Prerequisites:</i> 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.					
The practical application of statistical thinking to contemporary issues; collection and organization of data; probability distributions; statistical inference; estimation; and hypothesis testing.					
MATH2200	Differential Equations	B/L	45	-	4.5
<i>Prerequisite:</i> 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
<i>Prerequisites:</i> Declared Medical Assisting program student and BIOS1140.					
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.					

		Location	Class	Lab	Credits
MEDA1205	Exam Room 1	L	50	30	6
<i>Prerequisites: BIOS1140, and MEDA1210 or HLTH1060.</i>					
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
<i>Prerequisites: MEDA1102, MEDA1202, MEDA1203, MEDA1205, MEDA1406, and MEDA1407.</i>					
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
<i>Prerequisites: MEDA1301, MEDA1404, and MEDA1405. Corequisite: MEDA1402.</i>					
An unpaid, supervised practicum of 240 hours in an ambulatory healthcare setting, performing psychomotor and affective competencies.					
MEDA1402	Senior Seminar	L	30	-	3
<i>Prerequisites: MEDA1301, MEDA1404, and MEDA1405,</i>					
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
<i>Prerequisites: MEDA1101 or MEDA1210 or HLTH1060 and HLTH1030 or BIOS1140 (or by permission).</i>					
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
<i>Prerequisites: MEDA1101 or MEDA1210 or HLTH1060 and HLTH1030 or BIOS1140 (or by permission).</i>					
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
<i>Prerequisites: ACT score of 18 or appropriate math assessment.</i>					
Medical dosage calculations with metric, apothecary and household systems, conversions between systems and dosage preparation.					
MEDA1409	Limited Radiography Prep 1	L	25	15	3
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
<i>Prerequisite: MEDA1301 or permission. Corequisite: MEDA1401 or permission.</i>					
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
<i>Prerequisite: Admission to the Medical Laboratory Technology Program.</i>					
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
<i>Prerequisites: MATH1100 (or higher) and MEDT1101.</i>					
Mathematical applications used in the medical laboratory. Use of the Metric system and S.I. units. Laboratory calculations and use of statistical data.					

		Location	Class	Lab	Credits
MEDT1213	Medical Microbiology I <i>Prerequisite: MEDT1101 or by permission.</i>	L	20	60	4
	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.				
MEDT1313	Medical Microbiology II <i>Prerequisite: MEDT1213.</i>	L	20	60	4
	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.				
MEDT1332	Hematology I <i>Prerequisite: MEDT1101 or by permission.</i>	L	20	60	4
	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.				
MEDT1413	Medical Microbiology III <i>Prerequisite: MEDT1313.</i>	L	20	60	4
	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.				
MEDT1432	Hematology II <i>Prerequisite: MEDT1332.</i>	L	20	60	4
	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.				
MEDT2125	Instrumental Analytical Chemistry <i>Prerequisites: CHEM1090 or equivalent. Corequisite:</i>	L	20	15	2.5
	Introduction to instrumental analytical chemistry emphasizing molecular spectroscopy, atomic spectroscopy, gas chromatography, high performance liquid chromatography and potentiometry. Laboratory is concurrent with lecture.				
MEDT2512	Urinalysis <i>Prerequisite: MEDT1432.</i>	L	10	30	2
	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.				
MEDT2532	Immunoematology I <i>Prerequisite: MEDT1432.</i>	L	10	30	2
	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.				
MEDT2552	Medical Laboratory Chemistry I <i>Prerequisites: MEDT2125 and MEDT1201.</i>	L	20	60	4
	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.				
MEDT2561	Immunology <i>Prerequisites: MEDT1413 or by permission.</i>	L	20	-	2
	Introduction to immunology: immune system, antigens, antibodies, complement, and reactions of antigens and antibodies. Relationships to diseases that are immunologically involved.				
MEDT2581	Hemostasis <i>Prerequisite: MEDT1432.</i>	L	10	-	1
	Principles of blood coagulation and basic coagulation procedures.				
MEDT2582	Immunology/Hemostasis Laboratory <i>Prerequisites: MEDT1413 and MEDT1432. Must be taken concurrently with the lectures. Laboratory which accompanies MEDT2561 and MEDT2581.</i>	L	10	30	2
	Skills and laboratory techniques corresponding to the theoretical information presented in the lectures.				
MEDT2632	Immunoematology II <i>Prerequisite: MEDT2532.</i>	L	20	60	4
	Continuation of immunoematology, 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				

		Location	Class	Lab	Credits
MEDT2652	Medical Laboratory Chemistry II <i>Prerequisite: MEDT2552.</i>	L	20	60	4
	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 <i>Prerequisite: Sixth quarter standing.</i>	L	20	-	2
	Introduction to the hospital and clinic laboratories where the students might receive their clinical experiences. Professional ethics, patient confidentiality, laboratory safety, and phlebotomy skills reviewed.				
MEDT2690	Clinical Education I <i>Corequisite: MEDT2681.</i>	L	-	45	1.5
	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 <i>Prerequisite: MEDT2690.</i>	L	-	300	10
	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 <i>Must be taken concurrently with MEDT2701.</i>	L	20	-	2
	Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.				
MEDT2703	Preclinical Orientation II <i>Prerequisites: MEDT2681 and MEDT2690.</i>	L	35	15	4
	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 <i>Prerequisite: MEDT2701.</i>	L	-	300	10
	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 <i>Must be taken concurrently with MEDT2801.</i>	L	20	-	2
	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 <i>Prerequisite: MFGT1144, MFGT1350</i>	M	20	55	3.5
	Continuation of MFGT1144 covering precision dimensioning, gears and cams, pictorial drafting, sheet metal layout, threads and fastening devices, welding symbols and drawings, and a team approach to product design.				
MFGT1333	Fluid Power for Manufacturing <i>Prerequisite: MATH1050, MFGT1250, MFGT1413.</i>	M	40	10	4
	Theory and operation of automation components, and automation design. Electro- mechanical items such as relays, solenoids, and actuators and many of the fluid power and mechanical devices that are common to automated equipment will be explored. Schematics for fluid power systems will be studied and how to design, build, and control an automated device.				
MFGT1350	AutoCAD for Manufacturing	M	20	30	3
	Fundamentals of the proper use of the AutoCAD software using current American Society Mechanical Engineers (ASME) standards; AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting. Students will learn to use the AutoCAD software to explore, document and validate their designs before they are built.				

	Location	Class	Lab	Credits
MFGT1354 Die Design <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.	M	30	70	5
MFGT1362 Lean Facilities Planning <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.	M	20	30	3
MFGT1380 Manufacturing Engineering Processes Using Math Concepts <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.	M	25	-	2.5
MFGT1413 Electrical Fundamentals <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.	M	40	-	4
MFGT1421 Manufacturing Processes I 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.	M	50	-	5
MFGT1429 CNC for Automation <i>Prerequisites: MFGT1421, MFGT2670.</i> Basic programming of Computer Numerical Control Machines is studied. Manual programming and programming with Mastercam X are covered.	M	20	45	3.5
MFGT1456 Manufacturing Processes II <i>Prerequisite: MFGT1421.</i> Basic operation of the lathe, milling machine and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.	M	10	90	4
MFGT1458 Electrical Concepts for Manufacturing <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.	M	10	25	1.5
MFGT2200 Hazardous Materials Refresher 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.	L	6	2	.5
MFGT2549 Quality Assurance & SPC <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.	M	50	-	5
MFGT2559 Geometric Dimensioning & Tolerancing <i>Prerequisite: MFGT1144.</i> Study and application of current methods, symbols, and principles of geometric dimensioning and tolerancing as per ASME Y14.5-2009.	M	30	20	3.5
MFGT2566 Tooling Design <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.	M	25	75	5
MFGT2620 Programmable Logic Controllers in Work Cell Design <i>Prerequisite: MFGT1413.</i> An introduction to logic functions, the programmable logic controller (PLC) and their uses in machine control.	M	20	30	3
MFGT2625 Robotics & Industrial Automation I <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.	M	25	-	2.5

		Location	Class	Lab	Credits
MFGT2630	Robotics & Industrial Automation II <i>Prerequisite: MFGT1333. Corequisite: MFGT2625.</i>	M	--	75	2.5
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.					
MFGT2635	Plastics: Design & Engineering	M	50	-	5
Study of the physical, chemical, and mechanical properties of plastics. Study of molding techniques and processes. Product design considerations and guidelines.					
MFGT2643	Engineering Statics & Strength of Materials <i>Prerequisites: PHYS1017 or PHYS1150, MFGT1380.</i>	M	50	-	5
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.					
MFGT2668	Product & Machine Design <i>Prerequisites: PHYS1017 or PHYS1150, MFGT2559, MFGT2670.</i>	M	5	95	3.5
Analysis of practical design and production problems. Development of manufacturing and inspection procedures and the necessary equipment needed to manufacture specific products or components. Previously learned skills and concepts applied in the development of economical designs.					
MFGT2670	Autodesk® Inventor <i>Prerequisite: BSAD1010, MFGT1250, MFGT1350.</i>	M	25	75	5
Course devoted to the needs of the experienced AutoCAD user. Autodesk Inventor software is used extensively for the creation of adaptive parametric solid model parts and assemblies. Students will become familiar with creating parametric detail and assembly drawings with parts lists, simulating assembly motion for analysis, using Finite Element Analysis to solve stress analysis and using Inventor Studio for photo realistic images.					
MFGT2672	Mechanisms <i>Prerequisites: MFGT1250, MFGT1380.</i>	M	30	20	3.5
Theory and application of cams and gears, analysis of mechanisms and determination of positions, displacements, velocities, and accelerations of parts. Use of graphical solutions. Mechanisms such as couplings, universal joints, clutches, drive trains, four bar, slider crank, quick return, toggle, straight line, parallel, and intermittent motion devices.					
MFGT2680	Solid Works <i>Prerequisite: MFGT2670.</i>	M	20	30	3
This course introduces the advanced user to SolidWorks® software. SolidWorks® software is used extensively for the creation of adaptive parametric solid model parts, assemblies, and drawings to industrial standards.					
MSTT • Motorcycle, ATV and Personal Watercraft Technology					
MSTT1000	Shop Procedures & Hand Tools <i>Corequisite: PHYS1150.</i>	L	35	35	4.5
Effective use of parts and service information resources. Proper use and care of hand and power tools. Safety practices and procedures. Use of precision measuring instruments.					
MSTT1001	Introduction to Motorcycle Technology	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.					
MSTT1112	Basic Engine Theory <i>Corequisite: PHYS1150 & MSTT1000.</i>	L	25	65	4.5
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.					
MSTT1113	Metric Measure	L	33	-	3
Introduction to metric system (SI). Practice in measurements of area, volume, weight and capacity. Proper use of metric precision measuring equipment.					
MSTT1120	Wheels & Tires <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.					
MSTT1125	Electrical Concepts <i>Corequisite: PHYS1150.</i>	L	25	45	4
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.					

	Location	Class	Lab	Credits
MSTT1126 Electrical Circuits <i>Prerequisite: MSTT1125 and PHYS1150.</i> Theory of electrical starting and changing system circuits for motorcycles, ATV's and personal watercraft. Troubleshooting and repair of electrical circuits are also included.	L	45	35	5.5
MSTT1128 Frames, Suspensions, & Brakes <i>Prerequisite: PHYS1150. Corequisite: MSTT1120.</i> 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.	L	40	55	5.5
MSTT1132 Fuel & Ignition Systems <i>Prerequisite: MSTT1126.</i> Introduction to carburetion and fuel injection systems used on motorcycles, ATV's, and personal watercraft.	L	40	30	5
MSTT1133 Periodic Maintenance and Emission Controls <i>Prerequisite: MSTT1120, MSTT1126 & MSTT1128.</i> 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.	L	40	110	7.5
MSTT1138 Personal Watercraft <i>Prerequisite: MSTT1112 & MSTT1126. Corequisite: MSTT1132.</i> Proper repair and maintenance of various types of personal watercraft with special attention to steering, cooling systems, fuel delivery, and propulsion operation and repair.	L	25	18	3
MSTT1140 Transmission and Final Drives <i>Prerequisite: MSTT1112 & MSTT1132. Corequisite: MSTT1143.</i> Theory of clutches, gear ratios, drive trains for constant mesh and automatic transmissions as used on motorcycles and ATV's.	L	30	20	3.5
MSTT1143 Motorcycle Engine Machining and Rebuild <i>Prerequisite: MSTT1112, MSTT1132.</i> Disassembly, machining operations and reassembly procedures of two-cycle and four- cycle motorcycle, ATV and personal watercraft engine.	L	40	70	6
MSTT1146 Rideability and Electrical Update <i>Prerequisite: MSTT1133.</i> Advanced electrical update and review covering all systems and diagnosis relating to engine performance and emissions.	L	40	35	5
MSTT1901 Rideability and Electrical Update with Coop <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.	L	40	90	6
MUSC • Music				
*MUSC1010 Introduction to Music (Music Appreciation) 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/L	45	-	4.5
MUSC1015/1020, 2010/2020, 2030/2040 Individual Instruction in Voice 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/L	-	-	1.5
MUSC1260 Class Piano I Beginning fundamentals of piano performance. Scales, fingering, sight-reading and transposing included. Assumes no prior knowledge of music.	B	-	30	1.5
MUSC1261 Guitar I 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/L	-	30	1.5
MUSC1262/1272 Guitar Ensemble <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	-	30	1.5
MUSC1270 Class Piano II <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	-	30	1.5

		Location	Class	Lab	Credits
MUSC1271	Guitar II	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.					
MUSC1410/1420, 2390/2400, 2410/2420	College Choir	B/L	-	30	1.5
Study and performance of standard choral literature for mixed voices. At the director's discretion, students sing in formal and informal performance settings.					
MUSC1430, 1440, 2430, 2440	Vocal Ensemble: After the Storm	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.					
MUSC1610	Music Theory I	B/L	45	30	6
Introduction to the fundamentals of music, notation, rhythm, meter, scales, keys, intervals, triads, seventh chords, inversion and figured bass. Sight singing, dictation and keyboard.					
MUSC1611	Individual Instruction in Music Theory Module I	B/L	15	10	2
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.					
MUSC1612	Individual Instruction in Music Theory Module II	B/L	15	10	2
<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.					
MUSC1613	Individual Instruction in Music Theory Module III	B/L	15	10	2
<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.					
MUSC1620	Music Theory II	B/L	45	30	6
<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.					
MUSC1630	Music Theory III	B/L	45	30	6
<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.					
MUSC1640	Music Theory IV	B/L	45	30	6
<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.					
MUSC1851/1861/1871/1881	Music Practicum	B	45/90/135	-	1.5/3/4.5
<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.					
MUSC2260	Class Piano III	B	-	30	1.5
<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.					
MUSC2270	Class Piano IV	B	-	30	1.5
<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.					

	Location	Class	Lab	Credits
MUSC2520/2530, 2540/2550, 2580/2590 Individual Instruction in Piano	B/L	-	-	1.5
Study and performance of standard literature in various styles; includes a combination of private and small group instruction. Lab hours consist of required individual practice time. At the instructor's discretion, students may perform in both informal and formal recital settings.				
MUSC2521/2531, 2541/2551, 2581/2591 Individual Instruction in 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
<i>Prerequisite: MATH1050.</i> 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
<i>Prerequisites: MATH1050, NDTT1121, NDTT1133 and WELD1182.</i> 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
<i>Prerequisites: MATH1050, NDTT1133 and WELD1182.</i> Study of the nature of metals, methods of metallurgical examination, mechanical testing, chemistry, and production of metals.				
NDTT1356 Liquid Penetrant	M	20	30	3
<i>Prerequisites: NDTT1121 and NDTT1255.</i> Study of proper penetrant testing techniques and applications. Process control for the solvent removable, post emulsifiable, and water wash penetrant techniques. Study of codes, standards, inspection procedures, and job specifications for liquid penetrant inspection.				
NDTT1360 Ultrasonics I	M	40	110	7.5
<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.				
NDTT1450 Eddy Current I	M	20	20	2.5
<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.				

		Location	Class	Lab	Credits
NDTT1458	Magnetic Particle	M	30	30	4
<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.					
NDTT1464	Radiography I	M	60	90	9
<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.					
NDTT1470	Radiation Safety & Administration	M	50	-	5
<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.					
NDTT2040	NDTT Mathematics	M	45	-	4.5
Introduction to advanced math skills. Common and natural logarithms, industrial application, angles and triangles. Angular measurement, right triangle and oblique triangle trigonometry and vectors. Polar and rectangular coordinates. Capabilities, functions and use of scientific calculators.					
NDTT2569	Radiography II & Film Interpretation	M	50	100	8
<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.					
NDTT2570	Eddy Current II	M	75	75	10
<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.					
NDTT2652	Ultrasonics II	M	50	100	8
<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.					
NDTT2675	Computer Applications in NDT	M	30	45	4.5
<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.					
NDTT2679	Code Interpretation & Procedure Development	M	35	40	4.5
<i>Corequisites: NDTT2652 and NDTT2675.</i>					
Development of technical skills for writing qualifiable test procedures. Audit and surveillance procedures and implementation. Quality assurance functions.					
NURA • Nursing Assistant					
NURA1401	Nursing Assistant	B/L	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	L	20	-	2
<i>Prerequisites: BIOS1140, BIOS2460, SOCI1010, BIOS2130, CHEM1050 or CHEM1090, MATH1150 or MATH2170, ENGL1010, SPCH1090 or SPCH1110.</i>					
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.					

	Location	Class	Lab	Credits
<p>NURS1207 Introduction to Nursing Pharmacology <i>Prerequisites: BIOS1140, BIOS2460, BIOS2130, CHEM1050 or CHEM1090, MATH1150 or MATH2170, SOCI1010, ENGL1010, SPCH1090 or SPCH1110.</i> 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.</p>	L	20	-	2
<p>NURS1304 Transition to Associate Degree Nursing <i>Prerequisites: BIOS2460, BIOS1140, BIOS2130, CHEM1050 or CHEM1090, MATH1150 or MATH2170, SOCI1010, ENGL1010, PSYC2960, FSĐT1350, SPCH1090 or SPCH1110.</i> 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.</p>	B/L	10	-	1
<p>NURS1305 Basic Nursing Concepts I <i>Prerequisites: NURS1206, NURS1207, PSYC2960, and FSĐT1350.</i> 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.</p>	L	30	90	6
<p>NURS1306 Pathophysiology <i>Prerequisites: BIOS1140, BIOS2130, CHEM1050 or CHEM1090, and BIOS2460.</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 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.</p>	B/L	45	-	4.5
<p>NURS1307 Nursing Concepts II <i>Prerequisite/Corequisite: NURS1305 and NURS1306 or NURS1308.</i> 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.</p>	L	5	75	3
<p>NURS1308 Pathophysiology through the Lifespan <i>Prerequisites: BIOS1140, BIOS2130, CHEM1050 or CHEM1090, and BIOS2460.</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.</p>	L	60	-	6
<p>NURS2400 Nursing Assessment <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.</p>	B/L	30	45	4.5
<p>NURS2403 Gerontological Nursing Concepts <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.</p>	L	20	45	3.5
<p>NURS2404 Nursing Concepts III <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.</p>	B/L	30	90	6

	Location	Class	Lab	Credits
<p>NURS2501 Nursing Concepts Related to the Childbearing Family <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.</p>	B/L	30	90	6
<p>NURS2502 Nursing Concepts Related to Childrearing Family <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.</p>	B/L	30	90	6
<p>NURS2503 Nursing Pharmacology <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.</p>	B/L	10	-	1
<p>NURS2602 Mental Health Nursing Concepts <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.</p>	B/L	30	90	6
<p>NURS2603 Nursing Concepts IV <i>Prerequisite: NURS2501 and 2502 and 2503. Pre or Corequisite: NURS2602.</i> 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.</p>	B/L	30	105	6.5
<h2>OFFT • Office Professional</h2> <p>All prerequisite courses must be passed with a "C" or higher.</p>				
<p>OFFT1010 Keyboarding I 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.</p>	B/L	30	-	3
<p>OFFT1020 Keyboarding II <i>Prerequisite: OFFT1010 or equivalent, 20 GWAM minimum.</i> 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.</p>	B/L	30	-	3
<p>OFFT1160 Keyboarding III <i>Prerequisite: OFFT1020 or equivalent, 30 NWAM minimum.</i> 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.</p>	B/L	45	-	4.5
<p>OFFT1170 Keyboarding IV <i>Prerequisite: OFFT1160 or equivalent, 40 NWAM minimum.</i> 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.</p>	B/L	45	-	4.5
<p>OFFT1310 Office Accounting Introduction to basic principles of accounting for a personal service and merchandising 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.</p>	B/L	45	-	4.5

	Location	Class	Lab	Credits
OFFT1710 Word Applications I <i>Prerequisites: BSAD1010 and OFFT1020 or OFFT1160 or OFFT1170.</i> Create, format, and edit basic business office documents such as letters, memos, reports, and tables using Microsoft Word. Emphasis on usable/mailable copy.	B/L	45	-	4.5
OFFT1720 Word Applications II <i>Prerequisite: OFFT1710.</i> 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.	B/L	45	-	4.5
OFFT1740 Desktop Publishing Applications <i>Prerequisite: BSAD1010.</i> 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.	B/L	45	-	4.5
OFFT1800 Collaboration Applications <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
OFFT2000 Employment Techniques <i>Prerequisites: Declared students only. ENGL1110 or OFFT2120 or HIMIS1105 or LTCA1040 or ELEC1432 or INFO2544 or INFO2558 or INFO2585 or DDRT1400. 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
OFFT2120 Business Communication Strategies <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
OFFT2210 Legal Processes I <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
OFFT2220 Legal Processes II <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
OFFT2290 Spreadsheet and Database Applications <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
OFFT2310 Financial Computer Applications <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
OFFT2410 Administrative Procedures I <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
OFFT2420 Administrative Procedures II <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

	Location	Class	Lab	Credits
OFFT2460 Office Simulation <i>Prerequisites: OFFT1310 or ACCT1200, 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/L	45	-	4.5
OFFT2650 Computerized Medical Management <i>Prerequisite: OFFT1710.</i> Experience a medical practice simulation using computerized software. Learn and practice managing records, completing insurance forms, using a patient database, and scheduling doctors and patients. Become familiar with HIPAA regulations and know how it impacts patient interactions.	L	45	-	4.5
OFFT2720 Microsoft Office Integration <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/L	45	-	4.5
OFFT2900 Internship <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/L	-	180	4.5
OFFT2901 Cooperative Experience <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/L	-	180	4.5
OFFT2999 Special Projects	B/L	10	-	1
OFFT2999 Special Projects	B/L	20	-	2
OFFT2999 Special Projects <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/L	30	-	3
PARM • Paramedic				
PARM1111 Pathophysiology for the Paramedic <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.	L	20	-	2
PARM1112 Introduction to Paramedic <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.	L	20	-	2
PARM1113 Basic ECG Interpretation <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.	L	20	-	2
PARM1114 Airway Management & Assessment <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.	L	30	-	3
PARM1117 Paramedic Lab I <i>Prerequisite: Corequisite PARM1114.</i> This course is designed to teach, integrate and complement content from concurrent Paramedic lecture courses, specifically PARM1113 & PARM1114.	L	-	30	1
PARM1119 Practicum I <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.	L	-	90	3

	Location	Class	Lab	Credits
<p>PARM1121 Pharmacology for the Paramedic <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.</p>	L	30	-	3
<p>PARM1122 Advanced ECG Interpretation <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.</p>	L	20	-	2
<p>PARM1123 Medical Emergencies for the Paramedic <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.</p>	L	40	-	4
<p>PARM1127 Paramedic Lab II <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.</p>	L	-	60	2
<p>PARM1129 Practicum II <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.</p>	L	-	90	3
<p>PARM1131 Family Medicine for the Paramedic <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.</p>	L	40	-	4
<p>PARM1137 Paramedic Lab III <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.</p>	L	-	90	3
<p>PARM1141 Traumatic Emergencies for the Paramedic <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.</p>	L	20	-	2
<p>PARM1142 Rescue Operations for the Paramedic <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.</p>	L	20	-	2
<p>PARM2900 Paramedic Internship <i>Prerequisite: PARM1129.</i> 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.</p>	L	-	360	12

Location	Class	Lab	Credits
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PHED • Physical Education

PHED1000	Lifetime Fitness	L	45	15	5
Theoretical and practical information on the relationship of life-style habits to productivity, quality of life and one's potential. Topics include life-style related risks, nutrition, physical fitness, and stress management encompassing the mind-body health perspective of wellness.					
PHED1010	Golf	B	-	30	1.5
Basic skills and fundamentals of golf. Scoring, selection and care of equipment for the beginning golfer.					
PHED1015	Introduction to Health	B/L	45	-	4.5
Survey of major health problems, diseases, and their prevention; drug and alcohol abuse; family planning and birth control; mental health; consumer protection and physical fitness. Issues of health choices.					
PHED1030/2030/2035/2040	Physical Fitness Activities	B/L	-	30	1.5
Study of and participation in chosen activities, such as weight training, cardiovascular conditioning, flexibility, basketball, volleyball and weight control. Planning and participating in an individualized program for development.					
PHED1050/2050	Recreational Sports	B	-	30	1.5
Participation in recreational sports for the student with a disability who is unable to participate in a regularly scheduled required program. Credit can be earned by nonathletic participation in the intercollegiate athletic program such as keeping statistics, videotaping, care and handling of equipment, and game site management. Other options include managerial involvement in school's intramural or physical education programs.					
PHED1060	Fitness Throughout Life	B	15	30	3
Study and application of theories which promote wellness throughout the life cycle. Emphasis on cardiovascular conditioning, flexibility, muscular strength, endurance, body composition, and nutrition maintenance programs.					
PHED1600	Introduction to Recreation	B	45	-	4.5
Principles, history and philosophy of recreation and leisure. Introduces recreation as a profession. Explores recreation and leisure studies throughout the life cycle.					
PHED1610	Standard First Aid	B	45	-	4.5
Principles and techniques for administration of first aid. Legal aspects of emergency care, cardiorespiratory emergencies, hemorrhage control, wound maintenance, shock control, poisoning, heat and cold injuries.					
PHED1750	Introduction to Physical Education	B	45	-	4.5
For the prospective physical education major or minor at the secondary school level. Survey of physical education, history, principles, objectives. Review of activities offered in the P.E. curriculum.					
PHED1800	Physical Education in the Elementary School	B	45	-	4.5
For the prospective elementary teacher and the physical education major. Study of curriculum and methods of teaching of physical education at the elementary level. Needs and characteristics of elementary school-age child by grade level.					
PHED2010/2020	Officiating Sports	B	30	-	3
Study and application of rules, techniques and interpretations for becoming officials or coaches in football, volleyball, soccer, basketball, softball or baseball.					

Intercollegiate Athletics

The following courses will allow student athletes to earn credit through participation in intercollegiate athletics. Regular attendance and participation in all squad activities required.

PHED0101; PHED0102; PHED0103	Intercollegiate Athletics – Red Shirt	B	-	-	1.5
PHED1300/2300, 1310/2310, 1311/2311	Intercollegiate Golf	B	-	-	1.5
PHED1305/2305, 1315/2315	(Men) Cross Country	B	-	-	1.5
PHED1320/2320, 1330/2330, 1331/2331	(Men) Intercollegiate Basketball	B	-	-	1.5
PHED1325/2325, 1335/2335	(Women) Cross Country	B	-	-	1.5
PHED1340/2340, 1350/2350, 1351/2351	(Women) Intercollegiate Basketball	B	-	-	1.5
PHED1360/2360, 1370/2370, 1371/2371	Intercollegiate Volleyball	B	-	-	1.5
PHED1380/2380, 1390/2390, 1391/2391	Intercollegiate Baseball	B	-	-	1.5
PHED1385/2385, 1395/2395, 1396/2396	Intercollegiate Softball	B	-	-	1.5

Location	Class	Lab	Credits
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PHIL • Philosophy

*PHIL1010 Introduction to Philosophy

This course introduces students 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. This course exposes students to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.

B/L 45 - 4.5

PHIL1060 Applied Ethics

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/L/M 45 - 4.5

PHIL1100 Introduction to Logic and Critical Thinking

Prerequisite(s): Eligible for ENGL1010

An introduction to the study of arguments and reasoning, with an emphasis on principles of formal reasoning and their application. PHIL 1100 will cover two systems of formal logic in depth: categorical logic and propositional logic. Students will master a range of formal methods within these two systems. This class may be used as math credit for the Academic Transfer program.

B/L/M 45 - 4.5

PHIL2110 Introduction to Modern Logic

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/L 45 - 4.5

PHIL2130 Bioethics

Prerequisite: A grade of "C" or higher in ENGL1010.

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/L 45 - 4.5

*PHIL2250 Environmental Ethics

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?

L 45 - 4.5

*PHIL2610/

RELS2610 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.

B/L 45 - 4.5

*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

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/L 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/L 30 30 4.5

PHOT1850/

JOUR1850 Citizen Journalism and Social Media

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.

B/L 45 - 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/L 30 30 4.5

Location	Class	Lab	Credits
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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.

PHRM1101 Pharmacology/Pharmaceutical Products I

Prerequisite: HLTH1030.

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

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

Location	Class	Lab	Credits
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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 30 15 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

PHYS1150 Descriptive Physics

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.

B/L/M 45 30 6

PHYS1410 Elementary General Physics I

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.

B/L 60 30 7.5

PHYS1420 Elementary General Physics II

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.

B/L 60 30 7.5

PHYS2110 General Physics I

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.

B/L 60 30 7.5

PHYS2120 General Physics II

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.

B/L 60 30 7.5

POLS • Political Science

POLS1000 American Government

A study of the functioning of the American political system through an analysis and application of its underlying theories.

B/L/M 45 - 4.5

*POLS1040 Comparative Politics

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.

L/M 45 - 4.5

	Location	Class	Lab	Credits
*POLS1080 Introduction to Political Science 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.	L/M	45	-	4.5
*POLS1600 International Relations Introductory survey of the actors, institutions, processes, and theories of international relations - including a study of contemporary global issues.	L	45	-	4.5
POLS2020 State & Local Government 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.	B/L	45	-	4.5
POLS2300 Political Parties <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.	L	45	-	4.5
POLS2750/SPCH2750 Political Communication <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.	L	45	-	4.5
POLS2900 Internship 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.	L	180	-	4.5
PSGT • Polysomnographic Technology				
These program courses are only available online. <i>Please note: Students must be a graduate from an associate-degree science-related health program to enter this program of study.</i>				
PSGT1000 Polysomnography 1 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.	O	20	-	2
PSGT1010 Polysomnography 1 Lab 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.	O	-	90	3
PSGT1020 Fundamentals of Polysomnography 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.	O	40	-	4
PSGT2000 Polysomnography 2 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.	O	20	-	2
PSGT2010 Polysomnography 2 Lab 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.	O	-	30	1
PSGT2020 Seminar Review 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.	O	10	-	1
PSGT2030 Clinical Education This course provides practical application of theories covered in previous PSGT courses. Emphasis on polysomnography testing and procedures.	O	-	150	5

Location	Class	Lab	Credits
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PSYC • Psychology

PSYC1250 Interpersonal Relations

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/L/M 45 - 4.5

PSYC1810 Introduction to Psychology

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/L/M 45 - 4.5

PSYC2710 Positive Psychology

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.

L 45 - 4.5

PSYC2730 Brain & Behavior

Prerequisite: PSYC1810

Introduction of concepts and research for understanding relations between bodily processes and behavior focusing on the structure and function of the human brain.

L 45 - 4.5

PSYC2870 Psychology of the Personality

Prerequisite: PSYC1810 or permission of the instructor.

Systematic study of personality theories, the factors influencing personality development and the dynamics of personal adjustment.

B/L 45 - 4.5

*PSYC2880 Social Psychology

Prerequisite: PSYC1810 or SOC11010 or permission of the instructor.

Exploration of human social behavior including development and understanding of the self as a social being; social perception; attitudes and persuasion; social influence; attraction, interactions, and relationships; prosocial and antisocial behavior; and group behavior.

B/L 45 - 4.5

PSYC2900 Adolescent Psychology

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/L 45 - 4.5

*PSYC2960 Life-span Human Development

Prerequisites: PSYC1810 or SOC11010.

Integration of the basic concepts and principles of physical, cognitive and psychosocial development at each major stage of life. Provides an essential background for students in psychology, nursing, education, social welfare and home economics; for workers in community service; and for parents and prospective parents.

B/L/M 45 - 4.5

PSYC2970 Introduction to Psychological Research

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.

L 45 - 4.5

PSYC2980 Abnormal Psychology

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.

B/L 45 - 4.5

PTAS • Physical Therapist Assistant

Please note: Students must be admitted into the program and have completed all prerequisites and additional required courses with a minimum grade of C+ before taking any PTAS courses. Each PTAS course must be taken in sequence and completed with a minimum grade of C+ to continue in the program. Anatomy and Physiology must be taken within five years.

PTAS1100 Intro to Physical Therapy

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.

L 35 30 4.5

PTAS1101 Kinesiology for PTA

Prerequisite: Admission to the Physical Therapist Assistant program

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.

L 45 60 6.5

	Location	Class	Lab	Credits
PTAS1102 Pathophysiology for PTA <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.	L	45	-	4.5
PTAS1103 Physical Therapy Skills and Exercise I with Lab <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.	L	35	30	4.5
PTAS1104 Therapeutic Modalities I with Lab <i>Prerequisites: PTAS1100, 1101</i> Study of physical agents and therapeutic modalities including massage, cryotherapy, thermal agents, electromagnetic radiation, ultrasound and traction.	L	35	30	4.5
PTAS1202 Physical Therapy Skills and Exercise II with Lab <i>Prerequisites: PTAS1102, 1103, 1104</i> This course covers further development of therapeutic exercise and skills related to rehabilitation and function.	L	50	30	6
PTAS1203 Therapeutic Modalities II with Lab <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.	L	35	30	4.5
PTAS1204 Documentation in Clinical Services <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.	L	40	-	4
PTAS1205 Advanced Procedures with Lab <i>Prerequisites: PTAS1202, 1203, 1204</i> Acquaints the student with more advanced rehabilitation techniques for complex patient diagnoses and specialty areas of physical therapy.	L	35	30	4.5
PTAS1206 Health Systems and Issues <i>Prerequisites: PTAS1202, 1203, 1204</i> This course familiarizes students with the core values of the profession, communication, conflict resolution and preparation for employment.	L	40	-	4
PTAS1207 Professional Issues <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.	L	40	-	4
PTAS1301 Clinical Education I <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.	L	-	135	4.5
PTAS1302 Clinical Education II <i>Prerequisite: PTAS1205, 1206, 1207, 1301</i> 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.	L	-	165	5.5
PTAS1303 Clinical Education III <i>Prerequisite: PTAS1302</i> 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.	L	-	405	13.5

Location	Class	Lab	Credits
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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	30	-	3
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.					
RADT1143	Radiographic Procedures IV	L	45	15	5
Anatomy and positioning of the bony thorax, cranium, facial bones, sinuses, and other skull exams. Image evaluation/critique of these procedures. Critical thinking and imaging of trauma patients and various advanced radiographic procedures.					
RADT1147	Specialized Imaging	L	20	-	2
Overview of equipment, procedures, techniques, anatomy, and imaging protocol of specialty areas such as sonography, MRI, nuclear medicine, radiation therapy, cardiovascular/interventional, mammography and computed tomography.					
RADT1149	Clinical Education IV	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.					
RADT2254	Advanced Patient Care Management	L	15	-	1.5
Critical thinking and imaging of the pediatric patient. Psychological, social, and economic needs of the elderly. Overview of various cultural groups and cultural competencies.					
RADT2259	Clinical Education V	L	-	225	7.5
Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Introduction to new rotational sites. Advanced modality rotation. Competency evaluations of spine, bony thorax, cranial exams, surgical exams, pediatric, trauma, mobile, and advanced contrast procedures.					

		Location	Class	Lab	Credits
RADT2265	Pathophysiology	L	55	-	5.5
Review of human anatomy and physiology. Pathologies and congenital abnormalities of all systems. Application of critical thinking and technical factors.					
RADT2269	Clinical Education VI	L	-	225	7.5
Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Increase proficiency at rotational sites. Competency evaluation of the spine, bony thorax, cranial exams, surgical exams, pediatric, trauma, mobile, and advanced contrast procedures.					
RADT2276	Diagnostic Imaging Applications	L	55	-	5.5
Exploration of advanced concepts of radiographic production, radiographic processing, conservative use of equipment and quality assurance techniques. Application of critical thinking.					
RADT2279	Clinical Education VII	L	-	225	7.5
Clinical practice with less assistance to foster increased efficient and responsible decision-making in diverse situations. Variety of rotational sites and shifts. Advanced modality rotation. Competency evaluation of the spine, bony thorax, cranial exams, surgical exams, pediatric, trauma, mobile, and advanced contrast procedures. Complete all ARRT required competencies.					
RADT2288	Senior Seminar	L	30	-	3
Review of course materials to prepare for National Board exam.					
RADT3020	Principles of Computed Tomography	L	30	-	3
This course is designed to meet the structured education required by the ARRT for radiologic technologists seeking post-primary certification in computed tomography including patient care aspects; use of contrast media; overview of equipment; image processing and quality; scanning protocols and imaging procedures; and safety issues.					
RADT3021	Computed Tomography Procedures	L	30	-	3
This course is designed to meet the structured education required by the ARRT for radiologic technologists seeking post-primary certification in computed tomography (CT) radiography. Introduction to computed tomography imaging with an overview of human anatomy, CT procedures, sectional anatomy, scanning protocols, and special procedures of the head, neck, chest, abdomen, pelvis, and musculoskeletal.					
RADT3022	Vascular Interventional Radiography	L	30	-	3
This course is designed to meet the structured education required by the ARRT for radiologic technologists seeking post-primary certification in vascular-interventional radiography, patient care management and interactions; usage of medications and contrast media; and human anatomy and physiology. An overview of equipment & supplies; procedures and exposure technique; image production and quality; asepsis and sterile technique; and safety issues are presented.					
RELS • Religious Studies					
*RELS2610/ PHIL2610	Comparative Religions	B/L	45	-	4.5
<i>Prerequisite: Eligible for ENGL1010.</i>					
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.					
RESP1111	Respiratory Anatomy & Physiology	L	50	-	5
An in-depth study of the cardiopulmonary system including anatomy, ventilation, diffusion of pulmonary gases, hemodynamic measurements, ventilation/perfusion relationships, oxygen and carbon dioxide transport, acid-base balance with an emphasis on clinical application.					
RESP1113	Respiratory Pharmacology	L	30	-	3
Study of drugs affecting the cardiorespiratory and autonomic nervous systems. Includes drug dosage calculation, administration, and clinical side effects.					
RESP1114	Patient Care Principles	L	45	-	4.5
Development of assessment skills in regards to patient history, physical exam and laboratory studies with emphasis on proper charting of assessment.					
RESP1115	Respiratory Care Lab	L	-	15	.5
Practical application of material and procedures learned in Patient Care Principles, Respiratory Anatomy & Physiology, and Respiratory Pharmacology.					

		Location	Class	Lab	Credits
RESP1121	Cardiopulmonary Pathology	L	50	-	5
Study of concepts and theory of basic cardiopulmonary diseases to include etiology, pathology, diagnosis, clinical manifestations, radiological and laboratory findings; prevention, prognosis and treatment.					
RESP1122	Respiratory Care Procedures and Lab	L	60	60	8
Theory and practice of the fundamentals of medical gases, humidity, bland and therapeutic aerosol application, oxygen monitoring, lung volume expansion therapy, 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.					
RESP1129	Clinical Education: Orientation	L	-	30	1
An orientation to the clinical sites, infection control and record-keeping, observation of therapy, and under direct supervision, the student may complete some respiratory care procedures.					
RESP1132	Mechanical Ventilation 1	L	45	60	6.5
Study of adult mechanical ventilators, ventilation techniques with critical care monitoring and management. Lab complements the material presented in lecture utilizing the knowledge in a laboratory setting by practicing the set-up, application, and monitoring of various adult ventilators used in the hospital setting. Lab is concurrent with lecture.					
RESP1135	Healthcare Research & Education	L	35	-	3.5
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.					
RESP1139	Clinical Education: General/Progressive Care	L	-	150	5
Practice of basic respiratory care procedures to include medical gas, aerosol/humidity therapy, aerosolized drug therapy, resuscitation, airway management, lung volume expansion therapy, and bronchial hygiene therapy. Includes clinical conferences and case studies.					
RESP1143	Respiratory Care Through the Human Lifespan	L	50	-	5
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.					
RESP1144	Rehab & Outpatient Services	L	40	-	4
Overview of pulmonary rehabilitation, sub-acute care, home care services and outpatient pulmonary procedures.					
RESP1147	Ventilator Management 2	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.					
RESP1148	Critical Care Management	L	40	-	4
Study of respiratory management of patients in critical care settings with emphasis on critical thinking skills in patient assessment and monitoring, and recommending alternative therapies. Extensive use of case studies, patient scenarios and ACLS algorithms.					
RESP1149	Clinical Education: Critical Care	L	-	150	5
Practice in adult critical care, basic pulmonary function testing, arterial bloods gases, EKGs, mechanical ventilation, and emergency airway management. Includes clinical conferences and student case study presentations.					
RESP2251	Cardiovascular Principles	L	45	30	5.5
Study of the cardiovascular system with emphasis on invasive and non-invasive hemodynamic monitoring of the critically ill patient.					
RESP2259	Clinical Education: ICU/Specialty 1	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.					
RESP2266	Introduction to Polysomnography	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.					
RESP2267	Clinical Simulations Lab	L	-	45	1.5
Practice in information gathering and decision making in a variety of selected respiratory care scenarios.					
RESP2268	Seminar Review	L	40	-	4
Preparatory course for the NBRC exam. Self-assessment exams for the CRT and RRT will be utilized.					
RESP2269	Clinical Education: ICU/Specialty 2	L	-	240	8
A continuation of Clinical Education: ICU/Specialty 1.					

Location	Class	Lab	Credits
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SIGN • Sign Language

*SIGN1010	Beginning American Sign Language I	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.					
*SIGN1020	Beginning American Sign Language II	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.					
*SIGN2010	Second Year American Sign Language I (ASL)	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.					
*SIGN2020	Second Year American Sign Language II (ASL)	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.					

SOCI • Sociology

*SOCI1010	Introduction to Sociology	B/L/M	45	-	4.5
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.					
*SOCI1020	Diversity in Society	B/L	45	-	4.5
An overview of minority groups and majority-minority relations in the United States. Topics include awareness of similarities and differences, prejudice, discrimination, and the benefits of a diverse society.					
*SOCI2000	Women in Contemporary Society	B/L	45	-	4.5
Prerequisite: SOCI1010 or permission of instructor. Interdisciplinary examination of the contributions of women to society, gender issues, and the progress toward equality.					
*SOCI2010	Social Problems	B/L	45	-	4.5
Prerequisite: SOCI1010 or permission of instructor. Analysis and suggested treatment of the principal problem areas in contemporary society, and the multilevel causes that perpetuate social problems.					
*SOCI2150	Issues of Unity and Diversity	B/L/M	45	-	4.5
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.					
SOCI2250	Marriage and the Family	B/L	45	-	4.5
Prerequisite: SOCI1010 or permission of instructor. Emphasis on diversity in the family, and examination of factors that affect families and the process of family development.					
SOCI2260	Parenting	B/L	45	-	4.5
Prerequisite: PSYC2960 or permission of instructor. This course will introduce the student to effective parenting skills and strategies for solving family problems. Emphasis is placed on parent-child relationships, developmental milestones of infants through adolescence, family communication, family composition and issues related to abuse and neglect. Parenting challenges such as single-parenthood, divorce, custody issues, stepfamily systems and conflict management will be explored.					

SPAN • Spanish

*SPAN1005	Spanish for Construction Management	M/L	45	-	4.5
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.					
*SPAN1010	Beginning Spanish I	B/L	75	-	7.5
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.					

	Location	Class	Lab	Credits
<p>*SPAN1020 Beginning Spanish II <i>Prerequisites: SPAN1010 (Beginning Spanish I) or appropriate score in placement exam.</i> 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.</p>	B/L	75	-	7.5
<p>*SPAN2010 Second-year Spanish <i>Prerequisites: SPAN1020 (Spanish II) or appropriate score in placement exam.</i> 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.</p>	B/L	45	-	4.5
<p>*SPAN2020 Second-year Spanish II <i>Prerequisite: SPAN2010 (Spanish II) or appropriate score in placement exam.</i> 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/L	45	-	4.5
<p>*SPAN2030 Intensive Conversation <i>Prerequisite: SPAN2020, SPAN 2100 or appropriate score in placement exam.</i> 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/L	45	-	4.5
<p>*SPAN2040 Intensive Writing <i>Prerequisite: SPAN2020, SPAN2100 or appropriate score in placement exam.</i> 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/L	45	-	4.5
<p>*SPAN2100 Accelerated Second-year Spanish <i>Prerequisite: SPAN1020 or appropriate score in placement exam.</i> 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/L	90	-	9
<h2>SPCH • Speech</h2>				
<p>*SPCH1090 Fundamentals of Human Communication <i>Prerequisite: Eligible for ENGL1010.</i> 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/L/M	45	-	4.5
<p>SPCH1110 Public Speaking This course will enable students to master the skills required of speaking in today's workplace and society. 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 also enhance the students' listening skills which will assist them in everyday situations.</p>	B/L/M	45	-	4.5
<p>SPCH2050 Oral Performance of Literature <i>Prerequisite: Eligible for ENGL1010.</i> 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/L	45	-	4.5
<p>*SPCH2110 Intercultural Communication <i>Prerequisite: Eligible for ENGL1010.</i> 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/L	45	-	4.5

		Location	Class	Lab	Credits
SPCH2750/ POLS2750	Political Communication	L	45	-	4.5
<i>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.</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.					
SPCH2810	Business and Professional Communication	B/L/M	45	-	4.5
<i>Prerequisite: Eligible for ENGL1010.</i>					
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.					
SURT • Surgical Technology					
SURT1600	Orientation to Surgical Technology	L	20	-	2
<i>Prerequisite: Admission to the Surgical Technology Program.</i>					
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.					
SURT1601	Techniques in Surgical Asepsis	L	20	30	3
<i>Prerequisite: Admission to the Surgical Technology Program.</i>					
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.					
SURT1603	Fundamentals of Surgical Technology	L	50	-	5
<i>Prerequisite: Admission to the Surgical Technology Program.</i>					
Study of instruments, supplies, and equipment used in the perioperative process of surgery.					
SURT1604	Concepts of Surgical Procedures	L	20	-	2
<i>Prerequisite: Admission to the Surgical Technology Program.</i>					
Study of the resection concept, abdominal incisions, commonly used instruments, sutures and needles required for basic surgical procedures, including wound healing, classifications and complications.					
SURT1701	Clinical Orientation	L	25	45	4
<i>Prerequisite: SURT1600, SURT1601, SURT1603, SURT1604.</i>					
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.					
SURT1704	Surgical Procedures & Techniques 1	L	60	-	6
<i>Prerequisites: SURT1600, SURT1601, SURT1603, SURT1604.</i>					
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.					
SURT1705	Principles of Surgical Technology	L	40	-	4
<i>Prerequisites: SURT1600, SURT1601, SURT1603, SURT1604.</i>					
Introduction to the perioperative care of the surgical patient and the patient with special needs, perioperative pharmacology, anesthesia, special patient monitoring, hemostasis, blood loss and replacement, and surgical robotics.					
SURT1803	Fundamentals of Surgical Technology 2	L	20	-	2
<i>Prerequisite: SURT1701, SURT1704, SURT1705.</i>					
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.					
SURT1804	Surgical Procedures & Techniques 2	L	50	-	5
<i>Prerequisite: SURT1701, SURT1704, SURT1705.</i>					
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.					
SURT1810	Clinical Education 1	L	-	240	8
<i>Prerequisite: SURT1701, SURT1704, SURT1705.</i>					
Clinical practice with application of the student's basic skills, aseptic technique, and instrument knowledge to operative procedures in the hospital.					

	Location	Class	Lab	Credits
SURT2904 Surgical Procedures & Techniques 3 <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.	L	50	-	5
SURT2907 Senior Seminar <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.	L	20	-	2
SURT2909 Correlated Patient Study <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.	L	20	15	2.5
SURT2910 Clinical Education 2 <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.	L	-	240	8
SURT2920 Advanced Clinical Specialties <i>Prerequisite: SURT2904, SURT2910.</i> Study of expanded roles and further development of knowledge and skills relating to advanced surgical specialties.	L	30	60	5
SURT2930 Clinical Education 3 <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.	L	-	165	5.5
THEA • Theatre				
THEA1010 Introduction to Theatre 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/L	45	-	4.5
THEA1140 Basic Acting 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/L	45	-	4.5
THEA1850/1860/2850/2860/2880 Theatre Production <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	30-60-90	-	1.5-3-4.5
THEA1851/1861/1871/1881, THEA2851/2861/2871/2881 Theatre Practicum <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/L	45-90-135	-	1.5-4.5
THEA2130 Film Appreciation <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.	B/L	45	-	4.5
TRUK • Professional Truck Driver Training				
TRUK1101 Class A CDL Driver Training <i>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.</i> To prepare and test students at SCC to operate a Class A Commercial Motor Vehicle and qualify for a Class B Commercial Drivers' License.	L	20	45	3.5

		Location	Class	Lab	Credits
TRUK1110	Professional Truck Driver Training I <i>Prerequisites: Student must meet minimum entrance requirements.</i> 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.	L	40	96	7
TRUK1120	Professional Truck Driver Training II <i>Prerequisites: Student must successfully complete TRUK1110 (Professional Truck Driver Training I)</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.	L	60	164	11
WELD • Welding Technology					
WELD1000	Gas Metal Arc Welding 1 (Steel) 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.	L	25	17	3
WELD1010	Gas Metal Arc Welding 2 (Aluminum) 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.	L	25	17	3
WELD1060	Basic Oxy-Acetylene/Shielded Metal Arc Theory and Lab <i>Prerequisite: Current declared Academic Transfer – STS option or currently enrolled at UNL in AG or STS education focus.</i> 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.	L	30	90	6
WELD1070	Advanced Oxy-Acetylene/Shielded Metal Arc Techniques <i>Prerequisite: WELD1060</i> 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.	L	15	45	3
WELD1080	GMAW/GTAW Theory & Lab 1 <i>Prerequisite: Current declared Academic Transfer – STS option or currently enrolled at UNL in AG or STS education focus.</i> 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.	L	30	90	6
WELD1090	GMAW/GTAW Advanced Welding Techniques <i>Prerequisite: WELD1080</i> 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.	L	15	45	3
WELD1100	Welding Orientation Orientation to the college philosophy, goals, objectives within the welding program area.	L	10	-	1
WELD1110	SMAW Theory <i>Prerequisite: WELD1100.</i> Study of Shielded Metal Arc Welding theory, safety, applications, procedures, and welding practices. Study and selection of power sources and electrodes.	L	20	-	2
WELD1112	SMAW Lab I <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
WELD1113	SMAW Lab II <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
WELD1115	Equipment & Tools <i>Prerequisite: WELD1100.</i> Explanation of safe operation and the proper use of equipment, power tools, and hand tools.	L	15	-	1.5
WELD1117	Oxyacetylene Theory <i>Prerequisite: WELD1100.</i> Study of the theory, safety, equipment and applications of the Oxyacetylene Welding process.	L	20	-	2

		Location	Class	Lab	Credits
WELD1119	OA Welding & Cutting <i>Prerequisite: WELD1117.</i> Laboratory exercises with the Oxyacetylene Welding, Braze Welding, Oxyacetylene Cutting and related processes.	L	10	60	3
WELD1120	SMAW Lab III <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	15	75	4
WELD1122	GMAW Theory <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
WELD1124	GMAW Lab I <i>Prerequisite: WELD1122.</i> Beginning welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.	L	10	60	3
WELD1126	GMAW Lab II <i>Prerequisite: WELD1124.</i> Advanced welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.	L	10	60	3
WELD1128	Blueprint Reading & Weld Symbols <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
WELD1129	Computer Aided Drafting <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
WELD1130	Metallurgy <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	60	-	6
WELD1135	Advanced OA & Plasma Cutting <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
WELD1139	Welding Measurement & Layout <i>Prerequisite: WELD1100.</i> Explanation of layout procedures used in the welding and fabrication industry.	L	30	30	4
WELD1143	Pipe Welding & Cutting <i>Prerequisites: WELD1113, WELD1119, WELD1139.</i> Study and practical applications in pipe welding and cutting. Includes pattern making, layout, cutting, fitting, and welding.	L	20	30	3
WELD1144	GTAW Theory <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
WELD1148	GTAW (Mild Steel) <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
WELD1149	GTAW (SS & AL) <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
WELD1176	Automotive & Motorcycle Welding 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
WELD1181	Automotive, ASEP, ASSET, & CAP Welding <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

		Location	Class	Lab	Credits
WELD1182	Welding Process for NDT <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
WELD1183	HVAC Welding Practices <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
WELD1184	Welding for Electrical & Electromechanical <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
WELD1185	Diesel Truck, JDAT, & JDCE Welding <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
WELD1186	Building Construction Welding <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
WELD1187	Welding for Ag Equipment <i>Prerequisite(s): Limited to Ag Equipment Program</i> 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.	M	10	30	2
WELD1188	Deere Welding II <i>Prerequisite(s): Limited to JDCE Program</i> 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.	M	5	25	1
WELD1189	Shielded Metal Arc Diesel Welding <i>Prerequisite(s): Limited to DESL-Truck Program</i> Instruction and practice in SMAW (stick welding) to include equipment set-up and safety.	M	5	15	1
WELD1252	GMAW (SS & AL) <i>Prerequisite: WELD1122.</i> Theory and practical exercises using the Gas Metal Arc Welding process in the welding of stainless steel and aluminum.	L	15	45	3
WELD1271	Special Welding Applications Course requirements and objectives arranged with program chair.	L	5	15	1
WELD1272	Special Welding Applications Course requirements and objectives arranged with program chair.	L	10	30	2
WELD1273	Special Welding Applications Course requirements and objectives arranged with program chair.	L	10	60	3
WELD1274	Special Welding Applications Course requirements and objectives arranged with program chair.	L	10	90	4
WELD1275	Special Welding Applications Course requirements and objectives arranged with program chair.	L	10	120	5
WELD1291	M214 Structural Solid Wire Study of Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures that are used at the BNSF repair facility.	L	15	25	2
WELD1292	BNSF Advanced SMAW Shielded Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures that are used at the BNSF repair facility.	L	30	50	4.5

		Location	Class	Lab	Credits
WELD2188	Deere Welding III <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.				
WELD2251	FCAW I <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.				
WELD2252	FCAW II <i>Prerequisite: WELD2251</i>	L	5	45	2
	Continuation of FCAW1.				
WELD2254	Welding Codes & Standards <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.				
WELD2256	Welder Pre-Qualification <i>Prerequisite: WELD2254.</i>	L	20	90	5
	Practice of techniques and procedures within established codes and standards in preparation for taking a qualification test.				
WELD2258	Welder Qualification /Certification <i>Prerequisite: WELD2256.</i>	L	15	45	3
	Student qualification/certification tests in structural and/or pipe welding in compliance with the code and/or standards of American Welding Society, American Society of Mechanical Engineers or recognized codes and standards of industry.				
WELD2262	Welding Fabrication & Repair <i>Prerequisite: WELD1113, WELD1126, WELD1128, WELD1130, WELD1135, WELD1139, WELD1148, WELD1149.</i>	L	10	90	4
	Design and fabrication of various projects to include the basic design and use of jigs and fixtures. Repair and maintenance of projects employing the major welding processes.				
WELD2264	Quality Control & NDT Methods <i>Prerequisite: WELD1100.</i>	L	50	-	5
	Theory of nondestructive testing methods, welding discontinuities, weld inspection and quality assurance.				
WELD2901	Cooperative Experience <i>Prerequisite: 5th Quarter Standing.</i>	L	-	480	12
	On-the-job experience within an industrial welding/metallurgy related company. Practice of skills and knowledge acquired though previous quarters. Preparation for full-time employment.				

Personnel Listing

Administrative/Professional

Sarah Aguirre
Student Success Coach, Learn to Dream
BS, Nebraska Wesleyan University, 2013

Mohammad Albawaneh
Instructional Design/Trainer
BS, Albalqa Applied University, 2006
MBA, Utah University, 2012
MA, Emporia State University, 2016

Christina Albracht
Testing Center Specialist
AAS, Southeast Community College, 2005
BA, Doane College, 2008

Tatje Alder
Assistant Manager, Food Service
AAS, Southeast Community College, 2011

Betsy Anderson
Academic Advisor
BA, University of Nebraska, 2006
MA, James Madison University, 2009

Lori Balke
Career Advisor/Assessment
BS, University of Nebraska, 1985

Patty Bartels
Education Specialist Upward Bound
AAS, Southeast Community College, 2013
BS, Peru State College, 2014

Kaye Bartels-Eiland
Admissions Representative
BA, Doane College, 1998

Kenton Baughman
Associate Dean-Instruction
Certification, Flint Hills Area VoTech, 1977
AAA, Colby Community College, 1978
BS, Pittsburg State University, 1979
MS, Pittsburg State University, 1980

Mark Bayliss
Testing Center Coordinator
BA, Siena Heights, 1992
MA, Siena Heights, 1996

Lynette Belitz
Learning Center Coordinator
BS, University of Nebraska Omaha, 1992

Claudio Bentivoglio
John Deere Trainer Level I
BS, University of Marilia, 2014

Steven Bors
Director, Entrepreneurship Center
BS, US Merchant Marine Academy, 1980
MSN, University of Nebraska, 1985

Charles Brewer
Financial Aid Associate Director
BA, Concordia University, 2003
MA, Doane College, 2014

Alan Brunkow
Information Services Manager
AAS, Southeast Community College, 1978

Thomas Cardwell
Dean, Student Enrichment
BA, University of Nebraska, 1975
MA, University of Nebraska, 1977
PhD, University of Nebraska, 2000

Holly Carr
Learning Center Coordinator
BS, University of Nebraska Omaha, 1988

Rebecca Carr
Associate Director, Institutional Research
BS, Colorado State University, 1989
MA, West Virginia University, 1993

Amy Chesley
Dean, Continuing Education
AAS, Southeast Community College, 1993
BA, Concordia University, 2006

Rebecca Chin
John Deere Trainer Level I
Diploma, John Abbott College, 2008
BS, McGill University, 2012

Connie Collin
Director, Training Solutions
BS, Peru State College, 1973
MBA, University of Nebraska, 1995

Jeff Corey
Physical Plant Superintendent
High School Diploma, 1987

Beverly Cummins
Vice President for Student Services/
Lincoln Campus Director
AAS, Southeast Community College, 1989
BS, Bellevue University, 1998
MEd, University of Nebraska, 2002

Christopher Cummins
Director, Media & E-Learning
BS, Wayne State College, 1996

Susan Dauber
Distance Learning Curriculum Designer/
Technical Coordinator
AA, Southeast Community College, 1975
BA, Kearney State College, 1977
MA, University of Nebraska, 1983

Melissa Decker
Director, TRIO Upward Bound
AAS, Southeast Community College, 1990
BS, Peru State College, 1992

Joel Dickinson
Admissions Representative
BS, Black Hills State University, 1986

Stephen Dietz
Associate Dean of Student Services
AAS, Southeast Community College, 2001
BA, Doane College, 2006
MA, Doane College, 2013

Susan Dunn
Access/Equity Specialist
BFA, Doane College, 1978
MLS-Library Science, Emporia State University, 1979
MLS-Legal Studies, University of Nebraska College of Law, 1992

Kathy Eitzmann
Dean, Business Division
BS, Truman State University, 1988
MA, Doane College, 2002
PhD, University of Nebraska, 2011

Paul Erichsen
Agriculture Lab Manager
BS, Fort Hays State University, 2004

Bruce Exstrom
Dean, Instruction Assessment
AS, Northeast Community College, 1981
BS, University of Nebraska, 1983
MA, University of Nebraska, 1994
PhD, University of Nebraska, 2003

Margarita Feyerherm
Student Retention/Multicultural Recruitment Specialist
BA, University of Nebraska, 1990
MA, University of Nebraska, 1997

Victoria Fisher
Student Success Coach
BS, University of Nebraska, 1989
MEd, University of Vermont, 1991

Kevin Forch
Director, Student Success
BS, University of Nebraska, 2008
MEd, University of Nebraska, 2014

Robert Ginsburg
Property & POAA Coordinator/
Head Softball Coach
AA, Community College of Allegheny County, 1975

Yolanda Gomez
ESL Coordinator
BA, Instituto Politecnico Nacional, 1981

Carol Gustafson
Assistant Director, Training Solutions
LPN, Lincoln Technical Community College, 1973
BA, Doane College, 2007
MA, Doane College, 2013

Rodney Gustafson
Information Services Technician
BS, University of Nebraska, 1973
MS, University of Nebraska, 1978

Andrea Haggar
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

Donna Havener
Associate Registrar
AAS, Southeast Community College, 2001

Dennis Headrick
Vice President for Instruction
AA, Southeast Community College, 1974
BA, University of Nebraska, 1976
MA, University of Nebraska, 1985
PhD, University of Nebraska, 2003

Shawna Herwick
Coordinator of Planning
BS, Union College, 2007
MS, University of Nebraska Omaha, 2011

Justus Hickey
Trainer John Deere I
Diploma, University of Guelph, 2014
BS, Olds College, 2015

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
BA, Midland University, 2005
MA, Baker University, 2010

Joanie Houti
Project Manager
BA, Dana College, 1996

Shirley Huttenmaier
Placement Specialist
BS, Peru State College, 1991

Paul Illich
President
AA, Blinn College, 1985
BS, Texas State University, 1987
MS, Texas A&M University, 1990
PhD, Texas A&M University, 1993

Lora Ives
Assistant Director, Training Solutions
BA, University of Nebraska, 2007

Tanya Jarchow
Director, TRiO Student Support Services Program
AAS, Northeast Community College, 1996
BS, University of Nebraska, 1998
MA, University of Nebraska, 2006

Lindsey Johnson-Culver
Associate Registrar
AA, Newbury College, 2008
BA, University of Nebraska, 2011

Sarah Jones
Bookstore Manager
BS, University of Nebraska, 2002

Amy Jorgens, CPA
Vice President for Administrative Services
BS, Nebraska Wesleyan University, 1990
MBA, University of Nebraska, 2009

Susan Kash-Brown
Assistant Director, ESL
BA, University of Nebraska, 1980
Masters School for International Training, 1989

Jaime Keller
Admissions Outreach Specialist
BA, Chadron State College, 2011

Erin Killman
Publications Specialist
AAS, Southeast Community College, 2002, 2004,
2006

Rob Koch
Student Retention Specialist
AAS, Southeast Community College, 1986
BA, University of Nebraska, 1990

Ed Koster
Vice President for Technology/
Milford Campus Director
BS, Northwest Missouri State University, 1989
MBA, Wayne State College, 2011

Sarah Kramer
Human Resources Coordinator
BS, Northwest Missouri State University, 2004
MA, Doane College, 2010

Kat Kreikemeier
Administrative Director Admissions & Career
Services
BA, Nebraska Wesleyan University, 2005
MS, University of Nebraska, 2009

Jody Kreikemeier
Testing Center Specialist
BA, University of Nebraska, 1992
MS, Wayne State College, 1996

Toni Landenberger
Assistant Campus Director/Administrative
Director of Virtual Learning
BS, Peru State College, 1993
MEd, University of Nebraska, 2001

Brooke Lenhoff
Assistant Director, Entrepreneurship Center
AAS, Southeast Community College, 2007
BS, University of Phoenix, 2009

Jeanette Lupori
Food Service Manager
AAS, Southeast Community College, 1997

Paul Lytle
Assistant Director, Training Solutions
AAS, Southeast Community College, 2004
BAS, Peru State College, 2008
MSOM, Peru State College, 2011

Gay Mason
Retention and Support Specialist,
TRiO/SSS Program
BS, Iowa State University, 1987

Mark Mason
Director of Disability & Academic Support Services
BS, University of Nebraska at Kearney, 1997
MA, Doane College, 2011

Rachel Mason
Student Activities Coordinator
BS, Kearney State College, 1981

Erin May
Assistant Director, SENCAP/Dual Credit
BS, Northwest Missouri State University, 2007
MEd, Doane College, 2014

Rachael McLeod
Resource Development Director
BA, University of Nebraska, 1994
MA, University of Nebraska, 2009

Vanessa Meinberg
Success Coach
BS, University of Nebraska, 2005

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
BA, University of Nebraska, 1996
Certificate, Missouri Western State University, 2011

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
BS, University of Nebraska, 1980
MA, University of Nebraska, 1995

Janet Nason
Business Manager/Director, Accounting &
Finance
BS, University of Nebraska, 1988

Corinne Neel
Academic Advisor
AS, Central Community College, 1995
BS, Bellevue University, 1997

Randy Nelson
Administrative Director, SENCAP/Dual Credit
BA, University of Nebraska at Kearney, 1972
MA, University of Nebraska at Kearney, 1981
EdD, University of Nebraska, 1989

Diana Oglesby
Financial Aid Associate Director
BA, Doane College, 2015

Rose Ohlsen
Associate Registrar
AAS, Colby Community College, 1985
BA, Doane University, 2011

Patrick O'Neill
Career Advisor/Assessment
BA, University of Nebraska, 1984
MPA, University of Nebraska, 1992

Stephanie Osterthun
Academic Advisor
AA, Cowley County Community College, 1989
BGS, Wichita State University, 1991
MS, Kansas State University, 1997

Stu Osterthun
Administrative Director, Public Information and
Marketing
BS, Northwest Missouri State University, 1983
MEd, Southwestern College, 1995

Cheryl Parks
Assistant Director, SENCAP/Dual Credit
AA, Southeast Community College, 2004
BS, Peru State College, 2008

Dion Parks
Assistant Athletic Director/Head Baseball Coach
BS, Bellevue University, 2008
MA, Dakota Wesleyan University, 2010

Glenn Pasho
Dean, Construction & Electronics and
Communications & Information Technology
Division
AAS, Stevens Trade School, 1979
AAS, University of South Dakota, 1981
BS, University of South Dakota, 1982

Luke Pawlowski
Multimedia Education Specialist
BS, University of Nebraska, 2006

Mike Pegram
Dean of Student Enrollment
BA, Truman State University, 1997
MS, Western Illinois University, 2000

Janalee Petsch
Director, Library Resource Center
High School Diploma, 1970

Eleise Pinnow
Instructional Designer/Trainer
AAS, Southeast Community College, 2011
BS, Peru State College, 2014

Audra Podliska
Resource Development Specialist
BA, University of Nebraska, 1994
MS, University of Nebraska, 2005

Carrie Puhalla
Head Women's Volleyball Coach/Student
Activities
BS, Northwest Missouri State University, 1995

Geriann Rada
Director, Transitions & Tutoring
AA, Mesa Community College, 1991
BS, University of Nebraska, 2011

Lyndsi Rasmussen
Director, Library Resource Center
BS, University of Nebraska, 2006
MA, University of Missouri, 2012

Rod Rhodes
Administrative Director, Instructional
Effectiveness & Research
BA, Nebraska Wesleyan University, 1982
MS, University of Nebraska, 1988

Michele Richards
Academic Advisor
AAS, Lincoln School of Commerce, 1992
BA, Doane College, 1998

Stacy Riley
Career Counselor/Assessment
BS, University of Nebraska, 2005
MS, Peru State College, 2008

Diane Rink
Administrative Director, Registration & Records
AAS, Southeast Community College, 1990
BS, Doane College, 1992
MS, University of Oklahoma, 1994

Traci Ripple
CCAMPIS Project Coordinator
BS, Kansas State University, 2008
MA, University of Nebraska Omaha, 2012

Carolee Ritter
Dean, Arts & Sciences Division
BA, Rutgers University, 1989
MA, Colorado State University, 1992
PhD, University of Nebraska, 2005

Amy Rockel
Instructional Designer/Trainer
BA, University of Nebraska, 2001

Connie Russell
Admissions Representative
AA, Southeast Community College, 1988
BS, Northwest Missouri State University, 1991

Karen Sachtleben
Career Counselor/Assessment
BS, University of Nebraska, 1976
MA, University of Nebraska, 1998

Lynn Saffer
Adult Education Coordinator
AA, Platte Technical Community College, 1978
BA, Kearney State College, 1980

Michele Saucier
Academic Advisor Health Focus
AAS, Community College of the Air Force, 1986
BS, University of Nebraska, 1979
MA, University of Nebraska, 2006

Kari Schell
Director, Child Development Center
AAS, Central Community College, 1998
BS, University of Nebraska, 2001

Denise Schlake-Ideus
Dean, Food/Natural Resources Division/Community
Services & Resources Division
BS, University of Nebraska, 1979
MS, University of Nebraska, 1981
PhD, University of Missouri, 1995

Brent Schluckebier
Physical Plant Superintendent
AAS, Southeast Community College, 1997

Pam Sedlacek
Bookstore Manager
AA, Southeast Community College, 1983
BA, Chadron State College, 1991

Joanne Shimmin
Director, Library Resource Center
ABE, Western Bible College, 1983
BA, Kearney State College, 1983
MA, Kearney State College, 1990

Katie Skinner
Purchasing Manager
AAS, Southeast Community College, 2008

Jennifer Snyder
Social Media Marketing/Writing Specialist
BJ, University of Nebraska, 1990

Rachel Sommerer
Financial Aid Associate Director
BS, Truman State University, 1990
MS, Drake University, 1997

José Soto
Vice President for Access/Equity/Diversity
BA, Inter-American University of Puerto Rico,
1975
JD, University of Nebraska College of Law, 1984

Lisa St. Louis
Director, Purchasing
BA, Doane College, 1986

Jayne Steffens
Financial Aid Associate Director
BS, Kearney State College, 1978

Amanda Stratman
Disability Services Advisor
BS, University of Kansas, 2013
MS, University of Kansas, 2014

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

Laura Thompson
Publications Specialist
AAS, Southeast Community College, 2007

Shelly Tolle
Placement Specialist
AAS, Southeast Community College, 1982
BA, Peru State College, 2005

Brian Torrence
Security & Safety Coordinator
BS, Concordia University, 2001

Melissa Troyer
Administrative Director of Financial Aid
AAS, Southeast Community College, 2005
BS, Peru State College, 2011

Lori Vancura
Associate Registrar
BA, Briar Cliff College, 1985
MS, University of Wisconsin, 1993

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
BA, Westmar College, 1987
BS, Peru State College, 1998

Jeanette Walsh
Director, Continuing Education/ Health Programs
RN, Diploma, Nebraska Methodist Hospital School
of Nursing, 1975
BSN, University of Nebraska Medical Center, 1992

Jennifer Warren
Bookstore Manager
BS, Nebraska Wesleyan University, 1995

Theresa Webster
Assistant Campus Director/Dean of Student
Affairs, Disability and Veteran Services
BA, University of Nebraska, 1998
MA, Doane College, 2003

Jill Wightman
Institutional Research Analyst
BA, University of Nebraska, 1993
MA, University of Kansas, 1998
PhD, University of Illinois at Urbana-Champaign,
2008

Lynn Willey
Placement Specialist
AAS, National College of Business, 1972
BA, Doane College, 1991

Glen Williams
Dean, Transportation/Manufacturing Division
BS, University of Nebraska, 1976
MS, Central State University, 1986

Randy Williams
Administrative Director of Infrastructure/Systems
AAS, Southeast Community College, 1990

Peggy Wilson
Loan Analyst
AAS, Southeast Community College, 2006
BS, Bellevue University, 2009

Brock Zautke
Learn To Dream Recruitment & Retention
Specialist
BS, University of Nebraska, 2010

Zack Zimmerman
Associate Director, Nebraska Business
Development Center
BS, Missouri Western State University, 2001
MS, Benedictine University, 2006

Faculty

Michael Aalberg
Chair/Instructor Electronic Systems Technology
AAS, University of South Dakota, 1982
BS, University of South Dakota, 1982
MEd, University of Nebraska, 2002

Jason Adams
Instructor, Building Construction Technology
AAS, Southeast Community College, 2007, 2009

Evan Alderman
Instructor, Agribusiness
AS, Hawkeye Community College, 2011
BS, Iowa State University, 2014
MS, Kansas State University, 2016

Diane Anderson
Instructor, Practical Nursing
LPN, Southeast Community College, 1994
BSN, Union College, 2000
MSN, Nebraska Wesleyan University, 2008

Janice Arnold
Co-chair/Instructor, Social Sciences
BS, University of Nebraska, 1968
MEd, University of Nebraska, 1973

Tiffini Bailey
Instructor, Medical Laboratory Technology
AAS, Southeast Community College, 1992
BA, Doane College, 2003

Scot Baillie
Instructor, Business Administration
AAS, Southeast Community College, 1982
BS, Peru State College, 1984
MEd. AEDL, University of Phoenix, 2004

Kathleen Baker
Instructor, Speech
BS, Oklahoma Christian University, 1999
MA, Abilene Christian University, 2001

Amanda Baron
Chair/Instructor, Humanities/Spanish
BA, Santafé de Bogotá-Colombia, 1983
MA, Santafé de Bogotá-Colombia, 1988
PhD, University of Nebraska, 1999

Nicole Barrett
Instructor, Business Administration
BS, Bellevue University, 2003
MA, Bellevue University, 2009
J.D., Creighton University School of Law, 2007

Toby Bartels
Instructor, Mathematics
BS, California Institute of Technology, 2000
PhD, University of California, 2006

Steven Bassett
Chair/Instructor, Anatomy and Physiology
BA, Hastings College, 1978
MS, Kearney State College, 1982

Ryan Batenhorst
Chair/Instructor, Paramedic
Diploma, Southeast Community College, 1997
BA, Bellvue University, 2013

Karen Beaman
Instructor, Welding Technology
AAS, Southeast Community College, 2009, 1993

Josh Beck
Instructor, Precision Machining and Automation
Technology
AAS, Southeast Community College, 2006

Cara Benedict
Instructor, Speech
BA, Keuka College, 2006
MA, New Mexico State University, 2008

Gary Benson
Instructor, Business Administration
BSBA, Central Michigan University, 1979
MBA, Central Michigan University, 1981
ABD, Southern Illinois University, 1996

Michael Berg
Instructor, Precision Machining and Automation
Technology
AAS, Southeast Community College, 1983

Michael Bergwell
Instructor, Mathematics
BS, South Dakota State University, 2006
MS, South Dakota State University, 2009

Samuel Bethune
Instructor, Criminal Justice
BA, Drake University, 1985
JD, University of Nebraska College of Law, 1992

Linda Bettinger
Co-chair/Instructor, Computer Information
Technology
BA, Nebraska Wesleyan University, 1976
MA, University of Nebraska, 1978

Sheri Blok
Instructor, Speech
AA, Grand Rapids Community College, 1986
BA, Central Michigan University, 1989
MA, Central Michigan University, 1992
PhD, University of Nebraska, 2002

Jeff Boaz
Chair/Instructor, Heating, Ventilation, Air
Conditioning & Refrigeration Technology
HVAC/R Degree, Redwing Area Vocational
Technical Institute, 1981
BA, Concordia University, 1998

Jane Bock
Instructor, Psychology
BA, Wittenberg University, 1978
MS, University of Nevada, 1984
MA, University of Southern California, 1992
PhD, University of Southern California, 1995

John Bockoven
Instructor, Precision Machining and Automation
Technology
AAS, Southeast Community College, 1990

Gabriel Bodeman
Instructor, Practical Nursing
AAS, Southeast Community College, 1999
RN, Bryan School of Nursing, 2000
BSN, Nebraska Wesleyan University, 2003
MSN, Nebraska Wesleyan University, 2009

Jacob Bonander
Instructor, Speech
BA, University of Alabama, 2010
MA, University of Alabama, 2012

Tyler Bonnicksen
Instructor, EMS/Paramedic
Diploma, Southeast Community College, 2010
Certificate, Creighton University, 2003, 2010

Donald Bossung
Instructor, Computer Information Technology
Diploma, Southeast Community College, 1983
AAS, Southeast Community College, 1999

Lester Breidenstine
Chair/Instructor, Diesel-Ag Equipment Service
Technology 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
BSN, University of Nebraska Medical Center, 1998
MSN, Nebraska Wesleyan University, 2013

Celia Brown
Instructor, Anatomy/Physiology/Biology
BSE, University of Central Arkansas, 1988
MS, University of Central Arkansas, 1999

Dean Bruha
Instructor, Automotive Technology and Diesel
Technology-Truck
AAS, Southeast Community College, 1976

Tracy Buch
Instructor, Medical Assisting
AAS, Washburn University, 1996
BA, Bellevue University, 2007
MA, Bellevue University, 2008

Paul Buell
Chair/Instructor, Design & Drafting Technology
Architectural Design Focus
AAS, Southeast Community College, 1980

Doug Burks Instructor, Energy Generation Operations BS, Doane College, 2010	Sheri Christensen Instructor, Physics AA, Southeast Community College, 1982 BS, University of Nebraska, 1984 MEd, Concordia University, 2007	Benton Daly Instructor, Welding Technology AAS, Southeast Community College, 2007
Patricia Burris Instructor, English AAS, University of Nebraska School of Technical Agriculture, 1977 BS, Wayne State College, 2001 MSE, Wayne State College, 2003 EdD, University of South Dakota, 2012	Richard Christensen Instructor, Business BS, University of Utah, 1986 MBA, University of Utah, 1990	Michael Davis Instructor, History BA, City University of New York - Brooklyn College, 1992 MA, Kansas State University, 1995 PhD, Kansas State University, 2011
Gregory Burroughs Instructor, Fire Protection Technology AS, Sierra Community College, 1990 BS, California State University, 1993	Kevin Christiansen Instructor, Horticulture & Turfgrass Management BS, University of Nebraska, 1991	Kimberly Day Instructor, Office Professional BS, University of South Carolina, 1988 MBA, Regis University, 2006
Nicholas Burroughs Instructor, Graphic Design Media Arts AAS, Iowa Western Community College, 2008	Bridget Clark Chair/Instructor, Physical Therapist Assistant MPT, University of Nebraska Medical Center, 1999	Angelique Dean Instructor, Dental Assisting Diploma, Southeast Community College, 2008 BS, Doane College, 2014
Rebecca Burt Instructor, Life Sciences BA, Chadron State College, 1984 MA, University of Nebraska, 1988	Joyce Colombe Instructor, Medical Laboratory Technology BS, University of Nebraska Medical Center, 1976 MEd, University of Nebraska, 2002	Beth Deinert Instructor, Business Administration BS, University of Nebraska, 1992 MEd, University of Nebraska, 1997 PhD, University of Nebraska, 2007
Linda Cady Instructor, Coding Certificate BS, Chadron State College, 1973 ART, American Medical Record Association, 1988	Tracy Corr Instructor, Business Administration AAS, Hamilton College, 1994 BA, Doane College, 2001 MPA, University of Nebraska, 2002	Danny DeLong Co-chair/Instructor, English; Humanities BA, Kearney State College, 1969 MEd, University of Nebraska, 1995
Carrie Campbell Instructor, Developmental Math BS, Pittsburg State University, 2001 MS, Pittsburg State University, 2002 PhD, University of Nebraska, 2009	Lori Crawford Instructor, Practical Nursing BSN, University of Nebraska Medical Center, 2001 MSN, Nebraska Wesleyan University, 2008	Tony DeLong Instructor, Nondestructive Testing Technology AAS, Southeast Community College, 2003 BS, Peru State College, 2016
William Campbell Instructor, Social Sciences BS, University of Nebraska, 1974 MEd, Peru State College, 1988	Shane Crockett Instructor, Human Services BS, University of Nebraska, 1997 MA, Doane College, 2004	Michael DeWitt Instructor, Radiologic Technology AAS, Southeast Community College, 1999 BS, Bellevue University, 2005
Alan Carter Instructor, Precision Machining and Automation Technology AAS, Southeast Community College, 1974	Patrick Crouch Instructor, Criminal Justice BS, University of Nebraska, 1980 JD, University of Nebraska 1989	Hildy Dickinson Instructor, Computer Programming AAS, Southeast Community College, 1983 BS, Bellevue University, 2005
Jame Cartwright Instructor, Early Childhood Education BA, University of Nebraska, 2003 MA, University of Nebraska, 2007	Kelly Cummins Chair/Instructor, Polysomnographic Technology; Respiratory Care AAS, Southeast Community College, 2001 BS, Wayne State College, 1996 MSOM, Peru State College, 2012	Steve Dinsmore II Instructor, Science BS, Wayne State College, 1996 MS, South Dakota State University, 2004 MA, University of South Dakota, 2006
Erin Caudill Instructor, Culinary/Hospitality BA, University of Nebraska, 1975 MS, University of Nebraska, 1979	Paul Cummins Instructor, Electrical & Electromechanical Technology AAS, Southeast Community College, 1984	Rita Dondlinger Chair/Instructor, Criminal Justice BA, Kansas Wesleyan University, 1992 MFS, Nebraska Wesleyan University, 2003
Bridget Christensen Instructor, Sociology BA, University of Nebraska, 1993 MA, State University of New York, 1995	Susan Curry Instructor, Early Childhood Education BSE, University of Central Arkansas, 1995 MS, Kansas State University, 2004 PhD, Kansas State University, 2011	Amy Doty Instructor, English AAS, Metropolitan Community College, 2011 BS, Bellevue University, 2013 MA, National University, 2015
Mark Christensen Instructor, General Motors Automotive Service Educational Program (ASEP) BS, University of Nebraska, 1985 AAS, Southeast Community College, 1990	Angela Cyza Instructor, Radiologic Technology AAS, Southeast Community College 2006, 2008 BS, Midwestern State University, 2010	Mark Duffek Instructor, Agribusiness AAS, Southeast Community College, 2005 BS, University of Nebraska, 1998

Dusty Duis
Instructor, Practical Nursing
Diploma, Southeast Community College, 1996
BSN, University of Nebraska Medical Center, 2000

Gula Dunning
Instructor, Associate Degree Nursing
RN, Bryan School of Nursing, 1995
BSN, Nebraska Wesleyan, 2009

Alan Earhart
Instructor, Chemistry
AAS, Grossmont College, 1988
BS, San Diego State University, 1993
MS, Ohio State University, 1998

Robert Eddy
Chair/Instructor, Math/Science/Chemistry
BS, Chadron State College, 1972
MS, Kearney State College, 1984

Heather Edwards
Instructor, Chemistry
BS, University of Nebraska, 2006
PhD, Iowa State University, 2012

Kasey Edwardson
Instructor, Medical Laboratory Technology
AAS, Southeast Community College, 2012
BA, Bellevue University, 2013
MPH, University of Nebraska Medical Center,
2015

Karl Eickhoff
Instructor, Diesel Technology-Truck
AAS, Southeast Community College, 1994

Judy Elder
Instructor, Mathematics
BS, Kansas State University, 1982
MEd, Doane College, 2012

Jennifer Engelhaupt
Instructor, Human Services
BS, University of Nebraska, 1999
MA, Doane College, 2008

Robert Epps
Instructor, Culinary/Hospitality
AAS, Southeast Community College, 2003

Annie Erichsen
Co-Chair/Instructor, Agriculture Business &
Management Technology
BS, University of Nebraska, 2002

Jennifer Euteneuer
Instructor, Developmental Mathematics
BS Creighton University, 1995
MA, University of Nebraska, 2000

Amanda Fahrer
Instructor, Speech
BA, Doane College, 2011
MA, Kansas State University, 2013

Amanda Fairley
Instructor, Agriculture
BS, Delaware State University, 2010
BA, Delaware State University, 2010

Kelly Findley
Chair/Instructor, Radiologic Technology
AAS, University of Nebraska Medical Center, 1979
BS, Bellevue University, 2005
MA, Bellevue University, 2008

Steven Fischbein
Instructor, Science
AA, Golden West College, 1981
BS, Sonoma State University, 1983
MS, California State University at Hayward, 1987
PhD, University of Nebraska, 2005

Joseph Flores
Instructor, Psychology
BA, University of Nebraska, 2013
MS, Grand Canyon University, 2016

Daniel Fogell
Instructor, Anatomy/Physiology/ Biology
BS, University of Nebraska, 1997
MA, University of Nebraska, 2000

Thomas Fosler
Instructor, Manufacturing Engineering
Technology
AAS, Southeast Community College, 1993, 1995
BS, Grace University, 2000

Spencer Frazier
Instructor, John Deere Tech
AAS, Central Community College, 2000

Dolen Freeouf
Instructor, Physics/Mathematics
BA, Doane College, 1965
MEd, University of Nebraska, 1974

Jacob Friesen
Instructor, Diesel Technology-Truck
AAS, Southeast Community College, 1995

Ashley Fritz
Instructor, Practical Nursing
AAS, College of Saint Mary, 2010
BSN, College of Saint Mary, 2011
MSN, Nebraska Wesleyan University, 2014

Cherri Fuehring
Instructor, EMS/Paramedic
AAS, Western Iowa Tech Community College,
1998
BS, Bellevue University, 2012

Matthew Fuller
Instructor, Welding
AAS, Southeast Community College, 2009

Gene Furry
Instructor, Automotive Technology
AAS, Southeast Community College, 1971

Krystal Gabel
Instructor, Business Administration
BS, University of Nebraska, 1986
MBA, University of Nebraska, 1992
BS, College of Saint Mary, 1993

Brian Gage
Instructor, Criminal Justice
BS, University of Nebraska at Kearney, 1982
MA, Bellevue University, 2008

Pat Galitz
Instructor, Business Administration
BS, University of Nebraska, 1983
MA, University of Nebraska, 1995

Maybell Galusha
Instructor, Culinary/Hospitality
BS, University of Nebraska, 1987
MS, Peru State College, 2011

Sanela Ganic
Instructor, Business
AAS, Southeast Community College, 2004
BS, Bellevue University, 2006
MBA, Chadron State College, 2015

Joshua Gardner
Instructor, Adult Basic Education
BA, Trinity University, 1992
JD, University of Nebraska College of Law, 1999

Terri Gardner
Instructor, Business Administration
BS, University of Nebraska, 1986
MPA, University of Nebraska, 1994

Rachel Gar-El
Instructor, Math
BChE, University of Delaware, 1993
MA, Penn State University, 1999

Deborah Gaspard
Instructor, Business Administration
BA, Tulane University, 1997
MBA, Tulane University, 2000

Casey Glassburner
Instructor, Surgical Technology
AAS, Southeast Community College, 2005
BS, Doane College, 2008

Alex Goeckel
Instructor, Agriculture Business & Management
Technology
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

Travis Green
Instructor, Culinary/Hospitality
BS, Nebraska Wesleyan University, 1996
Diploma, Western Culinary Institute, 1998

Jon Gruett
Instructor, Theatre/Music
BS, University of Nebraska, 1974
MS, Indiana University at Bloomington, 1993
PhD, University of Washington, 1999

Gordon Haag
Instructor, Business Administration
AAS, McCook College, 1976
BA, Kearney State College, 1979
MEd, Doane College, 2000

Paul Haar
Instructor, Physics
AB, University of Chicago, 1989
PhD, Stanford University, 1996

Richard Hadley
Instructor, Speech
BS, Nebraska Wesleyan University, 1986
MA, University of Nebraska, 1990

Mary Hagemann
Instructor, Education
Ba, Doane College, 2004
MA, Doane College, 2015

Nancy Hagler-Vujovic
Co-chair/Instructor, Art
BA, Northeastern Illinois University, 1981
MA, Northern Illinois University, 1985
MFA, University of Wyoming, 1990

Charles Hansen
Instructor, Deere Construction & Forestry
Equipment Tech
AAS, Southeast Community College, 2013

Shannon Hansen
Instructor, Welding Technology
AA, Western Community College, 1986
AAS, Southeast Community College, 1990
BTech, Peru State College, 1999

Brandon Harpster
Chair/Instructor, Culinary/Hospitality
AAS, Southeast Community College, 2000
BA, New England Culinary Institute, 2012

Lisa Harris
Instructor, Business Administration
BS, University of Nebraska, 1994
MBA, University of Phoenix, 2002

Linda Hartman
Co-chair, Instructor, Business Administration
AA, McCook Community College, 1984
BS, Kearney State College, 1986
MS, University of Nebraska, 2006

Fran Hartwell
Chair/Instructor, Long Term Care Administration
BA, Merrimack College, 1979
MA, Nebraska Methodist College, 2006

Joshua Harvey
Instructor, Associate Degree Nursing
AAS, Central Community College, 2001, 1999
BSN, Creighton University, 2005

Michelle Hawco
Instructor, Human Services
BA, College of Saint Mary, 2005
MA, Doane College, 2013

Mark Hawkins
Co-chair/Instructor, Welding Technology
AAS, Southeast Community College, 1981

Susanne Helms
Instructor, Chemistry
BS, College of Saint Mary, 1990
MS, University of Nebraska, 1993

Karen Hermsen
Chair/Instructor, Office Professional
BS, University of Nebraska, 1973
ME, University of Nebraska, 1990

Caleb Herwick
Instructor, Computer Information Technology
BA, Union College, 2008
AAS, Southeast Community College, 2013

Crystal Higgins
Chair/Instructor, Practical Nursing
RN, Nebraska Methodist Hospital School of
Nursing, 1975
BSN, University of Nebraska Medical Center, 1987
MS, Andrews University, 1992
NLN Certified Nurse Educator, the National
League for Nursing, 2007

Charles Hildebrand
Instructor, Design & Drafting Technology
AAS, Southeast Community College, 2011

Thomas Hohman
Instructor, Diesel-Ag Equipment Service
Technology
AAS, Fairbury Junior College, 1972
BS, University of Nebraska, 1974

Sandeep Holay
Chair/Instructor, Mathematics/Science
BSC, University of Poona, 1983
MSC, University of Poona, 1985
MS, Purdue University, 1989
PhD, University of Nebraska, 1994

Susan Holland
Instructor, Business Administration
BS, University of Nebraska, 1982
MEd, University of Nebraska, 1987

Amy Holst
Instructor, Medical Assisting
ADN, Southeast Community College, 1998
BSN, Midland Lutheran College, 2009

Chelsea Hood Reese
Instructor, Business Administration
BS, Doane College, 1998
MA, Doane College, 2005

Kenneth Hoppmann
Co-chair/Instructor, Music
BM, University of Wyoming, 1986
MM, University of Wyoming, 1988
DMA, University of Nebraska, 2001
MusD, American Conservatory of Music, 2001

Rick Horne
Instructor, Surgical Technology
AAS, Southeast Community College, 2005
BS, Doane College, 2013

Jamie Hosler
Instructor, Medical Assisting
AAS, Southeast Community College, 1988
BS, Doane College, 2008

Martha Howe
Instructor, Practical Nursing
LPN, Fairbury Junior College, 1974
RN, Bryan Memorial Hospital, 1988
BSN, Nebraska Wesleyan University, 1997
MSN, Nebraska Wesleyan University, 2002

Michael Howe
Instructor, Building Construction Technology
AA, Southeast Community College, 1985, 1986

Teresa Hruza
Instructor, Business
BS, University Nebraska at Kearney, 1987
MBA, Bellevue University, 2015

Anton Humlicek
Instructor, Automotive Technology
AAS, Southeast Community College, 1985

Glenn Humphress
Instructor, Geography
AAS, Elizabethtown Community College, 1986
BS, University of Kentucky, 1989
MA, University of Kentucky, 1993

Erin Hussey
Instructor, Office Professional
BA, University of Nebraska, 2009
MA, University of Nebraska, 2011

Leo Iacono
Instructor, Philosophy
AA, Seattle Central Community College, 1997
BA, University of Washington, 2000
MA, University of Nebraska, 2006
PhD, University of Nebraska, 2008

Elizabeth Isemann
Instructor, Political Science
BA, Truman State University, 1992
MA, Miami University of Ohio, 1994

James Isemann
Instructor, History
BA, Truman State University, 1991
MA, Truman State University, 1992
PhD, Kansas State University, 2009

Jeffery Ives
Instructor, Electronic Systems Technology
AAS, Southeast Community College, 2000

Mark Jacobsen
Instructor, Automotive Technology
AAS, Southeast Community College, 1982

Barbara Jauken
Instructor, Computer Information Technology
AAS, McCook Community College, 1974
BS, Kearney State College, 1983

Ken Jefferson
Chair/Instructor, Automotive Technology and
Chair/Motorcycle, ATV & Personal Watercraft
Technology
AAS, Southeast Community College, 1970
BTech, Peru State College, 2002

Jeanine Jewell
Chair/Instructor, English
BA, University of Iowa, 1977
MA, Western Washington University, 1996
PhD, University of Nebraska, 2005

Daniel Johnson
Co-chair/Instructor, Social Sciences
BS, Iowa State University, 1975
MS, Iowa State University, 1977

Jodi Johnson
Instructor, Early Childhood Education
BS, University of Nebraska, 1993
MS, University of Nebraska, 2005

Veronica Jones-Aki
Instructor, Human Services
BA, Rider University, 1979
MEd, American Intercontinental University, 2008

Michael Kadavy
Instructor, Human Services
AAS, Southeast Community College, 1981
BS, College of Saint Mary, 1986

Todd Kahle
Instructor, Developmental English
BS, Emporia State University, 2000
BSEd, Emporia State University, 2003
MA, Emporia State University, 2006

Scott Kahler
Chair/Instructor, Precision Machining and
Automation Technology
AAS, Southeast Community College, 1977
BS, University of Nebraska, 1981

Sonja Kalkwarf
Instructor, Developmental Math
BS, University of Nebraska, 2007
MA, University of Nebraska, 2013

Deb Kay
Instructor, Office Professional
BS, University of Nebraska, 1982
MA, University of Nebraska, 1984

Tammy Kelch
Instructor, Human Services
BS, Nebraska Wesleyan University, 1999
MS, Doane College, 2004

Karen Killham
Instructor, Computer Information Technology
AA, North Platte Junior College, 1972
BA, University of Nebraska, 1974

Patty Killman
Instructor, Office Professional
AAS, Wichita State University, 1972
BA, Wichita State University, 1974

Laurie Kilzer
Instructor, Computer Information Technology
Diploma, Southeast Community College, 1988
AAS, Southeast Community College, 1998
BA, Bellevue University, 2007

B. Neal Kirchner
Instructor, English
BS, Emporia State University, 1990
MA, Emporia State University, 1992
MFA, University of Alabama, 1995

Janet Kirchner
Instructor, English
BA, Regis University, 1990
MA, University of Alabama, 1993
EdD, University of Nebraska, 2014

Jonathan Kisby
Instructor, General Motors Automotive Service
Educational Program (ASEP)
AAS, Southeast Community College, 1994
BA, Bellevue University, 2007

Rowdy Kluender
Instructor, Ford Automotive Student Service
Educational Training (ASSET)
AAS, Southeast Community College, 1989

Elijah Knight
Instructor, Anatomy & Physiology
BA, University of Northern Colorado, 2001
MEd, University of Nebraska, 2004

Karen Koch
Instructor, Design & Drafting Technology
Architectural Design Focus
AAS, Southeast Community College, 1998
BA, University of Nebraska, 1991
MEd, University of Nebraska, 2013

Randall Koch
Instructor, Precision Machining and Automation
Technology
AAS, Southeast Community College, 1999

Richard Kohn
Instructor, Business Administration
BS, University of Nebraska, 1975
JD, University of Nebraska College of Law, 1982

Julie Kohtz
Instructor, Computer Information Technology
AAS, Southeast Community College, 1991

Cinda Konken
Chair/Instructor, Human Services
BSW, Nebraska Wesleyan University, 1996
MSW, University of Nebraska, 1999

Rose A. Kowalski
Instructor, Business Administration
AAS, University of Nebraska, 1976
BA, University of Nebraska, 1989,
MEd, University of Nebraska, 1994

Crystal Kozak
Instructor, Early Childhood Education
BS, University of Nebraska, 1990
MEd, Doane College, 2010

Russell Kreis
Instructor, Electronic Systems Technology
AAS, Community College of the Air Force, Keesler
AFB, 1992
AAS, Mississippi Gulf Coast Community College,
1993
BS, University of Southern Mississippi, 2004

Cynthia Krepis
Instructor, Surgical Technology
AAS, Southeast Community College, 1998
BS, Doane College, 2010

Norman Krepis
Instructor, Manufacturing Engineering Technology
AAS, Southeast Community College, 1978

Dustin Kruse
Instructor, John Deere 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

Tammie Lang
Chair/Instructor, Business Administration
AAS, Southeast Community College, 1987
AAS, College of Saint Mary, 2002
BS, Grace University, 1998
MS, Bellevue University, 2006
EdD, College of Saint Mary, 2015

Luann Larsen
Instructor, Psychology
BA, University of Nebraska, 1982
MA, University of Nebraska, 1987

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
BS, Midland Lutheran College, 1989
MS, Rosalind Franklin University, 2014

Joshua Libengood
Instructor, Manufacturing/Engineering
Technology
AAS, Southeast Community College, 2011

Kate Loden
Chair/Instructor, English
BA, University of Colorado, 1981
MA, Northern Arizona University, 1982

Wendy Love
Instructor, Design & Drafting Technology
Architectural Design Focus
AAS, Southeast Community College, 1990

Christopher Luebbe
Instructor, Welding Technology
AA, Southeast Community College, 2005

Tyler Lyhane
Instructor, John Deere Tech
AAS, Southeast Community College, 2011

Danvas Mabeya
Instructor, Sociology
MA, United States International University, 2002
MA, Kansas State University, 2004
PhD, Kansas State University, 2011

Keith Mabon
Instructor, Criminal Justice
BS, Northwest Missouri State University, 1990

David Madcharo
Instructor, Energy Generation Operations
BS, University of Nebraska, 1992
MBA, Case Western Reserve University, 2010

Matthew Maddox
Instructor, Spanish
BA, University of Nebraska, 2006
MA, University of Nebraska, 2011

Bonnie Malcolm
Instructor, Office Professional
BS, Chadron State College, 1975
MEd, University of Nebraska, 1983

Lisa Malmgren
Instructor, Chemistry
AA, Century Community College, 2003
BS, University of Wisconsin, 2005
MS, University of South Florida, 2007

Tonya Maloy
Chair/Instructor, Associate Degree Nursing
ADN, Southeast Community College, 1997
BSN, University of Nebraska Medical Center, 2005
MSN, Nebraska Wesleyan University, 2011

Brenda Manning
Instructor, Medical Assisting
Diploma, Southeast Community College, 1975
AAS, Southeast Community College, 2004

Melinda Martinson
Instructor, Associate Degree Nursing
BSN, Nebraska Wesleyan University, 2006
MSN, Nebraska Wesleyan University, 2009

Sara Masten
Instructor, Social Science
BS, University of Nebraska, 2000
MS, University of Nebraska, 2002

Jeannette Masters
Instructor, Speech
BS, Kearney State College, 1987
MS, Kearney State College, 1989

Teresa Mattern
Instructor, Radiologic Technology
AAS, Southeast Community College, 1995
BA, Bellevue University, 2007

Robin McCleery
Instructor, Mathematics
AAS, Northeast Technical Community College,
1990
BA, Wayne State College, 1992
MA, University of Nebraska, 1998

Steven McConnell
Instructor, Biological Sciences
BS, University of Nebraska, 1981
MS, University of Nebraska, 1983

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
BS, Baylor University, 2001
MA, Baylor University, 2003
MS, University of Nebraska, 2009

Susan Merrill
Instructor, Developmental Studies
BEd, Wayne State College, 1981
MEd, Doane College, 1994

Judy Mieth
Instructor, Radiologic Technology
BS, University of Nebraska, 1978
MS, Wayne State College, 2005

Julie Miller
Chair/Instructor, Early Childhood Education
BS, University of Nebraska, 1998
MEd, Doane College, 2005

Tim Mittan
Instructor, Business Administration
AA, Southeast Community College, 1984
BS, Peru State College, 1986
MA, Doane College, 2001

Steven Monroe
Instructor, Electronic Systems Technology
AAS, Denver Institute of Technology, 1983
BS, Regis University, 1988
MS, University of Denver, 1999

Rick Morphew
Chair/Instructor, Automotive
Technology/MCAP/ASEP/ASSET
AAS, Iowa Lakes Community College, 1972

Todd Morrill
Instructor, MOPAR-Chrysler/Dodge/RAM/Jeep
College Automotive Program
AA, Northeast Community College, 1984
BS, Bellevue University, 2011

Robert Moyer
Instructor, Mathematics
BS, University of Nebraska, 1990
MS, University of Nebraska, 1993

Dale Mueller
Chair/Instructor, Land Surveying/GIS/Civil
Engineering Technology
AS, St. Cloud Technical College, 1997
BS, Colorado Technical University, 2011

Trevor Nebesniak
Instructor, Motorcycle, ATV & Personal Watercraft
Technology
Diploma, Southeast Community College, 1992

Jodi Nelson
Instructor, Associate Degree Nursing
BA, Nebraska Wesleyan University, 1991
Diploma, Bryan School of Nursing, 1999
BSN, Graceland University, 2008
MSN, Graceland University, 2008

Barbara Neuwerth
Instructor, Business Administration
AS, Northern Montana College, 1984
BTech, Northern Montana College, 1984
MBA, Northern Arizona University, 1990

Dan Nickel
Instructor, Computer Information Technology
Diploma, Central Community College, 1977
AAS, Central Community College, 2013

Tracy Niday
Instructor, Science
BS, Midland Lutheran College, 2005
MS, Arizona State University, 2008
PhD, Arizona State University, 2012

Richard Nielsen
Instructor, English
BA, Yankton College, 1977
MA, University of South Dakota, 1980
PhD, University of Nebraska, 1991

Dana Nimic
Instructor, Mathematics
Diploma, Southeast Community College, 1984
BS, University of Nebraska, 1988
MAT, University of Nebraska, 1990
MS, University of Nebraska, 1991

Carolyn Nolte
Instructor, English
BA, Nebraska Wesleyan University, 1996
MA, University of Nebraska, 2002

Gerald Norris
Instructor, Automotive Technology
AAS, Southeast Community College, 1981

Arend Nyland
Instructor, Welding Technology
AAS, Southeast Community College, 2003

Melissa Oerman
Instructor, Culinary/Hospitality
BS, University of Nebraska, 1994
MS, University of Nebraska, 1996

Francine Oran
Instructor, Medical Assisting
Diploma, Institute of Medical-Dental Technology,
1982
BS, Arizona State University, 1992
MA, Bellevue University, 2008

Terry Otto
Instructor, Electronic Systems Technology
AAS, Southeast Community College, 1996

Sue Outson
Instructor, Psychology
BS, University of Nebraska, 1980
MA, University of Nebraska, 1983

Mark Packard
Instructor, Sociology
BS, Morningside College, 1973
Teaching Cert, Morningside College, 1980
MS, University of Nebraska, 1992

Susan Pallas-Duncan
Instructor, Business Administration
BA, Chadron State College, 1987
MBA, University of Nebraska, 1997

Lynnett Paneitz
Chair/Instructor, Medical Laboratory Technology
BS, University of Nebraska, 2002
AAS, Southeast Community College, 2007
MA, Doane University, 2016

Lindsay Parker
Instructor, English
BA, University of Nebraska, 2009
MA, University of Nebraska Omaha, 2012

Theresa Parker
Instructor, Long Term Care Administration
AAS, Southeast Community College, 1985
BA, College of Saint Mary, 1988

Katrina Patton
Chair/Instructor, Geographic Information Systems
Technician
AAS, University of Arkansas, 1996
BS, University of Arkansas, 2008

Kimberly Paul
Instructor, Psychology
BA, University of Nebraska, 1995
MEd, University of Nebraska, 1997
PhD, University of Nebraska, 2005

Diane Paul
Instructor, English
BS, University of Nebraska, 1977
MA, University of Nebraska, 1981

Daniel Pearson
Instructor, Heating, Ventilation, Air Conditioning,
& Refrigeration Technology
AAS, Northeast Community College, 1976

Carol Penrosa
Instructor, Associate Degree Nursing
BSN, Union College, 1976
MS, Andrews University, 1993

Stanley Peters
Instructor, Business Administration
BS, University of Nebraska, 1978
MBA, University of Nebraska, 1983

Ronald Petsch
Chair/Instructor, Building Construction
Technology
AAS, Southeast Community College, 1974
BS, University of Nebraska, 1978
MEd, University of Nebraska, 1991

Elina Pierce
Chair/Instructor, Pharmacy Technician
Certificate, School of Medical Billing, 2005
BA, University of Nebraska, 2007
MSP, University of Phoenix, 2009

John Pierce
Chair/Instructor, Energy Generation Operations
AAS, Central Community College, 1975
Diploma, Central Community College, 1978
BS, Bellevue University, 1994

Angela Poppenhagen
Instructor, Respiratory Care
BS, Midland University, 1998

Travis Pralle
Co-Chair/Instructor, Agriculture Business &
Management Technology
AAS, Southeast Community College, 2002
BS, Kansas State University, 2006

Erin Putney
Instructor, Practical Nursing
BSN, University of Nebraska Medical Center, 2006

Glenn Ray
Instructor, Computer Information Technology
Diploma, Southeast Community College, 1987
AAS, Southeast Community College, 1999

Robert Redler
Instructor, Electrical & Electromechanical
Technology
AAS, Southeast Community College, 1986

Sharon Rehn
Chair/Instructor, Surgical Technology
CST Diploma, Southeast Community College,
1981
ADN, College of Saint Mary, 1984
BS, Doane College, 2001
MA, Doane College, 2013

Kent Reinhard
Instructor, Mathematics/Physics
BS, University of Nebraska, 1985
MS, University of New Hampshire, 1989

Kenneth Reinsch
Chair/Instructor, Electrical & Electromechanical
Technology
AAS, Southeast Community College, 1977

Kathy Reiter
Instructor, Business Administration
BBA, University of Toledo, 1980
MBA, University of Toledo, 1989
MSA, Central Michigan University, 2003

Dawn Renshaw
Chair/Instructor, Practical Nursing
BSN, West Liberty University, 1992
MSN, West Virginia University, 2012

Bill Rethmeier
Instructor, Heating, Ventilation, Air Conditioning,
& Refrigeration Technology
AAS, Southeast Community College, 1992
BS, Doane College, 2000

Victoria Rethmeier
Director, Dietary Manager; Instructor,
Culinary/Hospitality
BS, University of Nebraska, 1993
MS, New Mexico State University, 1997

David Reynolds
Instructor, Engineering/Physics
BS, University of Iowa, 1998
PhD, University of California, 2004

Doug Reznicek
Instructor, John Deere Tech
AAS, Southeast Community College, 1981

Jennifer Rohr
Instructor, Practical Nursing
BS, University of Nebraska, 1999
MS, University of Nebraska, 2004
BSN, University of NE Medical Center 2006

Kelsey Ronk
Instructor, Math
BS, University of Nebraska Omaha, 2008

Sam Rosenau
Instructor, Welding Technology
AAS, Southeast Community College, 2002

Phip Ross
Co-chair/Instructor, Developmental English
BS, Kearney State College, 1987
MA, University of Nebraska, 1992
EdD, University of Nebraska, 2013

Marci Rost
Instructor, Office Professional
BS, University of Wyoming, 1993
MEd, University of Nebraska, 2001

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,
Computer Aided Design Drafting Focus
AAS, Southeast Community College, 1999, 2000
BS, Bellevue University, 2013

Kristin Ruiz
Instructor, Practical Nursing
ADN, University of Nebraska Medical Center, 1979
BSN, University of Nebraska Medical Center, 1981
MN, University of Kansas Medical Center, 1986

Alan Rumbaugh
Instructor, Agriculture Business & Management
Technology
BS, Tarleton State University, 1989

Eric Sack
Instructor, English
Wesleyan University, 1982
BA, MA, University of Nebraska, 1994

Nicholas Salestrom
Instructor, English
BA, Nebraska Wesleyan University, 2005
MA, University of Nebraska 2008
MFA, University of Missouri, 2013

Jill Sand
Chair/Instructor, Respiratory Care
Certificate, Respiratory Care, Immanuel Medical
Center, 1997
BS, Midland Lutheran College, 1997
MEd, Concordia University, 2012

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
BS, Huron University, 1993
MBA, Colorado Technical University, 2000

Andrew Schiessl
Instructor, Diesel Technology-Truck
AAS, Diesel Technology-Truck, 2012

Lynn Schlake
Instructor, Agriculture Business & Management
Technology
BS, University of Nebraska, 1980

Debbie Schmeeckle
Instructor, Mathematics
BS, University of Nebraska, 1994
MS, University of Nebraska, 1997

David Schmitter
Instructor, Mathematics/Physics
BA, University of Rochester, 1999
MS, University of Nebraska, 2002
PhD, University of Nebraska, 2007

Renee Schnieder
Simulation Coordinator
RN, Saint Joseph Mercy School of Nursing, 1977
BSN, Nebraska Wesleyan University, 1992
MSN, University of Nebraska Medical Center, 1998
Certification, Bryan College of Health Sciences, 2013

Eldon Schoonveld
Instructor, Auto Collision Repair Technology
AAS, Southeast Community College, 1972

Gerrine Schreck-Kirby
Instructor, Culinary/Hospitality
Diploma, Des Moines Area Community College, 1978
BA, Doane College, 2006
MA, Doane College, 2011

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
BS, Union College, 2001
BA, Union College, 2001
MA, University of Nebraska, 2008

Frederick Scott
Instructor, Computer Information Technology
BA, University of Nebraska, 2006
MA, New York University, 2008
MS, Simon Fraser University, 2012

Gina Seebohm
Instructor, Mathematics
BA, Furman University, 1997
MS, West Texas A&M University, 2005

Craig Shaw
Instructor, Auto Collision Repair Technology
AAS, Southeast Community College, 1988

Preston Shires
Instructor, History
BA, University of California, 1979
MA, California State University, 1984
PhD, University of Nebraska, 2002

Amanda Skuban
Instructor, Dental Assisting
BS, University of Nebraska, 2003
Diploma, Southeast Community College, 2005

Jeff Slaffter
Instructor, John Deere Tech
AAS, Southeast Community College, 1985
BS, Peru State College, 2006

Eric Smith
Instructor, Mathematics
BS, University of Nebraska, 1994
MS, University of Nebraska, 1998

Matthew Smith
Instructor, Automotive Technology
AAS, Southeast Community College, 1999

Terry Spoor
Chair/Instructor, Fire Protection Technology and
Chair/Instructor, Fire and Emergency Services
Management
AAS, Oklahoma State University, 1978
BS, Northwest Missouri State University, 1979

Michael Stalker
Instructor, Electrical & Electromechanical
Technology
AAS, Southeast Community College, 1988

Laura Stallings
Instructor, Surgical Technology
AAS, Southeast Community College, 2008
BS, Doane College, 2015

Loran Stara
Instructor, Building Construction Technology
AAS, Southeast Community College, 1983

Bruce Stephen
Instructor, Anatomy & Physiology
BS, State University of New York, 1991
MS, University of Massachusetts, 1994

John Stephenson
Instructor, Mathematics
BS, Wichita State University, 1989
MS, Wichita State University, 1994

Norman Stimbart
Instructor, Computer Information Technology
AAS, Southeast Community College, 1985, 2000

Crystal Stuhr
Chair/Instructor, Dental Assisting
Diploma, Southeast Community College, 1994
BS, Doane College, 2008

Beth Stutzman
Instructor, Computer Information Technology
Diploma, Southeast Community College, 1982
AAS, Southeast Community College, 1991

Melissa Stutzman
Instructor, Human Services
AA, Southeast Community College, 1998
BA, University of Nebraska, 2001
MA, Doane College, 2004

Roxanne Stutzman
Instructor, Computer Information Technology
AAS, Southeast Community College, 1979

Rose Suggett
Chair/Instructor, Psychology
BS, Peru State College, 1992
MS, University of Nebraska, 1995
PhD, Madison University, 2004

Emily Suh
Instructor, Developmental English
BA, University of Minnesota, 2006
MA, University of Minnesota, 2008

Cynthia Surrounded
Instructor, Human Services
AAS, Southeast Community College, 1998
BS, Nebraska Wesleyan University, 2001
MFS, Nebraska Wesleyan University, 2003

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

Aaron Thompson
Instructor, Building Construction Technology
BS, Brigham Young University, 2002

Ian Thompson
Instructor, Physical Therapist Assistant
AAS, Southeast Community College, 2011
BS, Bellevue University, 2015

Lori Thompson
Instructor, Associate Degree Nursing
BA, University of Nebraska, 1995
BSN, Creighton University, 1997
MSN, Clarkson College, 2009

Terri Tiedeman
Co-chair/Instructor, Business Administration
BS, University of Nebraska, 1978
MEd, University of Nebraska, 2007

Chelsea Tietjen
Instructor, Agriculture Business & Management
Technology
AAS, Southeast Community College, 2007
BS, University of Nebraska, 2010
MS, University of Nebraska, 2012

Kevin Timoney
Instructor, Electrical & Electromechanical
Technology
AAS, Southeast Community College, 1991, 1992

Dennis Toalson
Instructor, Agriculture Business & Management
Technology
BS, University of Missouri, 1971
MEd, University of Missouri, 1981

Barbara Tracy
Instructor, English
BA, Bellevue University, 1989
MA, University of Nebraska, 1992
PhD, University of Nebraska, 2009

Ivette Trentini
Instructor, Speech
AAS, Southeast Community College, 1997
BS, Bellevue University, 2005
MA, Bellevue University, 2008

Nicole Trevena Flores
Instructor, Psychology
BA, Doane College, 2005
MA, Doane College, 2009

John Tucker
Instructor, Radiologic Technology
AAS, Southeast Community College, 2002
BSRT, University of Nebraska, 2011

Kevin Uhler
Instructor, Automotive Technology
AAS, Southeast Community College, 1995
BS, Bellevue University, 1996

Rachel Van Dyke
Instructor, Practical Nursing
BFA, Nebraska Wesleyan University, 2002
BSN, University of Nebraska Medical Center, 2010

John Vance
Instructor, Diesel-Ag Equipment Service
Technology
AAS, Southeast Community College, 2011

Elaine Vavra
Chair/Instructor, Manufacturing Engineering
Technology
AAS, Southeast Community College, 1993
BA, Concordia College, 1997

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, 1977, 1979

Kent Vollenweider
Instructor, Developmental Math
BS, University of Nebraska, 1981
MBA, University of Nebraska, 1994

Kimberly Vonnahme
Instructor, English
BA, Briar Cliff University, 1988
MA, University of Iowa, 1989

Elizabeth Vornbrock
Chair/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
BA Nursing, Augustana College, 1980
MSN, Clarkson College, 2008

Dustin Walsh
Instructor, Mathematics
BS, University of Kansas, 2000
MS, University of Nebraska, 2003

Brittany Walters
Instructor, Dental Assisting
Diploma, Southeast Community College, 2005
BS, Bellevue University, 2013

Janeen Ward
Instructor, Early Childhood Education
BA, Kearney State College, 1986
MEd, Doane College, 2009

Tyra Warnke
Instructor, Developmental Math
AAS, McCook Community College, 1986
BA, Wayne State College, 1989
MS, University of Nebraska at Kearney, 1991

Kimberly Waswick
Instructor, Computer Information Technology
AA, Minot State University, 1990
BA, Minot State University, 1990
MS, Minot State University, 1998

Misty Wehling
Instructor, Science
BS, Union College, 2001
MS, University of Nebraska, 2004

Thomas Wheeldon
Instructor, Agriculture Business & Management
Technology
BS, University of Nebraska, 1981

Stacey Wheeler
Instructor, Science
BS, University of Nebraska, 1986
MS, Purdue University, 1988

Joshua Whitney
Instructor, Journalism & English
BS, Peru State College, 1997
MA, Northern Arizona University, 2002

William Wiley
Instructor, Nondestructive Testing Technology
AAS (2), Southeast Community College, 1979
BS, Peru State College, 2009

Kimberly Williams
Instructor, Culinary/Hospitality
AAS, Southeast Community College, 2007

Robert Williams
Instructor, Life Sciences
BS, University of Nebraska, 1973
PhD, University of Nebraska, 1984

Warren Wilson
Instructor, Business Administration
BA, University of Nebraska, 1975
JD, University of Nebraska, 1978

Kenni Woerner
Instructor, Agriculture Business & Management
Technology
BA, Doane College, 2001

Brent Wohl
Instructor, Welding Technology
AAS, Southeast Community College, 1996

Julie Wolberg
Instructor, Pharmacy Technician
BS, University of Nebraska, 2000

Joel Wooton
Instructor, History
BS, University of Nebraska, 1978
MS, United States Sports Academy, 1986, 1993

Vicki Wooton
Instructor, Business Administration
BA, Midland Lutheran College, 1984
MS, United States Sports Academy, 1993

Gary Yocum
Instructor, Agriculture Business & Management
Technology
AS, Cloud County Community College, 1984
BS, Kansas State University, 1986
MS, Kansas State University, 1987

Shereen Young
Instructor, Associate Degree Nursing
ADN, University of Nebraska College of
Nursing, 1981
BSN, University of Nebraska Medical Center
College of Nursing, 1983
MSN, Nebraska Wesleyan University, 2007

Thomas Young
Instructor, Social Sciences
BS, University of Nebraska, 1979
MS, University of Nebraska, 1981
PhD, University of Nebraska, 1985

Michael Yueill
Instructor, Welding Technology
AAS, Southeast Community College, 2001

Dan Zabel
Co-chair/Instructor, Welding Technology
AAS, Southeast Community College, 1980

Kathy Zabel
Chair/Instructor, Medical Assisting
AAS, Southeast Community College, 1979
BS, Nebraska Wesleyan University, 1978
MA, Bellevue University, 2007

David Zachek
Instructor, Design & Drafting Technology
AAS, Southeast Community College, 2008

Renae Zarybnicky
Instructor, Dental Assisting
Diploma, Southeast Community College, 2011

Robert Zetocha
Instructor, Speech
BS, North Dakota State University, 1979
MA, North Dakota State University, 1982

Stacey Zimmerle
Instructor, Early Childhood Education
BA, Doane College, 2002
MEd, Doane College, 2005

Katherine Zupancic
Instructor, Psychology
BA, University of Southern Colorado, 1978
MA, University of Northern Colorado, 1984
PhD, Capella University, 2011

Support Staff

Joshua Aksamit Shipping & Receiving Clerk - Purchasing	Rex Coleman Information Systems Technician - Information Services	Mary Gordon Financial Aid Technician - Student Services
Mohammed Al-Asadi Custodian I - Physical Plant	Linda Creevan Account Clerk III - Administrative Services	Misty Griggs Administrative Assistant II - Arts & Sciences Division
Allan Allen LRC Special/Media Serv Tech - Technology	Larry Cronk Parts Store Manager - Campus Services	Jill Gurney Human Resources Information Systems Specialist - Human Resources
Seada Balas Custodian I - Physical Plant	Tracy Dahlstrom Copy Machine Operator - Print Shop	Rodney Gustafson Information Systems Technician - Information Services
Bethany Barber Administrative Assistant I - Continuing Education	Nancy Danley Administrative Assistant I - Career Advising	Patricia Haddow Registration Technician - Student Services
Stacey Barnard-Dorn Executive Administrative Assistant - Instruction	Jim Davenport Maintenance Worker II - Physical Plant	Donnetta Hajek Administrative Assistant I - Instruction
Amy Bassen Administrative Assistant II - Continuing Education	Barbara Davis Custodian II - Physical Plant	Myron Ham Custodian II - Physical Plant
Mark Billesbach Maintenance Worker II - Physical Plant	Rosella Decker Administrative Assistant I - Continuing Education	Jim Hamilton Custodian II - Physical Plant
Marcia Blender Administrative Assistant II - Ag/Food/Natural Resources & Community Services & Resources Divisions	Marcie DeLong Account Clerk II - Administrative Services	Tanya Hare Account Clerk III - Administrative Services
John Blowers Maintenance Worker I - Physical Plant	Eric Dirks Maintenance Worker I - Physical Plant	Kelly Harms Administrative Assistant I - Student Services
Karen Bonczynski Executive Administrative Assistant - Campus Office	Ian Edelmaier Network Systems Technician - Information Services	Mary Ann Harms Admissions Technician - Student Services
Dan Brown Teaching Lab Assistant - Computer Information Technology	Ronda Eggerling Library Resource Center Media Production/Services Technician - Library Resource Center	Gary Hartshorn Custodian I - Physical Plant
Melinda Brown Child Care Assistant Coordinator - Child Development Center	Michael Elsener Library Resource Center Specialist - Library Resource Center	Lynda Heiden Executive Administrative Assistant - Area Office
Daniel Brown Teaching Lab Assist II - Construction & Electronics Division	Nikki Escobar Assistant Campus Store Manager - Administrative Services	Ron Heyen Call Center Technician - Information Services
Diane Bruna Food Service Worker - Cafeteria/Snack Bar	William Evans Computer Programmer - Information Services	Jessica Himmelberg Admissions Technician - Student Services
Allie Buesing Fitness & Wellness Coordinator - Student Services	Kenneth Fox Custodian I - Physical Plant	Margaret Hoke Campus/Student Services Assistant - Student Services
Tobbie Campbell Custodian II - Physical Plant	Sarene Friedli Administrative Assistant I - Transportation/Manufacturing Division	Natasha Holly Administrative Assistant I - Continuing Education
Christie Carnes Administrative Assistant I - Ag/Food/Natural Resources & Community Services & Resources Divisions	Carlos Garcia Financial Aid Technician - Student Services	Tarik Houti SharePoint Developer/Web Programmer - Information Services
Kim Cartwright Information Systems Technician - Information Services	William Gehrig Custodian I - Physical Plant	Reynaldo Huamancha Custodian II - Physical Plant
Harold Clover Custodian II - Physical Plant	Lori Goldsmith Administrative Assistant I - Continuing Education	Shannon Ibarra Baker - Café
	Julian Gomez Registration Technician - Student Services	Marjorie Itzen Administrative Assistant I - Physical Plant
		Diane Jiskra Payroll Specialist - Administrative Services

Glenda Johnsen Custodian I - Physical Plant	Theresa Linder Administrative Assistant II - Student Services	Ha Nguyen Account Clerk I - Administrative Services
Adam Johnson Custodian II - Physical Plant	Brian Liska Assistant Parts Store Manager - Administrative Services	Siddig Nour Information Systems Technician - Information Services
John Johnson Campus Store Customer Service Associate - Administrative Services	Sam Loos Security & Safety Specialist - Human Resources	Wesley Oden Maintenance Worker II - Physical Plant
Sherri Jones-Parks Account Clerk III - Administrative Services	Leon Lovitt Farm Manager - Ag/Food/Natural Resources Division	Toby Oglesby Network Systems Technician - Information Services
Beth Jungbluth Custodian II - Physical Plant	John Mamaril Registration Technician - Student Services	Cathleen Oslzly Registration Technician - Student Services
Kandice Jurgens Administrative Assistant I - TRIO Upward Bound Program	Bob Maples Instructional Design Assistant - Instructional	Donna Osterhoudt Administrative Assistant I - Arts & Sciences Division
Lacey Jurgens Residential Services Manager - Student Services	Mindy Marsh Admissions Technician - Student Services	Donna Otte Custodian I - Physical Plant
Bryan Kahler Custodian II - Physical Plant	Elwood Martin Custodian I - Physical Plant	Mark Overman Custodian II - Physical Plant
Kevin Kelly Information Systems Technician - Information Services	Steven Mason Maintenance Worker II - Physical Plant	Pamela Overman Custodian II - Physical Plant
Mark Kilgore Maintenance Worker II - Physical Plant	Marita Mays Assistant Residential Services Manager - Student Services	Lily Payne Administrative Assistant I - Student Services
Alexander Koch Custodian I - Physical Plant	Tanya McKee Administrative Assistant I - Student Services	Sara Pegram Business Intelligence Developer/Programmer - Information Services
Chelsea Koehn Administrative Assistant II - Business Division	Tess McKinney Call Center Technician - Information Services	Elaine Peterson Custodian I - Physical Plant
Brittany Kreikemeier Child Development Center Group Supervisor - Child Development Center	Shauna Meierdierks Administrative Assistant II - Physical Plant	Larry Peterson Maintenance Worker II - Physical Plant
Doreen Krontz Child Development Group Supervisor - Child Development Center	Cody Meints Maintenance Worker I - Physical Plant	Thuy Pham Account Clerk III - Administrative Services
Cassie Kruse Executive Administrative Assistant - Technology/Campus Office	Mark Meints Security and Safety Specialist - Human Resources	Brian Piontek Press Operator - Print Shop
Tracy LaBrie Custodian I - Physical Plant	Alyssa Meyer Administrative Assistant I - Health Sciences Division	Audrey Priefert Account Clerk III - Administrative Services
Nicholaus Lamblin Administrative Assistant I - Arts & Sciences Division	Sandra Miles Assistant Bookstore Manager - Administrative Services	Peshawa Rashid Custodian I - Physical Plant
Eric Landkamer Maintenance Worker II - Physical Plant	Elizabeth Molsen Residential Service Manager - Student Services	Clark Rediger Maintenance Worker I - Physical Plant
Rosemarie Lange Administrative Assistant II - Health Sciences Division	Amber Moody Administrative Assistant I - Placement	Reidith Rediger Computer Programmer - Information Services
Melinda Lewandowski Administrative Assistant I - Student Services	Lori Moravec Library Resource Center Specialist - Library Resource Center	Marcia Redler Account Clerk II - Administrative Services
Ruth Lewis Custodian I - Physical Plant	Rochelle Morton Administrative Assistant I - Continuing Education	Jean Reed Custodian I - Physical Plant
Hope Lifaefi Food Service Worker - Café	Michelle Nerud Enterprise Systems Specialist - Information Services	Jonathan Ren Teaching Lab Assistant - Computer Information Technology
		Tony Rhoden Custodian I - Physical Plant

Rod Richards Network Systems Technician - Information Services	John Spellman Maintenance Worker II - Physical Plant	Janet Vaughn Child Development Group Supervisor - Child Development Center
Denise Roth Administrative Assistant II - Administrative Services	Bruce Spitzer Parts Store Manager - Administrative Services	Roy Venhaus Maintenance Worker II - Physical Plant
Lora Roth Account Clerk II - Purchasing	John Stabenow Maintenance Worker II - Physical Plant	Jessica Vetter Administrative Assistant I - Arts & Sciences Division
Marty Rowland Enterprise Systems Specialist - Information Services	Joy Steckly Payroll Specialist - Administrative Services	Mark Vlasnik Custodian II - Physical Plant
Michael Rudebusch Information Systems Technician - Information Services	Jason Steele Custodian I - Physical Plant	James Voboril Maintenance Worker I - Physical Plant
Jennifer Rupprecht Executive Administrative Assistant - Virtual Learning Division/Campus Office	Elizabeth Steinhour Library Resource Center Specialist - Library Resource Center	Gilbert Wallman Custodian I - Physical Plant
James Sassman Custodian II - Physical Plant	Carrie Stollar Child Development Group Supervisor - Child Development Center	Cheryl Watson Accounting Clerk I - Administrative Services
Kathrina Schaben Administrative Assistant I - Student Services	Sandra Studnicka Custodian II - Physical Plant	Kurtis Welch Custodian I - Physical Plant
Garnell Schack Network Systems Technician - Information Technology	Craig Stutzman Shipping & Receiving Clerk - Purchasing	Linda Weyers Business Office Associate - Administrative Services
Sabrina Schinstock Administrative Assistant I - Student Services	Gordon Stutzman Maintenance Worker I - Physical Plant	Sheri Wiemann Child Development Group Supervisor - Child Development Center
Ann Schlueter Account Clerk II - Administrative Services	Jolene Stutzman Human Resources Benefits & Compensation Analyst - Human Resources	Arlene Williams Custodian I - Physical Plant
Rodney Schmale Maintenance Worker I - Physical Plant	Terry Stutzman Information Systems Technician - Information Services	Sally Wobig Administrative Assistant II - Construction & Electronics/Communications & Information Technology Divisions
Dennis Schmidt Information Systems Technician - Information Services	Krishna Priya Sunkara Web Developer - Information Services	Patsy Wohlgemuth Account Clerk III - Continuing Education
Jenna Schueman Administrative Assistant I - Student Services	Holly Terrell Registration Admin Asst I - Student Services	Harlan Wood Maintenance Worker I - Physical Plant
Paige Schulte Administrative Assistant I - Student Services	Ron TeSelle Maintenance Work I - Physical Plant	Michael Wood Maintenance Worker II - Physical Plant
Nathan Schwab Maintenance Worker I - Physical Plant	Bang Tran Media Services Specialist - Information Services	Tracie Wooge Custodian II - Physical Plant
Bruce Schwisow Maintenance Worker II - Physical Plant	Paul Tvrdy Maintenance Worker II - Physical Plant	Seanna Yeager Library Resources Center Specialist - Library Resource Center
Cory Scott Network Systems Technician - Information Services	Bridget Uhrich Admissions Technician - Student Services	Jenna Zachek Student Services Analyst - Information Services
Lisa Simon Catering Coordinator/ Event Scheduler - Café & Catering	Daniel Vajgrt Shipping & Receiving Clerk - Purchasing	Sharon Zuhlke Food Service Coordinator - Cafeteria/Snack Bar
Austin Simpson Financial Aid Technician - Student Services	Marcia VanAndel Administrative Assistant I - Placement	
Linda Snelling Custodian I - Physical Plant	Julie Vasey Administrative Assistant II - Physical Plant	
	Mark Vasey Custodian II - Physical Plant	

Adjunct Faculty

Tammy Adcock
Instructor, Business Administration
AS, Union College, 1998
BA, Doane College, 2005
MA, Doane College, 2007

John Aden
Instructor, Cont. Ed. -Industrial Automation
AAS, NE Technical College (SCC) Milford, 1972

Jennifer Agee
Instructor, Chemistry
BS, University of Nebraska, 2003

Sanaz Ahmadi
Instructor, Business Administration
AS, Southeast Community College, 2006
BS, Bellevue, 2008
MS, Capella, 2010

Alia Aljamal
Instructor, Human Physiology
PhD, University of Nebraska, 2016

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
BSN, Nebraska Methodist College, 1999
MS, Hawthorn University, 2013

Mathey Ayite
Instructor, Business Administration
MS, TOGO, 1996
PhD, North Central Arizona, 2016

Tiffany Bahm
Instructor, Economics
BS, Nebraska Wesleyan University, 2005
MA, Doane College, 2008

Michael Baker
Instructor, History
BS, University of South Carolina, 1975
MA, University of Nebraska, 1994

Wendi Baus-Herbin
Instructor, Mathematics
BS, University of Nebraska, 1992

Stephanie Berger
Instructor, Nursing Assistant
BSN, Marquette University, 2008

Gautam Bhadbhade
Instructor, Mathematics
BS, Laxminarayan Institute of Technology, 1976
MS, Oklahoma State University, 1980

Mary Birdsall
Instructor, English
MA, University of Northern Colorado, 2012

Alan Blair
Instructor, English
BA, Ohio University, 2007
MA, University of Cincinnati, 2009

Michael Blum
Instructor, Business Administration
BA, University of Nebraska, 2005
MA, Doane College, 2010

Eastwood Boardman
Instructor, Business Administration
AA, Kemper Military College, 1967
BS, Ashland University, 1969
MA, University of Northern Colorado, 1980
MA, Webster University, 1984

Lisa Bourlier
Instructor, Business Administration
AS, Western Nebraska College, 1978
BS, Chadron State College, 1980
MEd, University of Nebraska, 1992

Pamela Brooks
Instructor, Business Administration
BA, Doane College, 1982
MBA, Walden University, 2008

Shannon Brinkman
Instructor, Mathematics
BS, University of Nebraska, 1995

Doug Brtek
Instructor, Business Administration
BA, University of Nebraska, 1999
MA, Bellevue University, 2007
EdD, Northcentral University, 2016

Pamela Brooks
Instructor, Business Administration
BA, Doane College, 1982
MBA, Walden University, 2008

Rob Bryant
Instructor, Economics
BS, University of Nebraska, 1993
MBA, University of Chicago, 2007

Nancy Buchli
Instructor, Mathematics
BS, Concordia Teachers College, 1989

William Burriss
Instructor, History
AA, Northeast Community College, 1974
BA, Wayne State College, 1976
MA, University of South Dakota, 1979

Lisa Butler
Instructor, Physical Therapist Assistant
BS, University of Nebraska, 1997
DPT, Creighton University, 2003
MTS, Madonna University, 2005

Cory Callahan
Instructor, Business Administration
BA, University of Nebraska, 2000
BS, University of Nebraska, 2000
MBA, Bellevue University, 2008

Marlyce Carlson
Instructor, Office Professional
BA, Northwestern College, 1987
MS, Wayne State College, 1993

James Clark
Instructor, History
BA, Oklahoma State University, 1982
MA, University of Texas, 1990
PhD, University of Texas, 1999

Jacqueline Clifford
Instructor, Physiology
BS, Doane College, 1993
MEd, Doane College, 2005

Patricia Cottingham
Instructor, Human Services
BA, University of Nebraska, 1977
MEd, University of Nebraska, 1987
EdD, University of Phoenix, 2008

Ann Crawford
Instructor, Nursing Assistant
RN Diploma, Clarkson College, 1976

Mary Crook
Instructor, Business Administration
BS, University of Nebraska, 1988
MA, University of Oklahoma, 1994

Rebecca Czaja-Stevens
Instructor, Psychology
BS, University of Nebraska at Kearney, 2002
MSW, University of Nebraska Omaha, 2006

Lisa Darlington
Instructor, Business Administration, Office
Professional & Customized Training Solutions
BA, University of Nebraska, 1990
MCRP, University of Nebraska, 1999

Donna D'Costa
Instructor, Business Administration
Bachelor of Commerce, Mangalore University, 1997
MBA, University of Nebraska, 2007

Hai Diep
Instructor, Philosophy
BA, BS, University of Illinois, 2001
MA, University of Washington, 2010

Jill Dorff
Instructor, Business Administration
BA, University of South Florida, 1989
MBA, University of South Florida, 1991
MS, Doane College, 2013

Leah Droge
Instructor, Human Services
BS, Nebraska Wesleyan University, 2004

Ella Durham
Instructor, Graphic Design Media Arts
AAS, Southeast Community College, 2008
BFA, University of Nebraska, 2011

Theresa Dumont
Instructor, Nursing Assistant
RN, Creighton University, 1998

Tonya Dutton
Instructor, English
BS, University of Nebraska, 1989
MA, University of Nebraska, 2005

Karen Eisenhauer
Instructor, Music
BM, Hastings College, 1982
MM, University of Colorado, 1987

Karen Emerson
Instructor, Office Professional
BS, University of Nebraska, 1978
MEd, Doane College, 2007

Vanessa Emlich
Instructor, English
BA, Humboldt State University, 1999
MA, University of Surrey, 2003

Randall Emry
Instructor, Chemistry
BS, University of Nebraska, 1972
MS, University of Nebraska, 1980

Michael Engel
Instructor, Criminal Justice
BA, Doane College-Lincoln, 1993

Carla Engstrom
Instructor, American Sign Language
BA, University of Nebraska, 1978
MA, University of Nebraska, 1991
American Sign Language Interpreter

Bailey Feit
Instructor, Office Professional
BS, Doane College, 2009
MA, Doane College, 2011

Lynette Finley
Instructor, Business Administration
BS, Kearney State College, 1990
BA, Wayne State College, 2001
MEd, Wayne State College, 2012

Joseph Flores
Instructor, Psychology Academic Foundations
BA, University of Nebraska, 2013
MS, Grand Canyon University, 2016

Gary Lee Frantz
Instructor, Business Administration
BS, University of Nebraska Omaha, 1982
MS, Kansas State University, 1986
AAS, Community College of the Air Force, 1994
PhD, University of Nebraska, 2003

Kera Frederick
Instructor, Psychology
BA, Nebraska Wesleyan, 1993
MEd, Springfield College, 1994

Deborah Freeman
Instructor, Speech Theatre
BA, Oklahoma State University, 1974
MA, Oklahoma State University, 1976

Mark Fuerniss
Instructor, Mathematics
BS, Regis University, 1969
MScT, University of Nebraska, 1980
MS, University of Nebraska, 1982

Kathleen Geier
Instructor, Respiratory Care
AAS, Southeast Community College, 1998
BA, Concordia University, 2003
MEd, Concordia University, 2015

Jason Gildow
Instructor, English
BA, University of Nebraska, 1996
MA, University of Nebraska, 1998
PhD, University of Nebraska, 2004

Henry Giovannetti
Instructor, English
BA, St. Mary's College of Maryland, 2013
MA, Kansas State University, 2016

Trent Goldsmith
Instructor, Economics
BA, Wesleyan, 1993
MS, Concordia, 2004

Amy Goracke
Instructor, Surgical Technology
AAS, Southeast Community College, 2008

Joshua Griffith
Instructor, Electrician Construction – IBEW
Electrical State Journeyman
Journeyman Electrician, 2014

Donald Gross
Instructor, Fire Science
AAS, Southeast Community College, 1991
BS, Bellevue University, 2000

Hoshana Gropp
Instructor, Manufacturing Engineering
Technology
AAS, Southeast Community College, 2002

Eric Hager
Instructor, Philosophy
AA, Central Bible College, 1999
BA, Central Bible College, 1999
MA, Trinity International University, 2003

David Hamilton
Instructor, Economics
BS, University of Nebraska, 1976
MBA, University of Nebraska, 1983
PhD, University of Nebraska, 2014

Jody Hansen
Instructor, Science
BSBA, University of Nebraska, 2004
MHA, Bellevue University, 2010

Chuck Hatzenbuehler
AWS, CWI, CWE
Welding Technician

Gregory Hays
Instructor, English
BA, University of Connecticut, 2002
MA, University of Connecticut, 2004
MA, York University, 2006

Robert Heng
Instructor, Science
BS, Peru State College, 1961
MS, University of Arizona, 1967

Wesley Henning
Instructor, Criminal Justice
BS, Northwest Missouri State University, 1992

Katy Hertzler
Instructor, Nursing Assistant
Diploma, Southeast Community College, 1978

Phillip Hesterman
Instructor, Music
BS, Concordia University, 1984
MA, Concordia University, 1994
MA, Hastings College, 2000
PhD, University of Nebraska, 2011

Srisuda Holay
Instructor, Mathematics
BA, Chulalongkorn University, 1982
BS, University of Nebraska, 1988
MS, University of Nebraska, 1991

Sara Hollcroft
Instructor, English
BA, Peru State College, 1971
MS, Peru State College, 1988

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
BA, University of Nebraska at Kearney, 2009
MA, University of Nebraska, 2011

Joyce Huff
Instructor, Office Professional
BS, University of Nebraska, 1977
MAcc, University of Denver, 1985

Shane Hunter
Instructor, English
BA, Pittsburg State University, 1996
MA, Pittsburg State University, 2005

Beth Ina
Instructor, English
BA, Miami University-Oxford, 1989
MA, Ohio State University, 1991

Gregory Jack
Instructor, Fire Protection Technology
AA, Lane Community College, 1997
BA, Northwest Christian College, 1999
MA, Strayer University, 2010
MS, Southern New Hampshire University, 2016

Joyce Jaixen
Instructor, Physical Therapist Assistant
BSPT, University of Utah, 1987

Linda Jaquez
Instructor, English
AA, Ames Community College, 1981
BA, University of Northern Colorado, 1983
MA, Colorado State University, 1989

Darla Johnson
Instructor, Business Law
BS, University of Nebraska, 2000
JD, University of Nebraska College of Law, 2004

Debra Johnson
Instructor, English
BA, University of Nebraska, 1981
MA, University of Nebraska, 2005

Gabrielle Johnson
Instructor, Science
BS, University of Nebraska, 2013

John Johnson
Instructor, English
BA, University of Nebraska, 1982
MA, University of Nebraska, 2013

Paul Johnson
Instructor, Accounting
BSBA, University of Nebraska, 1996
MBA, University of Nebraska, 2000

Todd Johnson
Instructor, Business Administration
BS, Kearney State College, 1987
MBA, University of Nebraska, 1994

Thompson Kay
Instructor, American Sign Language
BA, Oakwood University, 1978
MA, Ohio State University, 1980

Jennifer Keitges
Instructor, Physical Therapist Assistant
AAS, Southeast Community College, 1988, 2013

Chad Kendall
Instructor, Geographic Information Systems
AAS, Southeast Community College, 2001, 2015

JoDe Kinnaman
Instructor, Nursing Assistant
Diploma RN, Mary Lanning, 1988

Danielle Klaffer
Instructor, English
BA, Lee University, 2010
MA, University of Nebraska, 2013

Krystal Klicko
Instructor, Accounting
BS, University of Maryland University College, 2011
MS, Keller Graduate School Of Management, 2015

Henry Kloeppe
Instructor, Manufacturing Engineering
Technology
AAS, Southeast Community College, 2014

Tracie Klosterman
Instructor, Business Administration & Office
Professional
BS, University of Nebraska, 1993
MEd, University of Nebraska, 1995

John Kopetzky
Instructor, Long Term Care Administration
BA, University of Nebraska, 1984

Brad Kreifels
Instructor, Criminal Justice
AA, Southeast Community College, 2000
BS, Bellevue University, 2001
MS, Bellevue University, 2006

Rod Kriz
Instructor, Business
BS, University of Nebraska, 1981
MS, American College, 2008

Julie Langholdt
Instructor, Sociology Psychology
BA, Creighton University, 1986
MA, University of Nebraska, 1993

Kurt Leffler
Instructor, Criminal Justice
BA, Brigham Young University, 1984
MPA, Marriott School of Management, 1994
JD, University of Nebraska College of Law, 2002

Geo LeGeros
Instructor, Psychology
BS, Black Hills State University, 1980
MA, University of Nebraska, 1986

Lorraine Leiser
Instructor, Biology
BS, Purdue University, 1976
PhD, University of Notre Dame, 1984

Kristine Lemons
Instructor, Business Administration
BS, Union College, 1997
MBA, West Texas A&M University, 2000

Stacie Lightner
Instructor, Music
BM, University of Kansas, 1999
BA, University of Kansas 2002
MM, University of Kansas, 2002
DMus, McGill University, 2008

Dustin Lorenson
Instructor, Electrician Construction – IBEW
Electrical State Journeyman
Journeyman Electrician, 2014

Brent Lottman
Instructor, EMS
BS, Peru State College, 1997
MA, University of Illinois - Springfield, 2010

Christina Lytle-Hale
Instructor, Nursing Assistant
AAS, Southeast Community College, 2007

Tammy Madsen
Instructor, Business Administration
BSBA, University of Nebraska, 1995
MBA, University of Phoenix, 2007
EdD, Walden University, 2014

Christina Masek
Instructor, Computer Information Technology
AAS, Southeast Community College, 2013

Greg Martin
Instructor, Business Administration
AS, J. Sargeant Reynolds Community College, 2005
BS, Virginia Commonwealth, 2007
MA, Old Dominion, VA, 2010

Casey McCoy
Instructor, Fire Protection Technology
AAS, Southeast Community College, 1992
BS, University of Wisconsin, 1998

Ben Mientka
Instructor, Computer Information Technology
AAS, Southeast Community College, 1993, 2000

Arlan Meints
Instructor, Business
BA, Peru State College, 2011
MS, Peru State College, 2013

Susan Meyerle
Instructor, Social Sciences
BA, Drake University, 1988
MS, University of Nebraska, 1993
PhD, University of Nebraska, 2002

Steven Millet
Instructor, Geography
BA, University of Nebraska, 1978

Shea Montgomery
Instructor, English
BA, Oregon State University, 2011
MA, University of Nebraska, 2014

Pamela Morrison
Instructor, Nursing Assistant & Med. Aide
BA, University of Nebraska, 1978
Diploma, Southeast Community College, 2007

Julieta Munoz
Instructor, Spanish
BA, Universidad del Tolima, 1989
MA, University of Nebraska, 2015

Kristin Murphy
Instructor, Mathematics
BS, University of Nebraska, 1996
MA, University of Nebraska, 2003, 2015

Kevin Nelson
Instructor, Accounting
BS, University of Nebraska, 1998
MPA, University of Nebraska, 1999

Marjean Newcomer
Instructor, English
BS, University of Nebraska, 1977
MEd, University of Nebraska, 1998

LeighAnn Nicholl
Instructor, Mathematics
BA, Union College, 1985
MS, Michigan State University, 1988
MS, University of Nebraska, 2003

Michael Novacek
Instructor, Criminal Justice
BA, University of Nebraska, 2004
MS, Columbia Southern University, 2008

Christine Nycz
Instructor, Geography
BA, University of Wisconsin, 2002
MA, University of Nebraska, 2013
MA, University of Nebraska, 2013

Jason Oltman
Instructor, Electrician Construction – IBEW
Journeyman Electrician, 2014

Mark Otteman
Instructor, Business Administration
BS, University of Nebraska, 1973
MBA, University of Nebraska, 1984

Renea Panska
Instructor, Mathematics
BS, Mississippi University for Women, 1967
MAT, University of Nebraska, 1983

Lindsay Parker
Instructor, English
BA, University of Nebraska, 2009
MA, University of Nebraska Omaha, 2012

June Parsons
Instructor, Humanities
BS, University of Nebraska, 1977
MS, Iona College, 1988

Iraida Peinado
Instructor, Spanish
BA, University of Nebraska, 1993
MA, University of Nebraska, 1996

Alexandra Perez
Instructor, Speech
BA, Oklahoma Christian University, 2008
MA, University of Nebraska Omaha, 2014

Bradley Peters
Instructor, Photography, Art History &
Photojournalism
BA, University of Nebraska, 2004
MFA, Yale University School of Art, 2008

Christina Peterson
Instructor, Business Administration & Office
Professional
BA, University of Nebraska, 1973
JD, University of Nebraska, 1977

Ramona Petro
Instructor, Business Administration
BS, Lawrence Technological University, 1985
MBA, Wayne State College, 2010

Sheryl Piening Keller
Instructor, Business Administration
BS, University of Nebraska, 1974
MS, University of Nebraska, 1991

Carol Pralle
Instructor, Art
BS, Valparaiso University, 1975
MA, University of Nebraska, 1995

Cheryl Prater
Instructor, Nursing Assistant
Northwest Technical School of Practical Nursing,
1992

Kerry Raile
Instructor, Business Administration
BA, Chadron State College, 1994
MBA, Chadron State College, 2011

James Rea
Instructor, English
BS, University of Nebraska at Kearney, 1970
MS, Kansas State University, 1975

Kathryn Retzlaff
Instructor, Nutrition
BS, University of Nebraska, 1975
MS, University of Nebraska, 1977

Robert Revock
Instructor, Philosophy
BA, Cleveland State University, 1986
MA, University of Nebraska, 1988

Rachelle Rider
Instructor, Anatomy
PhD, Northwestern College of Chiropractic, 2010

David Rosenbaum
Instructor, Education
BA, Doane College, 1978
MA, Doane College, 2003

Patty Sandoval
Instructor, Human Services
BS, University of Nebraska, 1988
MSW, New Mexico Highlands University, 1995

Rod Scher
Instructor, English
AA, L.A. Valley Community College, 1976
BS, Cal State University, Northridge, 1978
MEd, University of Oregon, 1984

Debra Schultz
Instructor, Nursing Assistant
Diploma, Methodist College of Nursing, 1981

Stephanie Schernikau
Instructor, English
BS, University of Nebraska, 1996
MA, Doane College, 2010

Elizabeth Schulenberg
Instructor, English
MEd, Doane, 1997
BS, Doane College, 1982

Shannon Schultz
Instructor, Physical Therapist Assistant
BS, University of Nebraska, 2001
DPT, University of Southern California, 2006

Margaret Scott
Instructor, Mathematics
BA, University of California Santa Cruz, 1982
MS, Iowa State University, 1984

Greta Shanahan
Instructor, Human Services
BS, Nebraska Wesleyan University, 2006
MA, Doane College, 2009

Robert Shaw
Instructor, Psychology
BS, University of Nebraska, 1973
MS, University of Nebraska at Kearney, 1978
PhD, University of Nebraska, 1994

Sylvie Shires
MA, University of Nebraska, 2002
PhD, University of Nebraska, 2008

Brenda Sieczkowski
Instructor, English
BA, University of Nebraska, 1998
MFA, University of Florida, 2001
PhD, University of Utah, 2016

Jennifer Siefken
Instructor, Nursing Assistant
BS, University of Nebraska, 2003
BSN, Bethel College, 2007

Mark Singer
Instructor, Anatomy and Physiology
BS, University of California, 1974
MBA, California State University, 1987
AS, Southeast Community College, 2001

John Skoda
Instructor, Electrician Construction – IBEW
AAS, Southeast Community College, 2011
Journeyman Electrician, 2014

Danna Smith
Instructor, Nursing Assistant
Diploma, Southeast Community College, 2001

Debi Smith
Instructor, Art History
AA, Antelope Valley College, 1998
BA, California State University, 2000
MA, California State University, 2003

Ashley Sneller
Instructor, Nursing Assistant
Diploma, Southeast Community College

Dana Snyder
Instructor, Land Surveying and Civil Engineering
BS, University of Akron, 1975
MS, University of Illinois, 1980

John Stavick
Instructor, Economics
BA, Georgia State University, 2005
MA, Georgia State University, 2008

Corey Steel
Instructor, Criminal Justice
BS, University Nebraska at Kearney, 1999
MA, Doane College, 2005

Scott Stempson
Instructor, Political Science History
BA, University of Nebraska, 1991
BA, University of North Dakota, 1992
MA, University of Nebraska, 2000
PhD, University of Nebraska, 2006

Michael Sterns
Instructor, Mathematics
BA, University of Nebraska, 1986
MA, University of Nebraska, 2006

Adell Stiles
Instructor, Mathematics
BS, University of Nebraska, 1981

Candace Sturgeon
Instructor, Human Services
AA, Southeast Community College, 2000
BS, Nebraska Wesleyan University, 2008

Clayton Streich
Instructor, Mathematics
BS, Nebraska Wesleyan, 1966
MA, University of Nebraska, 1969

Trudie Tejjink
Instructor, Art
BFA, Amsterdam School for the Arts, 1992
MFA, University of Nebraska, 2010

Marcia Tetley
Instructor, Nursing Assistant & Med Aide
AS, Southeast Community College, 2007

Deb Thomas
Instructor, Early Childhood Education
BA, University of Nebraska, 1974
MS, University of Nebraska, 1976

Lois Todd-Meyer
Instructor, English
BA, Hastings College, 1977
MAT, Hastings College, 1997
EdD, University of Nebraska, 2015

Sarah Trainin
Instructor, English
BA, University of Southern California, 1989
MA, CSUSB, 2000

HoaPhu Tran
Instructor, Economics
BS, University of Nebraska, 2004
MA, University of Nebraska, 2007
PhD, University of Nebraska, 2011

Deb Tremain
Instructor, Business Administration
BA, Doane College, 2005
MA, Doane College, 2012

Mamta Trivedi
Instructor, Mathematics
Bachelor In Math and Science, India, 1988
MS, India, 1990
Bachelor in Education, India 1991

Peggy Trumble
Instructor, Office Professional
BS, Kearney State College, 1981
ME, University of Nebraska, 1991

Nicole Tunnison
Instructor, Business Administration
BA, Hastings College, 1996
MA, University of Nebraska, 2006

Christopher True
Instructor, Mathematics
BS, University of Nebraska, 1986
MS, University of Nebraska, 1999

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
AAS, Southeast Community College, 1998
BTech, Peru State College, 2001

Pamela Williams
Instructor, German
BS, Chadron State College, 1975
MS, University of Nebraska, 2000

Deb Wingrove
Instructor, Computer Information Technology
AAS, Southeast Community College, 2004

Elizabeth Wooster
Instructor, Early Childhood
BS, University of Nebraska, 1991
MEd, Doane College, 2004

Svetlana Yashirin
Instructor, Music
BM, University of Nebraska, 1994
MM, University of Nebraska, 1996
DMA, University of Nebraska, 2006

Joseph Yocum
Instructor, Criminal Justice
AAS, Southeast Community College, 1982
BS, Bellevue University, 1992
MS, Kaplan University, 2007

Kristi Ziegler
Instructor, Business
BS, University of South Dakota, 1998
MS, Bellevue University, 2008

Rosemary Zumpfe
Instructor, Art
BA, Doane College, 1967
MA, University of Missouri, 1969
PhD, University of Nebraska, 2013

2017-2018 Board of Governors

Kathy Boellstorff
62902 - 733 Rd.
Johnson, NE 68378

Robert J. Feit
2510 Norman Circle
Lincoln NE 68512

James J. Garver
815 Elmwood Ave.
Lincoln, NE 68510

Dale Kruse
1200 S. Fifth Ave.
Beatrice, NE 68310

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

Donald Reiman
71594 606 Ave.
Virginia, NE 68458

Lynn Schluckebier
215 E. Jackson Ave.
Seward, NE 68434

Nancy A. Seim
2515 N. 76th St.
Lincoln, NE 68507

Kristin Yates, Lincoln
1906 S. 22nd St.
Lincoln, NE 68502

Pat Galitz,
Faculty Representative, Lincoln

(Jan. 24, 2017)

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