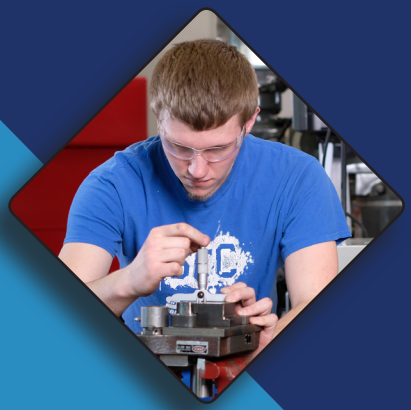
Southeast
COMMUNITY COLLEGE

2019-2020 CATALOG



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	PROGRAM/CAREER PATH	CATEGORY	PG	LOCATION	TERMS	DEGREE	STARTS	AVG. SALARY
1.	Academic Transfer (and Biotechnology)	Arts&Sci.	82	B/L/M/O	4	AA/AS	FA/SP/SU	
2.	Early Childhood Education	Arts&Sci.	90	L/O*	1-4	AAS/Dip/Cert	FA/SP/SU	$24,232
3.	Technical Skills Instructor	Arts&Sci.	92	L/M	4	AOS	FA/SP	NP
4.	Accounting	Business	93	B/L/M/O	4	AA	FA/SP/SU	NP
5.	Business	Business	95	B/L/M/O	4	AAS/AA/Dip/Cert	FA/SP/SU	$33,592
6.	Business Communications	Business	99	B/L/M/O	4	AA	FA/SP/SU	NP
7.	Long Term Care Administration	Business	101	O* (L)	4	AAS/Cert	FA/SP	$50,440
8.	Office Professional	Business	102	L/O	4	AAS/Dip	FA/SP	$27,144
9.	Culinary/Hospitality	Culinary	103	L	1-4	AAS/Dip/Cert	FA/SP/SU	$26,000
10.	Dietary Manager	Culinary	104	O (L)	1-2	Cert	FA/SP/SU	$39,208
11.	Adult & Juvenile Services and Corrections	Public Sfty	105	Q/O	4	AAS	FA/SP/SU	NP
12.	Criminal Justice	Public Sfty	106	B/Q/O	4	AAS/AA	FA/SP/SU	$36,816
13.	Law Enforcement & Homeland Security	Public Sfty	108	Q/O	4	AAS	FA/SP/SU	NP
14.	Fire and Emergency Services Management	Public Sfty	109	O (L)	1	Cert	FA/SP	^$60,008
15.	Fire Protection Technology	Public Sfty	110	L	4	AAS/Cert	FA/SP	^$24,960
16.	Associate Degree Nursing (and LPN-to-ADN option)	Health	111	B/L	4	AAS	SP	$51,168
17.	Dental Assisting	Health	113	L	2-4	Dip/AAS	FA/SP	$35,360
18.	Healthcare Services	Health	114	B/L/M/O*	1	Cert	FA/SP/SU	NP
19.	Human Services	Health	115	L	1-4	AAS/CERT	FA/SP	$27,040
20.	Medical Assisting (and HIMS)	Health	116	L	2	Dip	FA/SP/SU	$30,680
21.	Medical Laboratory Technology	Health	117	L	4	AAS	SP	$42,848
22.	Paramedic	HLTC CARE	118	L/O*	4	AAS	FA	$42,536
23.	Pharmacy Technician	HLTC CARE	119	L/O*	2	Dip	FA/SP	^$27,789
24.	Physical Therapist Assistant	HLTC CARE	120	L	4	AAS	FA	^$46,613
25.	Polysomnographic Technology	HLTC CARE	121	O* (L)	2	Cert	FA	$48,048
26.	Practical Nursing	HLTC CARE	122	B/L/O*	2	Dip	SU/FA	$36,816
27.	Radiologic Technology	HLTC CARE	123	L/O*	4	AAS	FA	$38,376
28.	Respiratory Care	HLTC CARE	124	L/O*	4	AAS	FA/SP	$40,976
29.	Surgical First Assist	HLTC CARE	125	O*	2	Cert	FA	NP
30.	Surgical Technology	HLTC CARE	126	L/O*	3	AAS	SP	$37,648
31.	Computer Information Technology	COMP TECH	127	L	4	AAS	FA/SP	$47,840
32.	Geographic Information Systems Technician	COMP TECH	129	O (L)	1	Cert	FA/SP	$38,480
33.	Graphic Design|Media Arts	COMP TECH	130	Q	4	AAS	FA	$30,576
34.	Building Construction Technology	CNST REL	131	M	1-4	AAS/Cert	FA	$36,608
35.	Design & Drafting Technology	CNST REL	132	L	1-4	AAS/Dip/Cert	FA/SP	$36,192
36.	Heating, Ventilation, Air Conditioning & Refrigeration Technology	CNST REL	134	M	4	AAS	FA	$34,632
37.	Land Surveying/GIS/Civil Engineering Technology	CNST REL	135	M	4	AAS	FA	$38,792
38.	Plumbing Technology	CNST REL	136	M	2	Dip	FA	NP
39.	Electrical & Electromechanical Technology (and IBEW)	MFGT REL	137	M	4	AAS	FA/SP	$44,304
40.	Electronic Systems Technology	MFGT REL	138	L	4	AAS	FA/SP	$35,672
41.	Energy Generation Operations	MFGT REL	139	M	1-4	AAS/Dip/Cert	FA/SP	$56,056
42.	Manufacturing Engineering Technology	MFGT REL	141	M	4	AAS	FA	$41,912
43.	Nondestructive Testing Technology	MFGT REL	142	M	4	AAS	FA/SP	$43,264
44.	Precision Machining and Automation Technology	MFGT REL	143	M	2-4	AAS/Dip	FA/SP	$47,840
45.	Welding Technology	MFGT REL	144	L	1-4	AAS/Dip/Cert	FA/SP/SU	$43,992
46.	Agriculture Management & Production	AG REL	145	B	4	AAS	FA/SP	$32,968
47.	Horticulture & Turfgrass Management	AG REL	146	B	4	AAS	FA/SP	NP
48.	Livestock Management & Production	AG REL	147	B	4	AAS	FA/SP	NP
49.	Precision Agriculture	AG REL	148	B	1	Cert	FA/SP	^$33,072
50.	Auto Collision Repair Technology	TRANS REL	149	M	4	AAS	FA/SP	$31,928
51.	Automotive Technology	TRANS REL	150	L/M	4	AAS	FA/SP	$29,744
52.	Deere Construction & Forestry Equipment Tech	TRANS REL	151	M	4	AAS	FA	$50,544
53.	Diesel Technology-Truck	TRANS REL	152	M	4	AAS	FA/SP	$36,504
54.	Diesel-Ag Equipment Service Tech	TRANS REL	153	M	4	AAS	FA/SP	$42,536
55.	Ford Automotive Student Service Educational Training (ASSET)	TRANS REL	154	M	4	AAS	FA	$37,752
56.	General Motors Automotive Service Educational Program (ASEP)	TRANS REL	155	M	4	AAS	FA	$37,232
57.	John Deere Tech	TRANS REL	156	M	4	AAS	FA/SP	$34,320
58.	MOPAR-Chrysler/Dodge/RAM/Jeep College Automotive Program (CAPP)	TRANS REL	157	M	4	AAS	Call Admissions	$32,344
59.	Motorcycle, ATV & Personal Watercraft Technology	TRANS REL	158	L	2	Dip	FA/SP	$26,832
60.	Professional Truck Driver Training	TRANS REL	159	L	1	Cert	FA/SP/SU	$44,408

Locations Offered
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.

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

Starting Terms
FA=Fall Semester (August-December)
SP=Spring Semester (January-May)
SU=Summer Term (May-August)

Call Admissions=Call the Admissions Office for the next start term.

Salary information: All salaries are based on a 40-hour work week unless noted. Salary statistics reflect certificates, diplomas and associate degrees for 2018 SCC Graduates.
^ To maintain confidentiality for recent graduates, a three-year average is reported.
NP = New Program, no graduate salary data available.

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.

The College's 2015-19 Strategic Plan: Creating Futures Through Inquiry, Knowledge and Application provides SCC with a roadmap to ensure it 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 student success and have dedicated themselves to SCC's inspiring mission and purpose.

We welcome students of many different backgrounds in our programs and activities. SCC values diversity and inclusion as important and integral parts of the educational process, and we continue 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

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 60 semester 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. Great news is 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. The Acklie Charitable Foundation graciously funded the second year of the scholarship.

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. Board of Governors for calendar year 2019: Kathy Boellstorff, Johnson; Robert J. Feit, Lincoln; James J. Garver, Lincoln; Dale Kruse, Beatrice; Ellen Weissinger, Lincoln; Steven Ottmann, Dorchester; Edward C. Price, Lincoln; Lynn Schluckebier, Seward; Nancy A. Seim, Lincoln; Kristin Yates, Lincoln; Keith Hammons, Weeping Water; Linda Hartman, Faculty Representative, Lincoln (Jan. 15, 2019)

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 800 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 multiple 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 280,000, SCC's Lincoln Campus is comprised of one large building divided into sections per academic discipline, a cafeteria, child development center, gymnasium, Welcome Center, The Career Academy, and the Great Plains Culinary Institute. 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 and Graphic Design/Media Arts 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 and the Railyard.

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 Focus Suites (start-up businesses). The center also hosts credit and non-credit classes on Entrepreneurship.

Jack J. Huck Continuing Education Center

The Jack J. Huck Continuing Education Center is home to the Continuing Education Division, whose goal is to provide opportunities for lifelong learning. Continuing education classes for business, industry and health care professionals, as well as non-credit leisure learning classes, are the focus of the Center. With a variety of classrooms, computer labs and a 75-seat auditorium, this is a perfect venue to collaborate with SCC for customized training, partner on your next conference, or attend one of our many open-to-public workforce development workshops.

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 650 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 of 1965 (amended in 2008), 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	800-642-4075, Ext. 1220
• Lincoln Campus Dean of Students	8800 O Street	Lincoln NE 68520	800-642-4075, Ext. 2623
• 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	800-642-4075, Ext. 8466

Federal regulations governing institutions of higher education require that specific informational data be made available to students and employees annually.

2018 Annual Notice: https://www.southeast.edu/pdfs/consumer-information/annualnoticetostudentsandemployees.pdf

Nondiscrimination and Equal Opportunity Statement

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

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

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

- Beatrice 402-228-8286
- Lincoln 402-437-2559
- 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 Student Support and Accommodations Resource Services, 402-437-2814.

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 Opportunity Act of 2008 (HEOA), 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 Report required by the Higher Education Opportunity Act (HEOA) 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/. A daily Crime Log and Fire Log can be found at www.southeast.edu, then clicking on Safety, Security and Health.

Each year, all SCC employees and enrolled students receive email 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/.

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
- Plumbing Technology
- 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 Registration and Records 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 Affairs 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 fiscal year in which funds were awarded. All veterans' records will be retained in the student's file for five (5) years from the last date of enrollment. All placement records will be retained for three (3) years following the last date of enrollment.

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 SCC)
5. Place of birth (is not defined as Directory information at SCC)
6. Level of education
7. Academic major
8. Degrees received
9. Educational institution in which the student was most recently enrolled

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:

1. Army: Army, Army Reserve, Army National Guard
2. Navy: Navy, Navy Reserve
3. Marine Corps: Marine Corps, Marine Corps Reserve
4. Air Force: Air Force, Air Force Reserve, Air Force National Guard
5. Coast Guard: Coast Guard, Coast Guard Reserve

Procedure for releasing information to military recruiter:

- 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

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 program
- Disciplinary probation
- Suspension/termination/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 and Alcohol policy as established shall have the right to respond through the appeals process outlined in the SCC Student Code of Conduct.

Information regarding the following federal penalties and sanctions may be found at http://www.dea.gov/druginfo/ftp3.shtml. Relevant Nebraska laws pertaining to drugs and alcohol may be found at http://nebraskalegislature.gov/laws/browse-statutes.php.

Federal 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. 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.	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. 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.
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		1 kg or more mixture	
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,0 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		
Marijuana	1 to 49 plants; less than 50 kg mixture (but does not include 50 or more marijuana plants regardless of eight	Not more than 5 years. Fine not more than $250,000, $1 million other than individual.	Not more than 10 years. Fine $500,000 if an individual, $2 million if other than individual.
Hashish	10 kg or less		
Hashish Oil	1 Kg or less		

Note: These are only federal penalties and sanctions. Additional state penalties and sanctions may apply. The charts were taken from United States Department of Justice, Drug Enforcement Administration, 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:

(1) 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.

(2) 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 they receive 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.

Health Risks Associated With 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 Cathinone (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 2015, 58 percent of full-time college students' ages 18-22 drank alcohol in the past month compared with 48.2 percent of other persons of the same age.

Prevalence of Binge Drinking: In 2015, 38 percent of college students' ages 18-22 engaged in binge drinking (5 or more drinks on an occasion) in the past month compared with 32.6 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 Alcohol Use: In 2015, 12.5 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 8.5 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 Success 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 Affairs 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 on an SCC Campus or Learning Center 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.

Beatrice Campus; Learning Centers at Falls City and Nebraska City

- Toni Landenberger, Assistant Campus Director/Dean of Students, 402-228-8286, tlandenberger@southeast.edu
- Mark Meints, Safety & Security Specialist, 402-228-8279, mmeints@southeast.edu

All Lincoln Campuses; Learning Centers at Plattsmouth and Wahoo

- Theresa Webster, Assistant Campus Director/Dean of Students, 402-437-2559, twebster@southeast.edu
- Sam Loos, Safety & Security Specialist, 402-437-2408, sloos@southeast.edu

Milford Campus; Learning Centers at Hebron and York

- Stacy Riley, Assistant Campus Director/Dean of Students, 402-761-8223, sriley@southeast.edu
- Darrell Eastin, Safety & Security Specialist, 402-803-4959, deastin@southeast.edu

All SCC Locations

- Brian Torrence, Safety & Security Coordinator, 402-323-3391, btorrence@southeast.edu

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 Campus Safety & Security Specialist or the Assistant Campus Director/Dean of Students. 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), 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 Campus Director (or designee) in the Campus Office. The Campus Director (or designee) will assume responsibility for assessing the law enforcement request, determining appropriate next steps, and documenting relevant details of the law enforcement contact.
- Student Contact Request - If a duly authorized law enforcement representative on official business requests interaction with a SCC student, the Campus Director (or designee) will contact and involve the Assistant Campus Director/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).

Firearms, Weapons, Dangerous Instruments

Effective Jan. 1, 2007, Nebraska State Statute 28-1202 makes it unlawful to carry a concealed firearm or 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 the 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 Affairs. 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. 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 in all College facilities and vehicles, chewing or spitting of tobacco products or use of e-cigarettes are also prohibited.

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

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 nineteen years of age or older and the victim is at least twelve but less than sixteen 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 they are:

- 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. Information about services and resources both on and off campuses can be found on our website at https://www.southeast.edu/rights-and-reporting-options/

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 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 policies.

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

Blake K. Simpson
Title IX Coordinator/Administrator
Jack J. Huck Continuing Education Center
301 S. 68th St. Place
Lincoln, NE 68510
402-323-3418
bsimpson@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 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. For specific names and email addresses, please visit our website at https://www.southeast.edu/rights-and-reporting-options/

This page updated: 10/18/2019. Title IX Administrator updated.

Beatrice Campus, Learning Centers at Nebraska City & Falls City:

- Assistant Campus Director/Dean of Students, 402-228-8286
- Safety & Security Specialist, 402-228-8279

Lincoln Campus-Including Education Square, Continuing Education Center, Entrepreneurship Center, Learning Centers at Plattsmouth & Wahoo:

- Assistant Campus Director/Dean of Students, 402-437-2559
- Safety & Security Specialist, 402-437-2408

Milford Campus, Learning Centers at York & Hebron:

- Assistant Campus Director/Dean of Students, 402-761-8270
- Safety & Security Specialist, 402-761-8266

Additional information available on the SCC additional resources page. https://www.southeast.edu/are-there-additional-resources/

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
Safety and Security Specialist
Vice President Human Resources
Vice President Instruction
Vice President Access, Equity & Diversity
Vice President Student Affairs
Beatrice Campus Dean of Students
Milford Campus Dean of Students
Milford Campus Assistant Resident Hall Manager
Lincoln Campus Dean of Students Lincoln Campus
Associate Dean of Students
Beatrice Campus Director
Milford Campus Director
Lincoln Campus Assistant Campus Director
Beatrice Campus Assistant Campus Director
Beatrice Campus Residence Hall Manager
Milford Campus Residence Hall Manager
Beatrice Campus Assistant Residence Hall Manager
Beatrice Campus Athletic Director
Beatrice Campus Athletic Department Coaches
Beatrice Campus Athletic Department Assistant Coaches
Advisors of Clubs or Organizations (all campuses)
Beatrice Campus Student Life Coordinator
Lincoln Campus Student Life Coordinator
Milford Campus Student Life Coordinator
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 to 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 Department 402-441-6000
- 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 Life 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 our official notices, policies and procedures, services, safety tips, resources, education and prevention programs visit the Title IX website at https://www.southeast.edu/rights-and-reporting-options/.

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 their 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.

SCC ENROLLMENT PROCESS

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 of the Southeast Community College campuses 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 form 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 a visiting student can be completed with assistance from an Admissions Advisor and/or at the Registration and Records Office. Individuals not seeking a degree from SCC and who desire to register for classes online should complete the Visiting Student Application at* www.southeast.edu/applynow.

New Student Checklist

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

☐ **Apply to an SCC Program of Study**

Complete an Application for Admission (available online at www.southeast.edu or at any Southeast Community College campus or Learning Center.) There is no cost to apply.

☐ **Submit Placement Scores**

Submit ACCUPLACER/Next Generation ACCUPLACER/ACT/ASSET/SAT scores or official transcripts showing that you've completed college coursework in English and mathematics.
Or, come to one of our campuses or Learning Centers and take the Next Generation ACCUPLACER test. To schedule an appointment to take the assessment, call:

Beatrice Campus: (800) 233-5027 ext. 1242 Lincoln Campus: (800) 642-4075 ext. 2715 Milford Campus: (800) 933-7223 ext. 8202

Please note that you're welcome to take the Next Generation ACCUPLACER as part of your campus visit—let us know and we'll make it happen!

☐ **Submit any additional required documents and/or information required by your 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 the following steps, you'll be on the path to success!

☐ **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.

Beatrice Campus: (800) 233-5027 ext. 1214 Lincoln Campus: (800) 642-4075 ext. 2600 Milford Campus: (800) 933-7223 ext. 8242

☐ **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:

Beatrice Campus: (800) 233-5027 ext. 1242 Lincoln Campus: (800) 642-4075 ext. 2620 Milford Campus: (800) 933-7223 ext. 8202

☐ **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.

☐ **Send Transcripts**

Submit your final high school transcripts and transcripts for any college credit that you have earned to:
Southeast Community College
Admissions Office
8800 O Street
Lincoln NE 68520

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.

☐ **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 by term, so apply soon!

☐ **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, however the Admissions Office maintains a roommate list and can provide information about local apartments.

☐ **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 term begins.

☐ **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 Learning Resource Center, Tutoring Center, student activities, the campus wellness center, and more!

ADMISSIONS 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 College 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 placement testing occurs through at least one of the following basic skill assessment/placement tests:

- Next Generation Accuplacer
- ACT
- SAT
- ASSET
- Accuplacer

These scores may be reported by ACT, reported on the high school transcript, or submitted by the student.

Please note the following:

- Each Program of Study requires a specific score
- English and reading score results must have been within the past 5 years
- Math score results must have been within the past 3 years

A student who cannot fulfill any one of these criteria should discuss the available alternatives with an SCC Admissions or Transitions Advisor.

Please contact any of the SCC Testing & Assessment Centers or SCC Learning Centers to learn more about placement testing, retesting and arranging a time to take the ACCUPLACER, Next Generation ACCUPLACER or ASSET tests. Retesting is possible for individuals who believe their course placement testing results do not represent their current ability. If a student has previously tested in the last 5 years, a $15 retest fee must be paid in advance of the retesting session.

Postsecondary Transfer Credit

Students can demonstrate college readiness through prior successful post-secondary coursework. Official transcripts from all postsecondary institutions must be sent directly from the institution to any of the College's Admissions Offices. Transcripts from nationally accredited colleges, approved by the US Department of Education, 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 and/or math. If the demonstrated English/reading 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 3 years ago or the completed course does 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 Adult 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).

Below are the requirements that must be submitted prior to the issuance of an I-20 and to make your transition to Southeast Community College as easy as possible

1. Complete an Application for Admission.
2. Submit copy of valid passport
3. 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/university to SCC.
    c. If you wish to have previously completed coursework evaluated for transfer credit, 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.
    d. Course syllabi and course descriptions must be submitted for all courses submitted for transfer credit evaluation. Documents must be submitted in English and translated by a credential evaluation service (see list of consultants at the above link). The student is responsible for the cost of the translation.
4. 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 Designated School Official (DSO) or Principal Designated School Official when the international student comes from a 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.
5. 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. A remote testing voucher for the Next Generation ACCUPLACER may also be requested from an SCC Testing & Assessment Center; please note testing locations for the Next Generation ACCUPLACER vary by region outside of the United States and may not be available in all areas. For more information contact an SCC Testing & Assessment Center; information can be found at www.southeast.edu/testingcenter.
6. Demonstrate available funds of a minimum of $20,000 for one year of attendance. The documentation of funds must be in English, in U.S. dollars equivalent, and must be dated within 3 months of submission.
    a. If the funds are provided by a sponsor, submit the required signed Affidavit of Support showing resources sufficient to cover course of study and transportation expenses to and from the home country.
    b. F-1 student athletes are required to demonstrate a minimum of $8,700 for two semesters of attendance. The amount required for F-1 student athletes is different because of athletic scholarships.
    c. 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.

International Students Transferring from Another Institution

In addition to the requirements stated above, international students desiring to transfer to SCC should contact the DSO at the SCC campus they plan to attend as soon as possible.

Students are required to provide the SCC DSO with the following information:

a. An official college transcript from the institution the student is currently attending.
b. A copy of the student's valid passport, visa, and I-94.
c. A copy of the student's current I-20 from the institution the student is currently attending.

SCC does not accept students who have been or will be terminated by their current institution.

Annual Vacation

Students are eligible for an annual vacation after completing two semesters of full time enrollment or authorized reduced course load. At SCC, students are allowed to take their annual vacation during the summer term. Students must register for a full time course load in the term immediately following their annual vacation; please note all programs may not offer enough credits to ensure full time enrollment toward degree progress during the summer term.

Students are required to submit their travel plans and/or annual vacation plans in writing to the Designated School Official on their campus.

Authorization for Reduced Course Load

Students requesting a reduced course load must submit their request in writing to their campus Designated School Official; the request must include the student's signature. Supporting documentation may be required based on the nature of the request.

Information for all International Students

To assist students in maintaining active status, SCC upholds the regulations of the U.S. Citizenship & Immigration Services (USCIS) that implements the Student Exchange and Visitors Information System (SEVIS).

The student is responsible for maintaining their status while in the United States. Students are expected to initiate and respond to communication with the College as necessary.

Talk with your Designated School Official first

F-1 students should speak with an SCC DSO if you are planning to do any of the following:

- Change your program or degree level.
- Request a program extension.
- Transfer to a new school or take a break from school.
- Travel outside the United States.
- Move to a new address, change phone number, or obtaining a new email address.
- Seeking employment.

Designated School Officials

BEATRICE
Admissions Technician
Designated School Official
Mary Ann Harms, 402-228-8214
mharms@southeast.edu

LINCOLN
Admissions Technician
Designated School Official
Jessica Himmelberg, 402-437-2687
Mindy Marsh, 402-437-2827
internationaladmissions@southeast.edu

MILFORD
Admissions Technician
Designated School Official
Haley Weakland, 402-761-8448
hweakland@southeast.edu

All international students are responsible for the following items to maintain their status:

Upon Arrival

When arriving to the United States, F-1 students must:

- Immediately contact the SCC DSO when you enter the United States. Per guidelines, students using an F-1 visa cannot enter the U.S. more than 30 days prior to the start of their program of study.
- Upon arrival at SCC, students are required to meet with a DSO no later than the program start date listed on Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."

Students must notify the DSO of their local address, email address, and phone number when they report to SCC upon arrival, and always within 10 days of changes. Failure to report address, email address, and phone number changes to the SCC DSO is a violation of the F-1 status.

While Studying

While studying in the United States, F-1 students must:

- Attend and pass all classes. If school is too difficult, students should speak with their DSO immediately.
- If a student believes that they will be unable to complete their program by the end date listed on their Form I-20, they should talk with their campus DSO about requesting a possible program extension during the term prior to the student's I-20 program end date.
- Students must take a full course of study each term. Full-time means registering for, and completing, a minimum of 12 semester hours each and every term of attendance. If a student believes they cannot study full-time, they should contact the campus DSO immediately. F-1 students are permitted to take only one (1) online/web course to maintain full-time status each term.
- Students should not take a class without first speaking with the campus DSO.
- International students who are on an F-1 Visa and hold an active I-20 with Southeast Community College will have a registration hold on their account. This hold will ensure proper registration and will assist in helping students maintain their status.

Practical Training for F-1 Students

An F-1 student may only work off campus after their request is approved by U.S. Citizenship and Immigration Services (USCIS).

F-1 students are eligible for Curricular Practical Training (CPT) during their program of study. CPT employment must be an integral part of an established curriculum and the position must directly relate to the student's major area of study.

F-1 students are also eligible for Optional Practical Training (OPT) during or following their program of study. OPT is a form of temporary employment that directly relates to the student's program of study. OPT should be requested at least 90 days prior to the date of graduation.

Students interested in exploring OPT and CPT should visit with their campus Designated School Official.

On Campus Employment

F-1 students are allowed to work on campus if a job is available. Students are limited to 20 hours a week. Students who wish to work on campus should contact their campus DSO to ensure that required documents are submitted. Please note that on campus employment options are limited.

Upon Program Completion

F-1 students must take action to maintain legal status or depart the United States after completing their program of study.

Once you complete your program of study and any authorized period of practical training, F-1 students have 60 days after completion of your program (the program end date on your Form I-20) to leave the United States. If a student wishes to extend their stay in the United States, talk with the DSO to learn more about transferring to another school.

Visiting International Students

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 that issued their I-20. Prior to registering for classes at SCC, students should check with their DSO to remain in status.

Health Insurance

It is recommended that all F-1 visa students have health insurance with an American insurance company for costs associated with physician's care, hospitalization, major medical procedures, and repatriation. SCC does not offer a health insurance policy or recommend a health insurance provider. The College does not provide healthcare services for students. Students are responsible for all necessary healthcare expenses.

Taxes

F-1 visa students may be required to file forms with the Internal Revenue Service. SCC faculty and staff are not trained in taxation and cannot answer related questions. Students should contact the Internal Revenue Service with questions.

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, Criminal Justice, 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 Director at the second location to determine if an opening is available. If an opening is available, the Program Director 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?

Initially, no. When a student first enrolls, they cannot be admitted into more than one program in the same year and term. If you would like to be admitted to more than one program, you may apply to the additional program in a future term.

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.)

Can I receive financial aid for more than one Program of Study at the same time?

Students may receive financial aid for more than one program of study if the degree programs are of the same academic level (i.e. two associate degrees or two diplomas, but not an associate degree and a diploma). If the student has been admitted into both programs, Financial Aid may combine the enrolled credit hours to determine eligibility for aid.

Any student taking classes in more than one Program of Study is strongly encouraged to visit with Financial Aid to discuss their specific situation.

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 two terms (semesters) during a continuous 12-month period.

- Full time = 12 or more credit hours per term
- Part time = fewer than 12 credit hours per term
- ¾ time = 9 through 11.5 credit hours per term
- ½ time = 6 through 8.5 hours per term
- Less than ½ time = fewer than 6 credit hours per term

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

Visiting Students

Students may take courses at the College as a visiting student. Visiting 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.

Visiting students are not eligible for Financial Aid. Refer to the Financial Aid Section of the Catalog for more information.

Visiting students may register at any time during the registration period. *Individuals not seeking a degree from SCC and who desire to register for classes online should complete the Visiting Student Application at www.southeast.edu/applynow* .

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 (CBC) including, but not limited to, the Adult and Child Abuse and Sex Offender Registries.

- Criminal Justice
- Dental Assisting
- Early Childhood Education
- Health Services Certificate
- Human Services
- Medical Assisting
- Medical Laboratory Technology
- Nursing (Practical Nursing, Associate Degree Nursing)
- Paramedic and EMT
- Pharmacy Technician
- Physical Therapist Assistant
- Polysomnographic Technology
- Radiologic Technology
- Respiratory Care
- Surgical First Assist
- 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:

- The date, nature and number of arrests and convictions;
- The relationship which the arrest or conviction bears to the duties and responsibilities of the affected student in a clinical setting;
- Successful efforts toward rehabilitation;
- Rules and regulations of the clinical program;
- 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, phencyclidine, 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 they had 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 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 who oversees their program. Visiting students must contact the Dean of Student Affairs to request prior approval to exceed the 19.5 credits.

Advanced Standing

Additionally, 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 nationally accredited institutions approved by the U.S. Department of Education 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/netransferinitiative.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. Determination is made by the Division Dean regarding graduation or satisfaction of program requirements with transfer credit.

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

Foreign Degrees

Colleges admitting students with foreign degrees must have a process in place to accurately determine the U.S. equivalency of the foreign degree.

The Department of Education does not evaluate foreign degrees. It is up to the school to determine if the foreign degree is equivalent to a U.S. degree.

If a student presents a foreign degree, SCC requires the student have his/her transcript evaluated by an outside degree evaluation service. The cost of the evaluation will be paid by the student. The student should direct the evaluation service to provide the written equivalency report to the Financial Aid Office. Financial Aid must receive the information before the student's eligibility for financial aid can be determined. Financial Aid will forward the documentation to Admissions or the Registration and Records office, if needed.

The student may use the degree evaluation service of his/her choice. Information about what to look for in an Evaluation service can be found at https://www.nafsa.org/findresources/Default.aspx?id=8817

A listing of organizations providing these services can be found at http://www.naces.org/members.html

Credit by Waiver

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

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

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

Credit by Examination

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

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

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

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 $90 per examination plus a $25 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 extracurricular 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 Program) 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. https://home.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, program 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, navigate immediate questions and concerns and helps with future planning.

How to Register for Classes

Newly Declared Students (Students 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 or online using their WebAdvisor account at thehub.southeast.edu.
For additional help registering, students are encouraged to contact an advisor, go to the Registration and Records Office on campus or contact the Registration and Records Office at: 402-437-2605 or via email registration@southeast.edu.

Visiting Students (students who have not applied for admission to the college):

Visiting students may register in person at the Registration and Records Office or online using their WebAdvisor account at thehub.southeast.edu. For additional help registering, students can contact the Registration and Records Office at: 402-437-2605 or at registration@southeast.edu.

Advising for Visiting Students is available through the Career Advising Center on campus. To contact an Admissions Advisor or make an appointment please call:

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

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.

Non-Credit Students

Students registering for non-credit 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.

Tuition Payment Deadlines

Payment of tuition and fees must be paid by the first day of class.

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 – Financial Planning or www.southeast.edu/financialaid.)

Dropping, Adding or Withdrawing from Courses

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 Affairs area.

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 refund of any tuition and student affairs fee. 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 and Records 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 10% of time has elapsed since the first day of the class will be:

- The last date a student is allowed to register for a class for that term.
- The last date a student can drop a class and receive a refund of tuition and fees for that term. Specific dates for individual classes are included in the Credit Class Schedule each term and on The Hub.
- The date that all instructors are required to report students who have never attended class ("No Show" Students).

"No Show" Students

- 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).
- "No Show" students will be billed and held responsible for payment and fees for classes they do not drop within the designated refunded period found on the Registration page on The Hub. (See Drop/Add)
- "No Show" students will be removed from the class rosters and no grade will appear on the student's transcript.

Refunds for Classes

Please refer to the Financial Planning section of the College Catalog for complete information on refunds for tuition, 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 10% of the time elapsed. After 10.50% 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 Director and Division Dean.

All 10% and 10.50% 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 and the student calendar on Webadvisor on The Hub.

Adding Courses after Initial Registration

Students may register online or in person on the first and second day of the start of the term, without a signature or special permission from the instructor to do so. To add a course(s) prior to 10% of the time elapsed since the first day of the start of class, a student must do the following:

- Complete an Official Drop/Add form (obtained from the Registration & Records office or on The Hub.)
- Have the course instructor or program designee sign the form to approve the "add," if after the second day of the term.
- Submit the form to the campus Registration and Records Office no later than 10% of the time elapsed since the first day of the start of class.
- To add a course or courses after the first 10% of the time elapsed since the first day of the start of class, a student must follow the procedure above, but also will need to obtain both the Program Director 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 10% 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 10% of the time has elapsed only under exceptional circumstances. If any courses are added after 10.5% of the time elapsed since the first day of the start of class, the signature of the both the Program Director 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; students cannot waitlist themselves for multiple sections of the same course.
- Tuition is owed to the College

Permission to register

When there is an opening in a class, the first student on the waitlist will be notified via email. The student can register for the section online by going to **WebAdvisor for Students->Student Registration->Manage My Waitlist->Action-> Register->Submit**.
The student must register within the timeframe specified in the email.

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 REGISISTRATION 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.

The Request to Audit a Course form is located at https://thehub.southeast.edu/studentsrvs/registration.

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

Maximum Course Load per term:
Students may not register for more than 19.5 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 of Study. Visiting students must contact the Dean of Student Affairs to request approval.

TRANSCRIPTS

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

Requesting Transcripts

The College provides access to your transcripts via three methods: Electronic PDF, written request, or online request using WebAdvisor.

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 minimum charge of $2.25 per request. 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' (for an additional charge), 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.

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. Using this method 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 to request a transcript.
2. Once on The Hub, go into WebAdvisor for Students under Academic Profile and select 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.

Transcripts may be picked up or mailed as requested after 3-5 working days from the date of the request. Official transcripts will bear the College Seal and are signed by the Director of Registration or an Associate Registrar. Official transcripts issued to the student will be stamped "Issued to Student." All transcripts from the SCC Registration and Records Administrative 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 and quarter credit hours that may have been earned under the previous SCC system or transferred from another college.

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

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. Bankrupt grades remain on the student's official transcript.

AU - Audit

"AU" is assigned when a student registers to audit a course. The student pays the regular tuition and fees, which is nonrefundable, for the course but will not receive college credit for the course. The grade "AU" cannot be changed to another grade at a later time without taking the course for college credit. Students receiving financial aid or Veteran's benefits cannot count audited courses in determining minimum-credit-hour requirement.

BF - Balance Forward

Credit for courses before 7/1/94.

CIP - Course in Progress

Currently enrolled classes.

CW - Credit by Waiver

"CW" is assigned for advanced placement credit based on evaluation by the appropriate campus department.

F - Failure

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

I - Incomplete

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

1. For removal of the "I," a "Contract for Removal of Incomplete" must be submitted at the time the incomplete grade is issued. The deadline for work to be completed is the end of the term immediately following the term in which the incomplete grade was awarded. Students can find the form on The Hub.
2. The time period of a contract may be extended one additional term with the approval of the division dean. A notice of the extension must be filed with the campus Registration and Records Office.
3. If a student does not initiate and complete a "Contract for Removal of Incomplete," they must reregister and successfully complete that course to receive credit.
4. A student may not drop a course for which they had negotiated a "Contract of Incomplete."
5. The student may progress to the next sequential course only if a "Contract of Incomplete" has been negotiated.
6. It is the student's responsibility to:
    a. Initiate contract negotiations
    b. File the contract with the campus Registration and Records Office
    c. Fulfill the contract
7. It is the instructor's responsibility to:
    a. Determine if a grade of Incomplete is appropriate
    b. Notify the student and the campus Registration and Records Office that an Incomplete has been given to the student
    c. Negotiate the contract
    d. File notice of grade change with the campus Registration and Records Office when appropriate to change the "I" grade to a permanent letter grade.
8. If the student thinks the contract is unfair, they have the right of appeal beginning at the program level.

NP - No Pass

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

P - Pass

The letter grade "P" is assigned when credit is granted for successful completion of campus-approved "Pass/No-Pass" course. The pass grade represents a 70%, or a grade of C or higher. Each division will identify the courses which may be taken as Pass/No-Pass. Divisions will also establish the maximum Pass/No Pass hours that may be earned and applied to completion of a prescribed course of study. There are a minimal number of classes offered at SCC which are assigned a grade of P/NP. Students do not have an option to elect to take classes graded as pass/no pass.

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 grade-point average when a course has been repeated. Courses which have been repeated are noted with "same as course number" followed by the term date where the highest grade has been earned. Repeated course grades will continue to be included in the calculation of the term grade-point average. A repeated course will be listed with 0.00 credit hours.

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

2019-2020 TUITION/FEES/HOUSING/MEAL PLANS

Tuition and fees must be paid by the first day of class. Effective July 1, 2019-June 30, 2020.

TUITION RATES		PER SEMESTER/ PER HOUR
Nebraska resident (all credit hours taken)		$102
Out-of-State (all credit hours taken)		$123
GENERAL FEES		**PER SEMESTER/ PER HOUR**
Facility Fee		$3
Student Activities Fee		$3
Graduation fee (one-time, nonrefundable)		$35
BEATRICE CAMPUS HOUSING/MEAL PLANS		**PER SEMESTER/ PER STUDENT**
Deposit (refundable damage/surety deposit)		$150
14-Meal Plan (per week)	**Single**	**Double**
Eisenhower, Roosevelt, Washington	N/A	$3,998
Homestead Hall	$3,998	$3,858
17-Meal Plan (per week)	**Single**	**Double**
Eisenhower, Roosevelt, Washington	N/A	$4,059
Homestead Hall	$4,059	$3,919
MILFORD CAMPUS HOUSING/MEAL PLANS		**PER SEMESTER/ PER STUDENT**
Deposit (refundable damage/surety deposit)		$150
14-Meal Plan (per week)	**Single**	**Double**
Pioneer Hall	N/A	$3,107
Prairie Hall	$3,998	$3,858
Note: Individual programs may require an additional expenditure for such items as tools, special uniforms, insurance or other costs. Estimated expenses can be found online for each program by viewing the costs and info link, or you may contact the campus Student Affairs Office for information regarding the costs of a specific program.		

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 their 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.

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

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

Other Charges

- Students should expect costs for books, tools, supplies, uniforms, travel, student activities fees, and other educational items. Costs will vary depending on the requirements of each program and the needs of the individual.
- Cost estimates are available for each Programs of Study. Each program has an informational flyer which you can view by clicking on the "Costs and Info" link on your program's webpage, or you may contact your campus Admissions Office for more information.

This page updated: 5/2/2019. Tution amount corrected to $102 per credit hour.

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 eight (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 they have habitually present, and shall verify by documentary proof that they intend to make Nebraska their 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 they have habitually present with the bona fide intention of becoming a permanent resident alien of the United States and making Nebraska their 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 they may qualify as a resident must file a residency application form with Student Affairs before the end of the fourth week of the term for which the tuition fee was charged. Residency application forms, as well as further information regarding residency classification, are available from each campus Registration and Records Office. It is the student's responsibility to initiate a change for residency status, provide documentation, and schedule an appointment with the Dean of Student Affairs or Associate Dean of Student Affairs.

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.702 factsheet.pdf.

Address Changes

Address changes can be submitted online via WebAdvisor on The Hub or by submitting a paper form obtained from the Registration and Records Office. Email addresses may be corrected following the same procedure.

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

You will be able to make payment(s) by:

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

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

- $15 per term (1-3 payments)
- $2 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.

Other Charges

Students should expect costs for books, tools, supplies, uniforms, travel, student activities fees, and other educational items. Costs will vary depending on the requirements of each program and the needs of the individual.

Cost estimate sheets are available for each Program of Study. Check them out by clicking on the Costs and Info link on the program Webpage, or contact your campus Student Affairs Office for more information.

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, Sunday's 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% refund for any credit class officially dropped prior to 10% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays.

"NO" refund is allowed after 10.50% 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 10% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays. Specific drop dates for individual classes are published each term in the Credit Class Schedule. For more information, go to The Hub at https://thehub.southeast.edu/stufinance/tuitrefund.

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 Affairs 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 you officially withdraw from ALL classes, before 60% of the term has elapsed, the campus Financial Aid Office will calculate how much of your 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 Dean of Student Affairs.

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

The deadline for dropping a standard 16-week term class and receiving a grade of "W" is the 75% point from the first day of the term. Student-initiated drops which occur between the 10.50% 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.

Unofficial Withdrawals

A student who receives all "F" grades or a combination of all "F," "W," or "NP" grades is considered to have UNOFFICIALLY withdrawn from classes. A student receiving Federal Title IV financial aid funds who drops out without notifying the College is considered to have made an unofficial withdrawal.

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

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

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

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

Step 3: Determine who must return the unearned U.S. Department of Education aid.

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

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

1. Federal Direct Loan
2. Federal Direct Parent PLUS Loan
3. Federal Pell Grant
4. Federal SEOG Grant
5. Iraq/Afghanistan Service Grant

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

Refund Policy for Cafeteria/Residence Halls

The cafeteria/residences hall refund policies are separate from tuition refund policies.

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 or expelled from the residence hall and/or cafeteria due to disciplinary action.

Refunds for Approved Releases of Housing Contracts:
Residence hall/cafeteria refunds for those who pay, enter and withdraw from the College will follow this specific refund schedule.
Refunds for approved releases for housing payments are calculated from the first day of the term. They are:

- 0-7 calendar days .....80% will be refunded.
- 8-14 calendar days.....60% will be refunded.
- 15-21 calendar days .....40% will be refunded.
- 22 calendar days or later..... no refund.
- For 8-week Co-op sessions, the calendar days begin at the start of semester in which the Co-op session is included, regardless of whether it is a first 8-week or second 8-week Co-op session since the room arrangements for all Co-op students must be made prior to the beginning of the semester.
- For 5-week or 3-week summer sessions, the calendar days begin at the start of the summer term since room arrangements are made prior to the beginning of the first day of the summer term.
- Exceptional circumstances, such as no longer being eligible for coursework in a second 8-week session, may be considered for an approved release by the Residence Life Manager or Campus Dean of Students.

FINANCIAL AID & PLANNING

SCC Financial Aid Office Contact Information

Phone: 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 a.m.-5 p.m.
Lincoln Campus:	Monday - Thursday	7:30 a.m.-7:30 p.m.
	Friday	7:30 a.m.-5 p.m.
Milford Campus:	Monday – Friday	8 a.m.-4:30 p.m.

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, and payment plan, etc.: 402-437-2669

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.

The grant programs available at Southeast Community College are:

Federal Pell Grant

- Need-based
- Eligibility is primarily based on your Expected Family Contribution (EFC)
- Enrollment required: For full eligibility, a minimum of 12 credit hours is required each term. Amounts are pro-rated if you are enrolled in less than 12 credits.
- To be eligible during the summer term, a student must be enrolled in 6 or more credit hours.
- Length of eligibility: Maximum of 6 full-time terms
- Application: Free Application for Student Financial Aid (FAFSA)

SCC maintains a Federal Pell "recalculation date" of 15 days into each term. After this date, no Federal Pell recalculations will be done except when the recalculations are mandated by federal regulations. An enrolled, Federal Pell-eligible student will not receive an additional Pell award if the student adds a course or module after the recalculation date. If a Federal Pell-eligible student enrolls after the recalculation date, the student is awarded Federal Pell based on the student's enrollment status. No further recalculations of the student's Federal Pell award will be done, assuming the student begins attendance in each class.

Federal Supplemental Educational Opportunity Grant (FSEOG)

- Need-Based
- To qualify, you must be eligible for the Federal Pell Grant and have exceptional financial need.
- Enrollment required
- To be eligible during the summer term, a student must be enrolled in 6 or more credit hours
- 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
- Enrollment required: For full eligibility, a minimum of 12 credit hours is required each term. Amounts are pro-rated if you are enrolled in less than 12 credits.
- Length of eligibility: Maximum of 6 full-time terms
- Application: FAFSA

Nebraska Opportunity Grant (NOG)

- Need-based
- Funds are awarded on a first-come, first-served basis
- Must be a Nebraska resident
- Enrollment required: 6 or more credit hours
- Application: FAFSA
- The NOG is awarded during the fall and spring terms only

Education Loans

Available loan programs include:

* Federal Direct Loan (Subsidized and Unsubsidized)
* Federal Direct Parent PLUS Loan
* Alternative Loans - also known as "Private" loans. These loans are available through banks or other lenders and are credit-based.

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, during your grace period, and during times of deferment. 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 accrues 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 6 credit hours.

Applications:

1. Free Application for Federal Student Aid (FAFSA)
2. Master Promissory Note (MPN)
3. Entrance Counseling is required. You may complete entrance counseling at https://studentloans.gov

Federal Direct Parent PLUS Loan

Parents can borrow funds to cover educational costs for their dependent students. Students must be enrolled in and attend a minimum of 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 6 credit hours.

Applications:

1. FAFSA
2. Federal Direct Parent PLUS Loan Request and Master Promissory Note (PLUS MPN)

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 from lender to lender. Families are encouraged to utilize the Federal Direct and Federal Direct PLUS Loan programs before considering an alternative loan. SCC does not endorse one lender over another, so students and parents must do their own research if they choose to apply for 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) Used to review a student's federal student loan history: https://www.nslds.ed.gov/nslds/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 (FWS)

Federal Work Study is a form of financial aid paid to a student as wages for work. It 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 be enrolled at SCC as a regular student, in an eligible program of study, and otherwise eligible for federal financial aid. 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.

- **2019-2020 Application**: File the FAFSA.
- **Student Employment Application** (available in the SCC Career Services office on your campus.) Career Services can assist you in searching for employment opportunities either on or off campus.

Scholarships

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

Applying Online for SCC Scholarships

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

- May 1-31 — planning to attend Fall Semester
- Oct. 1-31 — planning to attend the Spring Semester

Current High School Seniors

- Dec. 1-Feb.29 — planning to attend the next academic year.

Note: To be considered for scholarships based on financial need, the applicant must also complete the FAFSA at *www.fafsa.gov* for the appropriate school year.

If a student is unable to apply online, they 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.

These waivers and modifications expire on September 30, 2022.

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/fao/

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.

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. (Certificate programs are not eligible for financial aid.)
- 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. Financial aid can only be used for one repeat of a previously passed course.)
- Meet the enrollment and attendance requirements for each program.
- Demonstrate your ability to benefit from the program (the education offered) by meeting one of the following academic requirements:
    - Have a high school diploma or equivalent, such as GED; OR
    - Have a high school diploma from a state approved home school; OR
- Have an associate's degree OR
    - Proof of completion of at least 60 semester or trimester hours, or 72 quarter hours not resulting in an associate's degree, but acceptable for full credit toward a bachelor's degree (an official college transcript must be on file with the Registration and Records Office.)
- Comply with requirements concerning Selective Service registration.
- 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

Federal financial aid programs will not cover any developmental courses taken after reaching the maximum 30 semester 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 30-developmental credit hour limit.

Repeated Coursework

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.

Federal Pell Grant Recalculation

The fifteenth (15th) day of the term is the last day a Federal Pell recalculation is performed for the term except for cases where the recalculation is mandated by regulations.

For Federal Pell-eligible students who are enrolled at the beginning of a term and add a course or module after the 15th day, no additional Federal Pell is awarded to the student. If a Federal Pell-eligible student enrolls after the 15th of the term, the student is awarded Federal Pell based on the student's enrollment status and no further recalculations of the student's Federal Pell award will be done, assuming the student begins attendance in each class.

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.

Incarcerated Students

Students are considered to be incarcerated if they are serving a sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution. No student who is incarcerated may receive Title IV loan funds, and no student who is incarcerated in a federal or state penal institution may receive Pell Grant funds.

Students are still potentially eligible for Pell, FSEOGs and Federal Work Study (but not Direct loans) if they are incarcerated in a juvenile justice facility, a local or county jail, or a local or county penitentiary or correctional facility. A student cannot receive a Pell Grant if he is subject to an involuntary civil commitment following incarceration for a sexual offense.

A student **is not** considered incarcerated if they have been in a halfway house or home detention, or sentenced to serve only on weekends or if they are confined to a facility before imposition of any criminal sentence or juvenile disposition while awaiting trial.

When completing the FAFSA, an incarcerated student should use the address of the facility they are incarcerated in as his or permanent mailing address. When the student is no longer incarcerated they should update the address on the FAFSA.

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 are available Oct. 1 of each year.

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 (Fall Term)
- Aug. 1 (Spring Term)
- Feb. 1 (Summer 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 (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 at https://fafsa.ed.gov/FOTWWebApp/

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 or Federal Direct Subsidized loans. You may complete the FAFSA to be considered for the Federal Work Study program and for Federal Direct Unsubsidized Loans.

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

The 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 determined by 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

The Financial Aid Office 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 (SAP) status for financial aid. Academic records are reviewed for all students whether or not the student is currently receiving financial aid. SAP eligibility standards apply to the following financial aid programs:

- 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 developmental courses taken at SCC, incomplete courses, withdrawals, and repetitions. Transfer credit hours accepted by the College will be brought into the SAP calculation as completed credits.

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

If a student is enrolled in two programs at the same degree level (two associate or two diploma programs), Financial Aid will use the program with the greatest number of credits to determine the student's SAP status.

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,
- If the student's program requires a higher average GPA, the student's eligibility will be based on the program's standard.
- Have a cumulative completion rate of at least 66.7% of total credit hours attempted (see chart A), and
- Have not exceed 150% 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% of the total attempted credit hours (see Chart A), or is below the minimum 2.0 cumulative GPA (or higher if program requires it) will be placed on Financial Aid Warning. The student has one term to correct the deficiencies in SAP. During this period, 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:

Total Hours Attempted	Required Pace	Minimum Hours Required to Complete
24	x0.667	16.01
12	x0.667	8.00
9	x0.667	6.00

Based on this chart, a student who 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 Financial Aid 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% 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 (examples only)

Number of credits in Program	Maximum Timeframe	Maximum Number of Credits to Complete Program
60	x1.50	90 credit hours
65	x1.50	97.5 credit hours
72	x1.50	108 credit hours

Example: A student's program requires 60 credit hours to complete. The student has attempted 90 credit hours but still has 6 credit hours to take before completing the program. The student will not be eligible for federal student aid for the remaining 6 credit hours.

Ineligible SAP Status/Financial Aid Suspension

If a student has not corrected all the deficiencies in SAP after a term of Financial Aid 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 (or higher if program requires it) and/or obtain a cumulative completion rate of at least 66.7 % of total credit hours attempted.
- Successfully appeal the ineligible status by demonstrating unforeseen, documentable extenuating circumstances and detailing why they failed to maintain SAP and what has changed in their situation allowing them to achieve SAP at the next evaluation.

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. The supporting documentation must be submitted before the appeal deadline for that term. The Financial Aid Office will respond to the student via their SCC email account regarding the status of the appeal. Only information submitted with the initial appeal will be considered by the Appeals Committee.

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.

If a student's initial SAP appeal is denied, the student may appeal to a secondary committee **only if** the student has additional information that was not submitted with the initial appeal. The secondary appeal is reviewed by a separate committee. The student will be notified of the results of the review via their SCC email. The decision of the Appeals Committee is final. There is no option for a third-level appeal, nor may the decision be appealed to the Department of Education.

If an appeal is denied, the student is responsible to pay charges for the term.

Financial Aid Probation/Academic Plan

If a student's appeal is approved, they will be placed on Financial Aid Probation/Academic Plan. During this period, the student may receive financial aid for the 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:

Single Term:

- Successful completion of all courses attempted during the enrollment period with no withdrawals;
- Term GPA of 2.0 or higher (per program requirements) and

Extended Probation:

- Successful completion of all courses attempted during the enrollment period with no withdrawals;
- Term GPA of 2.0 or higher (per program requirements) and
- Follow the Academic Plan developed with a Financial Aid Counselor

Maximum Timeframe Appeal Approval (GSAP)

If a student's appeal is approved for maximum timeframe, they 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;
- Term GPA of 2.0 or higher (per program requirements) and
- Follow the Academic Plan developed with a Financial Aid Counselor
- Have no future program degree changes.

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 (per program requirements), and
- Satisfactorily complete enough credit hours to have a pace of completion of 66.7% or higher (see Chart A)
- Must be below 150% of the length of their program

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.

Subsequent Periods of Financial Aid Warning, Appeal and Financial Aid Probation

Currently, SCC policy allows students to appeal financial aid suspension more than once. The subsequent appeal must be based on extenuating circumstances preventing the student from being successful and the extenuating circumstances and corrective action must be different from prior appeals.

Other Factors that may Affect SAP

Developmental Hours

A student is limited to taking 30 developmental credit hours. Federal financial aid programs will not cover any developmental courses taken after reaching the maximum 30 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 30 developmental credit hour limit.

Incomplete, Withdrawals and Repeated Courses

An incomplete course is treated as attempted. If the incomplete causes a student to fall below the minimum SAP requirements, or if the student is on an approved appeal, the incomplete will cause a student to be suspended and future financial aid will be cancelled. Once the student has earned a grade for the course, the student may ask for SAP to be recalculated. If the new calculation shows the student is within the SAP guidelines, the student will be placed into the appropriate SAP status based on the completed course.

Withdrawals are treated as attempted but not completed and will count in the student's Pace of Progression.

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 toward the attempted hours; however, only the course(s) being counted in the CGPA calculation will be counted in completed hours for SAP. Limits on repeated courses are outlined in the College Catalog.

Academic Bankruptcy

In some cases, SCC will allow students to declare "Academic Bankruptcy" which permits the removal of credit hours and grade points from a student's grade point average, to allow for improvement of the student's GPA.

Federal regulations do not recognize the use of "Academic Bankruptcy," so for SAP purposes, those grades will continue to be factored into the student's SAP calculations.

Transfer Credits

When a student transfers credit from another school to an SCC program, all credits transferred in will be considered 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 policies and procedures. If changes are made, students must abide by the new policies.

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 they had registered at the time those modules began, or
- received all failing grades for the term

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 students earn 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% of the payment period, the student earns 30% of the aid they originally were scheduled to receive. This means that 70% of the student's scheduled awards remain unearned and must be returned to the federal government. Once the student has completed more than 60% of the payment period, the student will earn all of their 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 5 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% 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 the 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 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 by 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 their 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; if the loan funds are not accepted, they 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 aware 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 violates 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 source. 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
- Allow adequate time to study and complete assignments
- 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 in Canvas
- 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 Affairs 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 Student Code of Conduct or the Academic Grievance Process. See the Campus Dean of Students for more information.

State Complaint Process

- Southeast Community College has in place Grievance/Hearing/Appeal procedures for students. The purpose of the Student Grievance procedures is to secure, at the lowest level possible, equitable and timely solutions to problems that may arise. Grievances may be addressed through an informal or formal procedure. To view the entire SCC Student Grievance procedure, go to the College Catalog.
- Students may file a complaint with Nebraska's Coordinating Commission for Postsecondary Education.
- Students may also file a complaint with the Higher Learning Commission. https://www.southeast.edu/statecomplaintprocess/

Workforce Leadership Teams (Advisory Committees)

For each occupational Program of Study, Southeast Community College consults with a committee made up of interested leaders in businesses, agriculture, industries, and professions. The College and the committees work together to determine the training and employment needs, discuss new programs and courses, evaluate present programs, facilities, and graduates, and assist in revisions as needed to meet the needs of business and industry.

Assessment of Student Learning and Program Review

Southeast Community College measures curricular and co-curricular 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, including:

- 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 SCC 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

SCC 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

Regular and punctual attendance and participation is required in all credit courses. 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 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 will be expected to pay for courses where they are administratively withdrawn.

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

Date of Final Exam	December 13, 2019 May 1, 2020	December 16, 2019 May 4, 2020	December 17, 2019 May 5, 2020	December 18, 2019 May 6, 2020	December 19, 2019 May 7, 2020
Final Exam Time	**Regular Class Start Time**	**Regular Class Start Time**	**Regular Class Start Time**	**Regular Class Start Time**	**Regular Class Start Time**
8:00 AM - 10:00 AM	8:00 AM -- M,W,F	9:00 AM -- M,W,F	10:00 AM -- M,W,F	11:00 AM -- M,W,F	Noon -- M,W,F
10:15 AM - 12:15 PM	1:00 PM -- M,W (hybrid)	2:00 PM -- M,W (hybrid)	3:00 PM -- M,W (hybrid)	4:00 PM -- M,W (hybrid)	8:00 AM - T, Th
1:00 PM - 3:00 PM	9:30 AM -- T, Th	11:00 AM -- T, Th	1:00 PM - T, Th	2:30 PM - T, Th	Make up time for conflicts
3:15 PM - 5:15 PM	4:00 PM -- T, Th	Make up time for conflicts	Make up time for conflicts	Make up time for conflicts	Make up time for conflicts

Evening Classes: (any course 5:30 pm or after) will hold their Final Exam during the regularly scheduled class time during finals week.

8-Week Classes will meet as regularly scheduled. Finals will be given on the last day of the class.
If a student is taking a second 8-week course concurrently with a semester course, where final exam times might overlap, the semester-long class final exam takes precedence. The student and faculty will need to agree upon a final exam time for the 8-week class conflict.

GRADUATION REQUIREMENTS

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 their 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, or on The Hub.
7. To receive a second degree, the student will submit a second graduation application and fee and must meet all requirements of the College and the program in which the second degree will be obtained.
8. A minimum of one-third of the credit hours required for a degree must be completed at SCC for SCC to be the degree-granting institution. See "Advanced Standing."

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

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/60 semester 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/60 semester credit hours of a prescribed Program of Study.

Associate of Science Degree (A.S.)

Awarded upon successful completion of a minimum of 90 quarter/60 semester credit hours and the requirements of a prescribed Program of Study.

Associate of Occupational Studies (A.O.S.)

Awarded upon successful completion of a minimum of 90 quarter/60 semester credit hours and the requirements of a prescribed Program of Study.

Diploma

Awarded upon successful completion of a minimum of 45 quarter/30 semester credit hours and the requirements of a prescribed Program of Study.

Certificate

Awarded for successful completion of a prescribed course of study that requires fewer credit hours than a diploma program.

Graduation Honors

A student must have completed 45 quarter/ 30 semester hours at Southeast Community College, and attained a cumulative 3.75 GPA to graduate "With Distinction," or a 4.0 cumulative GPA to graduate "With High Distinction."

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

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 Registration and Records Office prior to the end of the withdrawal period.

Mid-term Grades

Mid-term grades are issued midway through each term and are not part of the student's permanent records. Mid-term grades serve as an indication to students of their current academic progress. It is the student's responsibility to check their mid-term grades on WebAdvisor.

The Student Success Office will attempt to contact students and address issues of coursework below acceptable standards. Students are strongly encouraged to seek help from a College Advisor, Student Success Coach, TRiO Student Support Coach, the instructor, the Tutoring and Learning Centers, or any other person the student feels can assist.

Final Grades

Within one week following the end of each term, final 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 the student login ID and password. Contact the Registration and Records Office 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 their 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 outlined in the College catalog and online at https://www.southeast.edu/studentconductgradeappeal/ (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 calculated 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:

Math 3.0 cr. hrs. (B grade) - 3.0 x 3.0	=	9.0 pts.
Comp 2.0 cr. hrs. (A grade) - 2.0 x 4.0	=	8.0 pts.
5.0 total cr. hrs.	=	17.0 total pts.
(17.0 points) divided by (5.0 credit hours)	=	3.40 (GPA earned for these two classes.) (See also Credit Transcript Key.)

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.

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 6 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 6-hour minimum.)

A press release will be sent to hometown 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 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) grade remains on their grade report for a 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 a minimum of 30 semester hours at Southeast Community College, and attained a cumulative 3.75 GPA to graduate "With Distinction," or a 4.0 cumulative GPA to graduate "With High Distinction."

Academic Standing

Students are considered to be in academic good standing when a cumulative grade-point average (CGPA) of 2.0 is maintained and the student is eligible to register for the current or future terms.

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.

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 places 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 Director or an advisor to determine the necessary course of action to be taken in order 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, and have earned 12.0 or more 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 Director or advisor to determine the necessary course of action to be taken to be removed from Academic Probation.
- Students who raise their cumulative grade-point average (CGPA) to a 2.00 or higher by the end of the probationary term will automatically be removed from Academic Probation.

Students will continue on Academic Probation, if they achieve a term grade-point average (GPA) of 2.00 or greater, but have a total cumulative grade-point average (CGPA) of less than 2.00.

Academic Suspension

Students who are on Academic Probation will automatically be placed on Suspension if their cumulative (CGPA) and term grade point average (GPA) are below 2.0. Students will be notified of their Academic Suspension status by email and letter.

There is no appeals process for an Academic Suspension.

Students placed on Academic Suspension will not be allowed to register or attend classes for the upcoming term or terms (refer to the various suspension levels below).

- Students will not be allowed to register online while on any level of Academic Suspension.
- Students placed on Academic Suspension may not register for credit classes for the term(s) following the suspended term.
- Students must register with a program advisor, career advisor or academic advisor before returning to the college following a suspension period.
- Suspended students will be dropped from all registered classes for the following term.
- Students are allowed to register for 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 for admission.

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 director/advisor to complete an Academic Reinstatement Form. Visiting 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 we 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 one academic 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 we placed on Level 3 Suspension.

Level 3 Suspension/Disqualification (follows Level 2 Suspension)

Students returning to SCC from Level 2 Suspension, with a term and cumulative GPA below a 2.0, will be placed on Level 3 Suspension/ Disqualification. Students on Level 3 Suspension/Disqualification will not be allowed to register for credit classes for one academic year. Students must apply for Readmissions to the College prior to returning from Level 3 Suspension.

- Students will not be allowed to register online following academic suspension.
- Students must meet with a Program Director or Career Advising/ Retention staff to complete an Academic Reinstatement Form. The Academic Reinstatement Form must be submitted to the Registration & Records Office with a signed registration form for the upcoming term.
- 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 student term and cumulative GPA are below a 2.0, the student will we placed on Level 3 Suspension.
- When a student returns to Good Academic Standing, but is placed back on Academic Suspension status in subsequent terms, the student will start over at Level 1 Suspension.

Academic Bankruptcy

Academic bankruptcy permits the removal of credit hours and grades points for one or two terms 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 one time only and the process is not reversible. In order to qualify for Academic Bankruptcy, a student must have completed 18 quarter credit/12 semester hours with a minimum GPA of 3.00; or 37.5 quarter credit/25 semester hours with a minimum GPA of 2.50 following the term(s) for which bankruptcy is sought.

Any course required for graduation from the student's current Program of Study cannot be bankrupt, as well as courses used in granting a previous degree from the college. 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. 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: Student must initiate a grade appeal within the first two days of the following term where they received the grade(s) they are disputing. After the final grade is posted, the student must first consult with the course 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, they are 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.) to the Division Dean who oversees the program in which the course was offered. This step should be completed as soon as possible and no later than the fourth day of the following term where they received the grade(s) they are disputing. Included in the petition the student should include a completed Grade Appeal Form, along with any additional documentation, instructor response(s), and, if available, the student should provide the instructor's written explanation for the assigned grade. The Division Dean will attempt to resolve the complaint in consultation with the instructor and the student. The Division Dean will provide a response to the student (e.g. email) before the last day to add classes for the current term has expired.
- Step 3: If the student still contest 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 instructor or Division Dean, must be included with the petition at the time of submission. This step must be completed within Five (5) classroom days of the decision made in Step 2.

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 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, and the Division Dean of the Committee's decision in writing within five (5) days of the hearing. If a majority of the Committee agrees that the grade should be changed, the Chair will notify the appropriate departments to process the grade change. 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 of Instruction for review, determination and final decision.

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

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 their 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 15 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 and Preparation/Continuing Education Training

The College offers continuing education courses at all campus locations and learning centers throughout the 15-county service area. Courses are offered at flexible daytime and evening hours to assist individuals in upgrading their present job skills, training for new careers, and developing or enhancing recreational and cultural interests. We make our continuing education courses as accessible as possible for students by making them available in your local community. Classes also are available through cooperative agreements with local high schools, hospitals, 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 non-credit classes for job upgrading, job preparation 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 training costs for the organization.

For more information, visit www.southeast.edu/training/.

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 Affairs or online at www.southeast.edu/philosophyofstudentconduct/.

SCC Philosophy of Student Conduct

The mission of Student Affairs and SCC Student Code of Conduct is to provide students with detailed expectations of 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 respectable citizens of an educational community. We expect students to obey the laws of the local and state jurisdiction and the college rules and regulations. We embody these standards 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 not intended to punish students; but rather to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. 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 Affairs 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 five (5) 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 Students 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 Affairs 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 Affairs 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 five (5) 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 Affairs.

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/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.

Academic and Non-Academic Grievance

Southeast Community College is dedicated to a policy that all grievances relating to students at the college will be handled fairly and equally without regard to race, color, sex, age, religion, disability, national origin, marital status, veteran status, political affiliation, sexual orientation or other non-merit factors.

The Student Grievance Process is a way for a student to remedy the rare situation where a student feels they have been treated in ways that are unfair; arbitrary or adversely affect their status, rights and privileges; and have not be able to obtain justice in a less formal manner.

The purpose of a Student Grievance procedure is to secure, at the lowest level possible, equitable and timely solutions to problems that may arise. Grievances may be addressed through an informal or formal procedure and apply to academic and non-academic student grievances, including student complaints. All students have the right of due process and fairness in filing and resolving grievances concerning restriction of rights or misapplication of College policy, including, but not limited to:

- The enrollment or orientation process
- The quality of education provided
- The handling of personal information and access to personal records
- Academic issues related to student progress, assessment and curriculum
- Individual treatment by a College employee

Actions that are not grievable under this procedure include:

- Grade appeals/disputes (these are addressed through the SCC Grade Appeal procedure)
- Financial aid (these are addressed through the SCC Financial Aid Appeal procedure)
- Americans with Disabilities Act (ADA) Reasonable Accommodations (these are addressed through the ADA and Section 504 Appeals/Grievance procedure)
- Code of conduct sanctions/disciplinary action (these are addressed through the SCC Student Code of Conduct Formal Hearing and Appeal procedure)
- Actions or practices which are the result of SCC system-wide requirements, i.e. student fees.
- Debt to the college
- Academic dishonesty allegations (these are addressed through the SCC Student Code of Conduct Formal Hearing and Appeal procedure)
- Academic probation

A grievance may be withdrawn by the student at any time during the Grievance Process.

Informal Grievance

An attempt should be made by both parties to resolve the grievance in a timely fashion and at the lowest possible level of involvement. Students are encouraged to seek resolution of the grievance through the informal process.

The individual with the grievance must communicate with the involved participants, including, but not limited to, instructor, the Program Director, the Division Dean, or the involved staff as a first attempt to resolve the grievance informally.

If the grievance is not resolved at this level, the Formal Grievance Procedure may be initiated.

Formal Grievance

The Formal Grievance Procedure is available to all currently enrolled students of the College in an attempt to provide equitable solutions to concerns and problems that may arise and is initiated if the Informal Grievance Process has not resulted in a satisfactory/acceptable resolution.

For additional information regarding the informal and formal grievance procedures, refer to the SCC Student Code of Conduct Web pages at www.southeast.edu/philosophyofstudentconduct/.

STUDENT GOVERNANCE & LEADERSHIP

Student Ambassadors

Student Ambassador is a role designed for students to develop leadership skills and participate in 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 Admissions.

Student Senate

Student Senate is the student governing body of the campus, which 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 Life 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 Residence 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 Residence Life 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.

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.

Concordia University

Founded in 1894 by The Lutheran Church-Missouri Synod, Concordia University – Nebraska (CUNE) is a private coeducational institution of higher learning. The main campus is located in Seward, Nebraska. The graduate school and degree completion programs are located in Lincoln.

CUNE partnered with SCC to offer the Southeast Community College Guarantee. This tuition guarantee ensures that any student with an associate degree from Southeast Community College who is enrolled full time at CUNE will receive no less than $15,000 in annual intuitional aid.

SCC graduates enrolled full time at CUNE are also eligible for the New Horizons Scholarship which is valued at $2,000. This scholarship is stackable with other aid at CUNE.

All awards noted above are renewable with a GPA of 2.0 or higher. Performance scholarships are available for participating in athletics, music, art, drama, and forensics.

A CUNE transfer advisor visits the SCC Lincoln Campus weekly and is available to support students in their transition.

Nebraska Wesleyan University

Nebraska Wesleyan University (NWU), founded in 1887, enrolls approximately 2,100 students from multiple states and countries. NWU is dedicated to academic excellence in an environment of Christian concern at both its Lincoln campus and Omaha site.

SCC transfer students have a long history of academic success at Nebraska Wesleyan. In an effort to open more doors to bachelor's degree completion, SCC and NWU have partnered to offer SCC Pathways to NWU.

This partnership enables SCC students transferring to Nebraska Wesleyan to find two pathways to earning a bachelor's degree.

- **Daytime, Semester-Long Courses**
  Traditional undergraduates can earn a renewable $15,000 Pathways Scholarship. Additional transfer scholarships are available to qualifying students.
- **Accelerated, Degree-Completion Program**
  Working adults taking classes evenings, weekends and online can receive a reduced per-credit-hour tuition rate. NWU offers many adult undergraduate programs to students needing to balance work, family life and school.

SCC students are eligible to transfer to NWU when they have earned at least 18 credit hours.

SCC students transferring to Nebraska Wesleyan will find many of the same benefits like small classes, personal attention and academic excellence. Regardless of the pathway students choose, SCC students will experience a smooth transition to a bachelor's degree at Nebraska Wesleyan University. An NWU transfer advisor visits the SCC Lincoln Campus weekly.

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 will 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 referral to appropriate academic or career/technical program staff. Services are available to all prospective students, all declared and visiting 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 provide an assessment of their reading, writing and math skills. The assessment is often accomplished by taking the ACT or SAT in high school. For students who have not taken the ACT or SAT, Southeast Community College offers the Next Generation ACCUPLACER and ASSET tests for that initial assessment. Each campus has a Testing & Assessment Center where students can take the Next Generation ACCUPLACER/ASSET test. An assessment of reading, writing and math skills may also be accomplished through the evaluation of college transfer credit.

Performance on the ACCUPLACER/Next Generation ACCUPLACER/ACT/ASSET/SAT 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 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 articulation 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.

Health Science Advising

SCC recognizes the diverse goals of students seeking a career in healthcare. To best prepare students for the application processes associated with healthcare related academic programs, SCC offers distinct advising resources for students. Students are strongly encouraged to meet with an advisor early in their academic career as prerequisite coursework and application requirements vary between programs.

The Health Programs Specialist is available to answer questions and guide students who plan to complete general education and prerequisite requirements to transfer to a health program at a four year college or university.

STUDENT SUPPORT AND ACADEMIC ACCOMMODATIONS

Student Accommodations Resource Office

The mission of the Accommodations Resource Office 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.

Americans with Disability Act

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/ Accommodations Resource 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 Career Advising 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 Accommodations Resource Office 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 (IEP) 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/ Accommodations Resource 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 Accommodations Resource Office on the campus where you will attend classes.
4. The Accommodations Resource Office will review presented documentation and determine if student qualifies to receive accommodation under the ADA. If additional documentation is required, the Accommodations Resource Office will request at this time.
5. The Accommodations Resource Office 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 Accommodations Resource 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 Accommodations Resource 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 Accommodations Resource Office on your campus.
- Contact the Accommodations Resource Office every term they attend, to access new or request continuing accommodations.

Responsibility of the College/ Accommodations Resource Office:

- Your request will be reviewed to determine whether reasonable accommodations can and should be provided by SCC.
- Accommodations Resource Office advisors will meet with the individual to inform them whether they qualify 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 Accommodations Resource Office 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 Accommodations Resource Office for assistance, please complete the Student Request for Reasonable Accommodations form and fax, email, or mail it to any Career Advising/ Accommodations Resource Office.

Someone from the Career Advising/ Accommodations Resource 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 the Accommodations Resource Office, the student does have the right to file an appeal.

Americans with Disabilities Act 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

Accommodations Resource Office 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 - Accommodations Resource Office 402-228-8242 or 800-233-5027 ext. 1242, BeatriceADA@southeast.edu
- Lincoln - Accommodations Resource Office 402-437-2620 or 800-642-4075 ext. 2620, LincolnADA@southeast.edu
- Milford - Accommodations Resource Office 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 Accommodations Resource Office closest to the Learning Center location for assistance.

RESIDENCE LIFE

On-Campus Student Housing

The Beatrice and Milford campuses have student housing available, including new residence halls that will open in summer 2019. 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.)

We recommend living on campus for at least your first year. 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 and time from commuting.

Once you have decided to live on campus, simply complete the Housing Reservation Contract. Mail it, along with your $150 Damage/Surety Deposit, to the SCC Housing address for the Milford or Beatrice campus at the top of the contract. Send in your roommate questionnaire as soon as possible to ensure proper placement.

We look forward to seeing you on campus!

Housing Fees and Deposits - Beatrice

All rooms include Internet access, cable TV and a meal plan at the Beatrice cafeteria.

The refundable damage/surety deposit is $150.

Beatrice Campus residence halls:

• Eisenhower	Apartment Style	2-4 per room (double rooms)
• Roosevelt	Apartment Style	2-4 per room (double rooms)
• Washington	Apartment Style	2-4 per room (double rooms)
• Homestead Hall	Suite Style	4 per room (single and double rooms available)

Room Costs

- Housing cost for 2019-2020 for Homestead Hall rooms are $3,998 for a single room and $3,858 for a double room, both of which include a mandatory, non-refundable 14-meal per week food service plan. Students can upgrade to a 17-meal per week plan for $4,059 (single) and $3,919 (double)
- Housing costs for 2019-2020 for Eisenhower, Roosevelt and Washington rooms are $3,998 per term which includes the mandatory, non-refundable 14-meal per week food service plan. Students can upgrade to a 17-meal per week plan for a total cost of $4,059.

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 TVs with gaming capabilities, computers and a printer.
- Wi-Fi and cable TV in the rooms
- Coin-operated laundry facilities.

Students also will have access to the gym, weight rooms, wellness facilities, sand volleyball, softball field, and more!

Beatrice Community life

The town of Beatrice has several eating establishments, including Runza, Dairy Queen, Taco Johns, McDonald's, Burger King, many grill joints, etc. 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

Milford Residence hall rooms include internet access, cable TV, and a meal plan at the Milford cafeteria.

The refundable damage/surety room deposit is $150.

Milford Campus residence halls:

• Prairie Hall	Suite Style	4 per room (single and double rooms available)
• Pioneer Hall	Apartment Style	4 max per unit (double rooms)

Room Costs

- Housing for 2019-2020 for Prairie Hall rooms are $3,998 for a single room and $3,858 for a double room, both of which include a mandatory, non-refundable 14-meal per week food service plan.
- Housing for 2019-2020 for Pioneer Hall rooms are $3,107 for a double room, which includes a mandatory, non-refundable 14-meal per week food service plan.

Residence Life Amenities

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

- Lounge areas with a pool table and ping pong table, large flat screen TVs, computers and study rooms
- Free movie rentals from the RA office
- Wi-Fi and cable TV access in rooms
- Coin-operated laundry facilities

Students also will have access to the on-campus cafeteria, game rooms, weight room, wellness room, racquetball courts, full-sized gym, outdoor tennis court, sand volleyball court, disc golf course, and much more!

Milford Community Life

The town of Milford has several eating establishments including a Dairy Queen, Pizza Kitchen, Dragonfly Coffeehouse, Mainstreet Market deli sandwiches, Sheri's Grill, and Casey's pizza. Milford also has an outdoor public pool open during the summer months, a public library, golf course, pharmacy, medical clinic and a 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.

Housing 2019-2020 "move-in" dates for Beatrice and Milford

Term	Move-In Day	First Day of Class
Fall 2019	August 23, 2019	August 26, 2019
Spring 2020	January 10, 2020	January 13, 2020
Summer 2020	May 26, 2020	May 27, 2020

Housing During Semester Breaks

Housing is available during breaks for residents who would like to stay on campus upon approval by the Residence Life Manager or Dean of Students. If a resident's permanent home address is more than 1,000 miles from campus, break housing is available free of charge. If a resident's permanent address is within 1,000 miles of campus, then a fee of $15 per night will be assessed if approved. Residents who would like to stay for break housing must sign a Break Housing Contract in the Residence Life Office. By signing a break housing contract, residents agree to continue to follow all housing and college polices during the term break. Residents who have signed up for housing for the next academic semester may leave their personal belongings in their room. This applies to all break periods with the exception of the break following the spring semester (exceptions considered for those living on campus for the summer term on a case-by-case basis). The Residence Life Office does not accept responsibility for lost, stolen, or damaged property.

Residence Hall Life Staff

- Beatrice: Brice White, Residential Services Manager, 402-228-8291, bwhite@southeast.edu
- Milford: Liz Molsen, Residential Services Manager, 402-761-7398, lmolsen@southeast.edu

Each Residence Life Office (Beatrice and Milford) has a manager, assistant manager and a number of resident assistants (RAs) that vary 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. RAs are expected to treat residents 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 Residence Life Handbook 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. However, certain code violations may be severe enough to warrant serious consequences, including suspension or dismissal from 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 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 Campus Dean of Students at their location:

- Beatrice Campus Dean of Students: 402-228-8286
- Milford Campus Dean of Students: 402-761-8270

Law Enforcement Notification

The Dean of Students, or their designee, must immediately refer a missing student report to both the Campus Safety and Security Specialist and the local law enforcement having jurisdiction in the area.

- Beatrice Police Department 402-223-4080; Gage County Sheriff 402-223-5221
- Milford: Police Department 402-761-2772; Seward Country Sheriff 402-643-2359

Emergency Contact Notification

Once a law enforcement investigation determines that a student is missing, the Campus Dean of Students, in consultation with the SCC President or designee, will, within 24 hours of the determination, notify the Missing Person 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 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. Students have the option to opt out if they so choose.

Administrative Authority

The Vice President for Student Affairs 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 2019-2020 academic year. This course will introduce students to SCC and provide the information, skills, and knowledge necessary to be a successful student. The course will focus on College support 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 their first term. Talk with your academic advisor for more information.

Counseling Assistance Program for Students (CAPS)

SCC Counseling Assistance Programs for Students (CAPS) provides free and confidential individual and group counseling to students experiencing a variety of concerns including stress, anxiety, depression, body image, grief, trauma, adjustment concerns, identify issues, alcohol and drug abuse, relationship difficulties or personal concerns. Services are provided by licensed mental health clinicians and interns who are enrolled in master's degree counseling programs. All SCC students who are currently enrolled in credit courses are eligible to receive services regardless of the number of credit hours taken. Students can receive up to 15 counseling sessions per academic year and up to 10 group sessions at no cost to the student. The counseling services can be accessed through the Director of Counseling Assistance Programs for Students, the Campus Dean of Students or the campus Student Success Centers.

CAPS also provides ongoing information about wellness, resiliency and prevention to the entire college community.

Health/Mental/Behavioral Health Disclaimer:

This publication/document/website is not considered a contract between Southeast Community College and any entity, person, student, or prospective student. The general information about health/mental/behavioral health conditions, supports, treatment, and resources is not advice, and should not be treated as such. The information is provided "as is," and SCC makes no representations, warranties, or endorsements in relation to the information listed. Although reasonable efforts are made to present current and accurate information, SCC does not warrant that:

1. the health/mental/behavioral health information will be constantly available, or available at all; or
2. the information is complete, true, accurate, up-to-date, or non-misleading.

Any links to external websites and/or non-SCC information provided on College pages is provided as a courtesy. They should not be construed as an endorsement by SCC of the content or views of the linked materials.

Professional Assistance:

1. You must not rely on the information listed as an alternative to health/mental/behavioral health advice from your counselor, therapist, or other licensed/certified professional health care provider.
2. If you have any specific questions about any health/mental/behavioral health matter, you should consult your counselor, therapist, or other licensed/certified professional health care provider.
3. If you think you may have any health/mental/behavioral health condition, you should seek immediate professional attention.
4. You should never delay seeking professional advice, disregard advice from your health care provider, or discontinue treatment because of information in SCC publications/documents or on the public website.

Additional information can be found at https://www.southeast.edu/caps/.

Learn to Dream Scholarship

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 identification and plan development
- Events/activities
- Financial aid, scholarships and money management information
- Retention/GPA support
- Registration assistance
- Career exploration
- Locating textbooks and supplies for college
- Connection to college resources

Students interested in the LTD scholarship should contact 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 will apply for LTD while in high school, however, students who have recently completed high school (within one year of graduation) can inquire about the possibility of 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 (POP) Scholarship allows qualifying persons the opportunity to attend Southeast Community College tuition-free for 45 credit hours. To be eligible a student must live in Lincoln, Beatrice or Milford and meet certain income guidelines. A limited number of scholarships are available each year. Qualified and accepted POP students may receive success coaching and case management to help them be successful in college. POP students who meet academic requirements are selected to receive tuition and fee reimbursement beyond 45 credits to enable them to continue SCC academic/vocational 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 goal identification and plan development
- Study skills education
- Registration assistance
- Career Exploration
- Financial assistance opportunities
- Connection to college resources

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

Outreach Success Coach

The Outreach Success Coach helps students reach their academic goals through individualized support. Student populations that are served include single parents, displaced workers, low-income, foster youth, English Language Learners, those with a disability, homeless, students in gender nontraditional fields, and students whose parents are active duty military. Housed within the Student Success Center this program provides resources and eliminates barriers to help students succeed. For more information, contact the Outreach Success Coach at 402-437-2538.

Peter Kiewit Scholars

The Peter 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 Peter Kiewit Scholarship Success Coach provides scholarship participants with support and guidance, including the following services:

- Personal mentoring and support
- Educational goals identification and plan development
- Provision of mini-grants to help pay for educational supplies
- Study skills education
- Events/activities identification

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

Student Success Coaches

The Student Success Coaches on each campus assist students who are experiencing academic difficulty by helping them develop plans for success. Coaches 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 and community resources, such as the campus food pantry, tutoring, career advising, basic needs, physical and mental health services, and wellness services. Coaches are available to provide personal and academic support to all SCC students.

- Beatrice Kennedy Center Room, K404 402-228-3468 ext. 1351
- Lincoln Student Success Center 402-437-2678 or 402-437-2855
- Milford Eicher Technical Center, Room 100M 402-761-8416

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 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 access to:

a. An online course with videos and practices
b. Sample placement tests
c. Workshops with tutors in areas of need: math, reading, writing, computer or keyboarding skills
d. Students study a minimum of 5 hours at their convenience

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

TRiO/Student Support Services Program

The TRiO/Student Support Services Program (TRiO/SSS Program) is a federally funded program committed to the success of students who are first generation, low-income, or experiencing disabilities. Applications are available at the TRiO/SSS Program office on the Beatrice, Lincoln and Milford campuses or online at: https://www.southeast.edu/triostudentsupportservices/.

Our missions is to empower scholars to:

- Develop the necessary skills, knowledge, and attributes to complete a post-secondary education
- Achieve maximum academic success and career readiness
- Graduate as skilled professionals, global citizens, and leaders committed to lifelong learning

How Do I Qualify?

To qualify a student must display an academic need based on any of the following:

- College entrance scores (ACCUPLACER, Next Generation ACCUPLACER, COMPASS, ACT, GED®)
- High school cumulative GPA of 2.5 or lower in any area
- No college attendance in the last five years
- Limited English proficiency
- Others as determined by the TRiO Success Coach

Be one or more of the following:

- A first generation college student within federal low-income guidelines
- An individual with a documented disability

Additionally, TRiO/SSS Program students must be:

- Accepted and enrolled in a Program of Study that leads to an associate degree or diploma.
- Able to complete a Program of Study in four (4) years.
- 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 tuition waivers 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 –405, 402-228-1215
- Lincoln: 8800 O Street –V-120, 402-437-2766
- Milford: Eicher Technical Center - 100Q, 402-761-8235

TRiO Upward Bound

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

Located on the Beatrice Campus, the SCC Upward Bound program began September 1, 2003. The College partners with three southeast Nebraska high schools to serve 56 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 Director 402-228-3468, Mdecker@southeast.edu. Admin. Assistant x1406 or 402-228-3468 x1362. jlaier@southeast.edu.

Tutoring Services

Free tutoring services are available to students who are taking credit courses or who are enrolled in Transitions. 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	Mary Mach, Tutor Coordinator, Located in the Library Resource Center	402-228-3468 ext. 1337	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: • Monday-Thursday: 9 a.m.–7 p.m. • Friday: 9 a.m.–3 p.m. (when the term 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	Writing, math and other subjects available. See posted schedule
Milford	Karen Janssen, Tutor Coordinator, located on 2nd floor of the Library Resource Center	402-761-8443	Physics, Math and program subjects available: • 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
- Use 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 Canvas Courses." Click on any Canvas 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 Student Accommodations Resource Office. Assistance is available to veterans, veteran dependents, and active duty military students enrolled in or wishing to enroll in courses at SCC.

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

Veterans Integration to Academic Leadership (VITAL)

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

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

Student Career and Employment Services

From your first day on campus until the day you finish your classes, Career Services Specialists will help you achieve your career goals. The Career Services Centers on all three campuses offer 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 system where employers can post full-time, part-time, internships/co-ops, seasonal/temporary and volunteer jobs directly to our school via SCC JobConnect at www.collegecentral.com/southeast.

Students and alumni create their individualized account profile on SCC JobConnect in order to:

- Easily apply for jobs, internships and cooperative experience opportunities
- Search other opportunities via Jobs Central® and Intern Central®, national job boards
- Create and upload résumés and career portfolios for employers
- Access SCC's event calendar, career advice documents, podcasts, videos, and more.

Career Services provides job interview training and assistance with résumé development. In order to link SCC students with employers, the Career Services Specialists schedule on-campus interviews and employer presentations, as well as, plan and host Career Fairs to bring prospective employers to SCC campuses. SCC graduates are offered lifetime career services to assist in their employment search.

Testing and Assessment Centers

The SCC Testing & Assessment Centers strive to provide a high-quality, secure, confidential, and friendly testing environment to meet the needs of our students. Staff provide quality services to students while promoting the academic, career and personal goals of the individuals we serve. Testing & Assessment Centers offer the following services:

Placement Testing

SCC administers Next Generation ACCUPLACER and ASSET tests at each campus Testing & Assessment Center to evaluate a student's college readiness; Next Generation ACCUPLACER and ASSET testing also is available at all SCC Learning Centers. The Next Generation ACCUPLACER/ASSET tests assess individuals' readiness for writing, mathematics and reading courses and is a requirement for admissions to Southeast Community College. The first test administered is provided at no charge to students.

Retesting is possible for individuals who believe their course placement testing results do not represent their current ability. If a student has previously tested in the last 5 years, a $15 retest fee must be paid in advance of the retesting session. The fee is required regardless if a person is taking one or all three subtests (reading, writing, math). Individuals who wish to take one subtest at a time may take up to five days to complete the retesting. One retest is allowed in a 30-day time period. No more than two retests are allowed within an academic year. High school students are eligible to retest at no cost.

Makeup Testing

With an instructor's permission, the Testing & Assessment Centers may provide makeup-testing services for students who cannot attend their regularly scheduled testing date due to circumstances beyond their control.

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. Testing & Assessment Center staff will follow the instructions as outlined on the makeup test form (instructions may include, but are not limited to the use of a calculator, the use of notes or other materials, specific allotted time, the opportunity to take breaks, etc.); students are encouraged to ask staff about specific instructions.
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 be positively identified by SCC personnel.
3. Completed tests will be picked up by the instructor.
4. To ensure the integrity of testing activities, no materials may be brought into the Testing & Assessment Center without the written permission of the instructor.

Note: Reviewing previous tests in preparation for current tests is not appropriate in the Testing & Assessment Centers.

Test Proctoring

There is a $25 test-proctoring fee per test for students taking a test from another school or from business or industry. Contact the campus Testing & Assessment Center for information and scheduling.

The Testing & Assessment Centers also provide test proctoring for online and distance-learning classes.

Academic Integrity in the Testing & Assessment Centers

SCC adheres to the highest level of academic integrity possible. Testing & Assessment Center staff help to maintain this expectation by reducing the opportunity for students to attempt assistance during their testing. If however, a student is found to be cheating in the Testing & Assessment 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.

As part of the Testing & Assessment Center's commitment to academic integrity and creating a positive testing environment, the following items are not allowed in the testing room: personal belongings such as a book bag, purse, tote bag, etc., personal electronic devices including, but not limited to cell phones, tablets, smart watches, portable music devices, etc., notes, textbooks, or other study aides not pre-authorized by an instructor, and hats or ball caps. Testing & Assessment Center staff possess professional discretion to not allow other items that will potentially compromise the testing environment. Lockers and shelves are available to store personal belongings during testing sessions. Please note that a photo ID is required for all testing sessions.

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 Director, or for college services, contact the Campus Director.

COMPUTER AND INFORMATION TECHNOLOGY

Computer and Information Technology

The Hub/Canvas

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 will need to be successful at SCC. The Hub has numerous useful features including:

- access to WebAdvisor for course registration and schedule changes, personal information updates, and academic planning
- access to Canvas for online classes and communication/course content for face-to-face classes
- access to your official SCC email account (your email address will be: firstname.lastname@my.southeast.edu)
- notifications of important information for students, including Regroup, the Emergency/School Closing messaging service
- access on and off campus to all library databases and Films on Demand
- access to important College information, including campus events, important announcements, and a link to individual notifications
- access to file a TIPS report
- a link to "What Do You Think" online course evaluations

Canvas

Canvas is SCC's Learning Management System for teaching and learning. On Canvas, instructors can distribute course materials, post grades, communicate with students, build assessments, and much more for students enrolled in courses. Students can access their courses in Canvas via The Hub, SCC's internal portal, or go to MyCourses.southeast.edu. If you need technical assistance with Canvas, click on Help within Canvas on the bottom of the left-hand side global navigation to connect with Canvas Support 24/7 via chat, email, or phone.

SCC Mobile App

The College offers students, faculty and staff access to a variety of services via its mobile app. The SCC Mobile App is the official mobile application of Southeast Community College. It puts helpful and useful SCC information at your fingertips! Stay connected with features that include:

- View and access your courses
- Check your grades
- Pay your bill
- Access Canvas course resources
- Receive notifications about important announcements
- View campus maps to help you figure out where you are and where you need to go
- Access important phone numbers
- See events
- See news
- Access The Hub
- Access the Help Desk

Helpdesk

Southeast Community College Helpdesk is committed to your success and we want you to have the best possible experience while you are attending SCC. Our Website (https://helpdesk.southeast.edu/) provides important information, from understanding your SCC ID and Username, password requirements, logging onto the SCC Open Wireless Internet and links to Online Trainings. During our normal business hours, via the Helpdesk website you can Chat with our Helpdesk Staff who are ready to assist and help you on your SCC journey.

Communication & Emails

SCC provides students with a great deal of accessible technology. Students are eligible for Office 365 Education free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Each student is provided an SCC email account that will be the preferred method of communication for students. The account also provides students with 1 TB of free OneDrive storage on the Office 365 cloud environment. Once the student successfully logs into The Hub, the Office 365 email account link will take them to access their account. Students needing more information should visit our Helpdesk website at http://helpdesk.southeast.edu/.

Acceptable use of Information Technology

Privacy:

Southeast Community College supports a climate of trust and respect and does not customarily read, monitor, or screen electronic information resources. However, complete confidentiality or privacy of data, email or other information transmitted or stored cannot be guaranteed due to the nature of the medium, the need for authorized staff to maintain the systems, and the College's accountability as a publicly funded institution. College Administration may authorize access in a number of circumstances including, but not limited to, situations involving the health or safety of people or property; possible violations of the acceptable use policy or other College regulations or policies; possible violations of state or federal laws; subpoenas and court orders; other legal responsibilities or obligations of the College; when there is activity that may be harmful to another user, to the campus systems and/or network, or, in the case of an employee, the need to locate information required for College business. Students should be aware that certain aspects of their privacy relating to academic records are governed by the Family Educational Rights and Privacy Act (FERPA).

- Details of FERPA are available on the SCC website: https://www.southeast.edu/consumer-information/
- A synopsis can also be found on the Department of Education website: https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

User Responsibility and Account Ownership:

- Users shall not share with or allow other individuals to use their SCC assigned network, email, or other College-based account information. Employees and students are individually responsible for the proper use of their assigned accounts, and are accountable for all activity associated with the account.
- Users are responsible for safeguarding their assigned accounts and should take proper steps to ensure the integrity of their accounts. This includes, but is not limited to, setting up strong passwords, ensuring credentials are not saved or posted in a place accessible to others, making sure computers are properly locked or logged off when not in use, and immediately reporting any notice of unauthorized access to the IT Helpdesk.
- Users are expected to support an educational environment free from harassment and discrimination as described in the Student Code of Conduct and the College Handbook.
- Users are expected to utilize technology in a manner that will not impede the College mission or the daily business of the College.
- Users are expected to access information that is needed in the context of the performance of their normal duties and to exercise good judgment in the use of such information. In particular, confidential or demographic data, which pertains to students, employees, and/or College operations.
- Users are expected to be knowledgeable of, and to perform their duties in compliance with, federal, state, and local laws and College policies, including the provisions of the Family Educational Rights and Privacy Act (FERPA) designed to protect the confidentiality of data and the privacy of individuals.
- Employees who supervise students, control electronic equipment, or otherwise have occasion to observe student use of Information Technology equipment shall make reasonable efforts to monitor the use of this equipment to ensure that it conforms to the mission and goals of SCC.

Use of College Resources:

SCC's Information Technology resources, including the network, are intended for the audience noted above and are to be used in the course of official work, study, and/or research. From time to time, SCC will make determinations on whether specific uses of the network are consistent with the acceptable use practice. Acceptable and unacceptable uses of SCC's Information Technology resources include, but are not limited to, the items outlined below.

Acceptable Use:

- Use of the Internet should be in support of educational and operational objectives consistent with the mission and objectives of Southeast Community College.
- Users should follow proper codes of conduct in electronic communication, including exhibiting exemplary behavior on the network as a representative of our institution.
- Individual credentials are to be used only by the user they are assigned to for authorized purposes and shall not be shared with others.
- All hardware that connects to the SCC network must be installed by an IT staff member.
- Users accessing the SCC network from a remote computer are expected to adhere to the same policies and procedures that apply to use from within SCC facilities.
- SCC's Information Technology resources are intended to be used for College-related business. Occasional and prudent personal use is permitted so long as it does not compromise the functioning of College network and computing resources, interfere with College operations, conflict or interfere with an employee's performance, interfere with the rights or reasonable expectations of another person, involve additional cost or expense to the College, violate any other College policy.

Unacceptable Use

- SCC's network and resources shall not be used to threaten, harass, intimidate or degrade others. This includes, but is not limited to, electronically transmitting or reproducing materials that are slanderous, defamatory or discriminatory in nature or that otherwise violate existing laws or Southeast Community College policies and mission.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, neither should they share with nor allow other individuals to use their SCC-assigned network, email, or other College-based account information.
- SCC's network may not be used for commercial/for-profit purposes, product advertisement or political lobbying.
- Users shall not knowingly or carelessly perform an act that could interfere with the normal operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, downloading excessive amounts, transferring excessive amounts across the network, propagating viruses or worms, using the campus network to gain unauthorized access to any computer system or attempting to circumvent data protection schemes or uncover security loopholes.
- Users shall not install any software, including shareware and freeware, for use on SCC's computers without prior approval from appropriate IT staff.
- SCC's network and resources may not be used for downloading entertainment software or other files not related to the mission and objectives of SCC for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, exchanging digital copies of music files and all other forms of software and files not directly related to the instructional and administrative purposes of SCC.

- SCC's network and resources may not be used for downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of SCC's network for any unlawful purpose is prohibited including, but not limited to, gambling, pornography, sharing explicit sexual content, cyberbullying, fraud.

Abuse/Misuse of Resources

Students violating the Southeast Community College Acceptable Use of Information Technology Policy and associated procedures may be subject to disciplinary action including, but not limited to, suspension or expulsion from the College.

Computer Labs and Access

Computers are available for student use at each campus. Computers are located in the computer labs, classrooms, residence 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. Students are not to modify the computers' directory structure in any way. Students who do not abide by SCC Acceptable use of Information Technology Procedures 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.

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 Library Resource Center (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, residence halls, 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.

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 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 Students.

STUDENT LIFE

Arts and Humanities

Arts and Humanities expose students at SCC to the wider world of culture and instill in them a love of art in its many forms. This includes various art modalities, such as the visual arts, the performing arts (including instrumental music, vocal music, and theatre), and creative writing. Students learn how these various disciplines inform us about our world and provide both current and historical perspectives on society and its evolution. 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 shared values and identity.

At SCC we have dedicated faculty who are eager to help students explore these disciplines. Faculty work with both novice and advanced students to help them explore the arts and humanities and to develop their unique talents. Often the arts and humanities provide a satisfying complement to a student's other academic pursuits.

SCC students can experience music in many ways. Our academic music courses support the SCC Core by providing an historical and global perspective on human expression through this medium. Students gain valuable critical thinking and listening skills as they study music from the western classical canon as well as from diverse cultures around the world. Performance courses equip the student to learn new instruments and participate in choral performances on campus and throughout the community.

Theatre production classes are open to all interested students. Theatre students rehearse and perform two productions each school year. When exploring the visual arts, students have opportunities to learn about famous artists from across history and what makes their work compelling.

Art classes at SCC cover topics such as, photography, videography, photo journalism, ceramics, painting, drawing, sculpture, graphic, industrial, architectural, and interior design. We encourage students to visit modern and historical art museums. We sponsor periodic trips to regional sites such as the Joslyn Art Museum in Omaha or the Nelson-Atkins Museum of Art in Kansas City.

In creative writing, students have the opportunity to attend courses that explore the craft through multiple genres, including fiction, poetry and creative non-fiction. Students from these courses often submit their work to Illuminations, SCC's award-winning literary magazine.

Beyond SCC, students are presented with regular opportunities to attend plays and musicals and to see speakers at area colleges and community-based venues in Lincoln, Omaha and the larger region.

SCC has a Humanities club to supplement students' academic work and for personal enjoyment and expression.

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 SCC literary magazine, "Illuminations" is accessible on Facebook and at the following URL: https://www.southeast.edu/literarymagazine/.

Student Life Coordinators:

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

Humanities Faculty contacts include:

- Area Wide: Carolee Ritter: Dean of Arts and Sciences, 402-437-2479, critter@southeast.edu
- Beatrice: Nicholas Salestrom, English Department Chair, 402-228-3468 Ext. 1399, nsalestrom@southeast.edu
- Beatrice: Nancy Hagler-Vujovic, Art Instructor and Humanities Club Sponsor, 402-228-8256, nhagler@southeast.edu
- Beatrice: Kenneth Hoppmann, Humanities Department Chair, 402-228-8266, khoppmann@southeast.edu
- Lincoln: Sheri Blok, Humanities Department Chair, 402-323-3455, sblok@southeast.edu
- Lincoln: Jeanine Jewell, English Department Co-Chair, 402-437-2480, jjewell@southeast.edu

Athletics

Intercollegiate

Intercollegiate athletics at Southeast Community College contributes to student enrichment, enrollment growth and collaboration between the College and the community. The athletic program offers opportunities for student-athletes to participate successfully at a high level in intercollegiate competition while developing skills in teamwork, persistence, and the ability to balance academic, social, and athletic activities. College athletics offers student-athletes a unique opportunity to represent SCC with honor, pride and good sportsmanship. Intercollegiate athletics is an important part of the Beatrice Campus and brings recognition and visibility to both the participant and the College. Intercollegiate athletics enables the student-athlete not only to continue to use their athletic skills, it also provides an avenue for the student to pursue and obtain an education that will serve them well after 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. 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. The majority of our athletic programs compete in NJCAA Division II, Region IX that is comprised of Colorado; east of the Continental Divide, Eastern Montana, Nebraska and Wyoming. Baseball plays Division I and participates in the Empire Conference. SCC grants a limited number of athletic scholarships for each sport, but scholarships are limited to tuition and books. Athletes are recruited locally, nationally and internationally. Several of the teams have achieved success on a regional and national level and have offered exposure that allows student-athletes to attain a higher level of athletic competition, with many transfers to NCAA Division I and II and NAIA programs.

Athletic Staff

- Athletic 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: Jodi DeBoer, jdboer@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://sccchallenge.com.

Intramural

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 Student Life Office and may include flag football, basketball, volleyball, softball, golf, tennis, and racquetball. Each campus also has wellness centers, a weight room and a gymnasium available for student use. For additional information about the intramurals on campus, contact the Student Life 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 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 Life

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

Coordinator and detailed information about organization and club creation and expectations is available online at https://www.southeast.edu/studentorganizations/.

With the exception of the Campus Student Senates, recognized student organization/clubs are those groups organized by and for SCC students that operate under the auspices of the College for furthering academic, vocational, personal or professional goals, or other self-improvement or social endeavors. These groups are duly registered/recognized college student organizations/clubs and fall within one of three categories:

Category A – Academic: Consists of departmental or program related organizations and/or clubs, associations, honorary societies, for academic excellence or educationally-related student leadership, associated with SCC programs, careers, or degrees, and/or groups related to a career field.. One Category A organization or club is allowed per program. These organizations/clubs may be located on multiple campuses and may allow for co-advisors upon approval of the Responsible Administrator.

Category B – Competition: Consists of groups formed for specific, local, regional, or national competitions, but who don't meet on a routine basis from an established constitution.

Category C – Special Interest: Consist of social, recreational and/or personal development organizations and clubs whose focus encompasses a broader scope involving shared interests in advancing a specific area or personal interest or where members cooperate to affect or to produce solutions within a larger community and not limited to particular career field.

Visit www.southeast.edu/studentorganizations/ for further details and list of active organizations and clubs. In addition to the website, a current list of clubs and organizations will be kept on file with the Campus Student Life Coordinator, along with all associated charters, members, activities, etc. The Campus Student Life Coordinator will serve as the custodian of the Organizations and Clubs for the respective campus.

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

The College operates and manages a Campus Store for the purchase of textbooks, supplies, educational aids, apparel, gifts, and other items on the Beatrice, Lincoln and Milford 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. Students enrolling in online courses should pre-order their books a minimum of two weeks prior to start of the term at www.sccbookstore.com.

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. Normal business hours are compatible with most class schedules. The Campus Store accepts cash, checks, MasterCard, VISA, and Discover credit cards.

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

Café/Cafeteria Services

The College provides food and vending services to students, staff and the public on the campuses in Beatrice, Lincoln and Milford. Catering services are available by special arrangement through the cafeteria/food service management. The food service spaces on the campuses are an opportunity for students to respectfully gather, study together, relax and enjoy great food. When using our spaces, be mindful of messes, bus your own trays and help keep our spaces clean and ready for the next guest. For more information, including hours of operation, visit the website at https://www.southeast.edu/foodanddining/.

Contract Food Service: All student housing contracts include a meal plan. 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 Affairs. Cafeteria contracts are available for students living off campus.

Beatrice

The Beatrice Dining Center located near Homestead Hall and provides contract food service as well as non-contract meals for visitors, staff and guests. The café serves breakfast, lunch and dinner Monday - Friday and a brunch on Saturday and Sunday.

Lincoln

The Lincoln Campus operates the Campus Café and Campus Commons located near the east entrance and Campus Store. The Café serves breakfast, lunch and a snack menu.

Milford

The cafeteria is located in the G. Alan Dunlap Center and provides contract food service as well as non-contract meals for visitors, staff and guests. The café serves breakfast, lunch and dinner Monday - Thursday and breakfast and lunch on Friday,.

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

Library Resource Centers

The Library Resource Centers (LRC) provide a number of resources and services to SCC students and staff to encourage scholarly research and promote lifelong learning. The LRCs provide a quiet and comfortable space for individual study as well as space for collaborative group work. Computers with internet access, as well as wireless internet access for personal devices, is available in the library. Access to resources for scanning, printing, and color copying are also available.

The LRCs offer access to many digital resources that are available on campus and remotely. LRC digital resources are accessible through The Hub by selecting "Library (LRC)" in The Hub menu. The LRC provides access to academic databases and research resources, e-books, digital magazines, academic streaming

video, and access to citation tools. In addition to digital resources, the LRCs also provide access to print resources like books, magazines, and newspapers. Materials not owned by the LRC can be borrowed from another library through Interlibrary Loan. A valid student ID is required to check out materials.

In addition to research materials, the LRC also provides access to library professionals that can assist with learning how to navigate and use library resources individually or in a classroom settings. LRC staff is available to provide orientations and guidance with student research in the classroom by appointment. LRC hours, contact information, and online catalogs are available at https://www.southeast.edu/libraryresourceenters/.

Driving on Campus/Parking Permits

Parking is available to students free of charge on each campus. All 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 not permitted. 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/parkingatscc.

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 Affairs on your campus. A doctor's statement stating need is required. No fee required.

- Beatrice: Student Affairs, Kennedy Center, 402-228-8210
- Lincoln: Physical Plant, 402-437-2570
- Milford: Physical Plant, 402-761-8253

Parking Permits

Beatrice Campus

Parking Permits

1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit.
2. Permits are issued at the Welcome Center located in the Kennedy Center at no charge.
3. Designated parking lots are available for students residing in residence halls. Parking is not permitted in spaces designated "handicapped" and "visitor" without permission.
4. No vehicle is permitted to occupy more than one stall. 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
    - No Overnight Parking – overnight parking is prohibited in certain marked parking lots after midnight

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. Jackson parking lot: The snow will first be removed from the east end of the Jackson parking lot. The day after it snows, all Homestead Hall residents will be required to move their vehicles to the east end of the lot by 10:30 a.m., but not until the snow has been removed from the east end. After the west end of Jackson 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.
3. Vehicles not moved will be ticketed and, if necessary, towed at the owner's expense.

Lincoln Campus

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:
    - Spaces restricted or reserved for SCC Board of Governors meetings or other events.
    - Handicapped Parking (without visible special permit) Violators are subject to substantial fines and/or towing at the owner's expense
    - On campus streets, drives, service drives or entrances.
    - Designated NO PARKING zones.
    - Restricted zones (without a visible permit or prior campus approval). Examples of restricted zones include visitor parking, production parking, loading/unloading zones, cafeteria staff parking, etc.

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 faculty, staff and enrolled students who use the parking lots are required to display a parking permit.
2. Parking 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 pm.
3. 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.
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.

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.

Restricted 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

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 Affairs. 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-Mar. 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 or residence halls. 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. Bicycles are not permitted inside SCC buildings. Bicycle racks shall be provided as needed at various locations on campus.

Campus Alerts, 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, Regroup emergency messaging, or the public website. 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 class location 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 director or division dean. If an individual class is cancelled, the instructor or member of the Continuing Education Division will notify students. Makeup or rescheduling of individual classes or programs will require the approval of the Continuing Education director 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 by 5 a.m.
- Evening programs and services - a decision will be made and announced 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, Lincoln and Channel 8 KLKN TV, 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, 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 public announcement system at 8 a.m. Emergency announcements are made when necessary.

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

(M-W-F) Class Schedule		(T-Th) Class Schedule		Daily Class Schedule	
Regular Meeting Time	**Late Start Time**	**Regular Meeting Time**	**Late Start Time**	**Regular Meeting Time**	**Late Start Time**
8:00-8:50 AM	10:00-10:35 AM	8:00-9:20 AM	10:00-10:50 PM	8:00-8:50 AM	10:00-10:30 a.m.
9:00-9:50 AM	10:45-11:20 AM	9:30-10:50 AM	11:00-11:50 PM	9:00-9:50 AM	10:40-11:10 a.m
10:00-10:50 AM	11:30-12:05 PM	11:00-12:20 PM	12:00-12:50 PM	10:00-10:50 AM	11:20-11:50 a.m
11:00-11:50 AM	12:15-12:50 PM	1:00 PM	Regular schedule resumes	12:00 PM	Regular schedule resumes
12:00-12:50 PM	1:00-1:35 PM				
1:00-1:50 PM	1:45-2:20 PM				
2:00-2:50 PM	2:30-3:05 PM				
3:00-3:50 PM	3:15-3:50 PM				
4:00 PM	Regular schedule resumes				

Child Care

Lincoln

The Child Development Center located on the Lincoln Campus provides SCC students with priority status for developmental childcare. A professional staff provides care and education for the Center's children, ages six 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 childcare services.

- Summer Camps available June-August for children ages Post K-age 11
- Adventure Mini-Camps for children ages 5-11 during the school year for specified days that the Lincoln Public Schools are not in session.
- Children 6 weeks - kindergarten

For more information, visit our website at https://www.southeast.edu/childdevelopmentcenter/.

Milford

Childcare is not available on the Milford Campus, however, we assist students to locate services available in the community. Contact the Student Success Office for more information.

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.

Facilities Use

When scheduled and supervised in accordance with the Facility Use Guidelines and campus rules and regulations, college facilities are available for use by recognized student organizations, clubs, community businesses and agencies. 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, agency or business requesting use of College facilities to provide proof of adequate liability insurance, which includes SCC as an additional named insured. Facility Use Guidelines can be obtained from the Campus Director or Designee.

Children On Campus

It is the goal of SCC to provide a safe and effective learning environment for all students and a safe and effective workplace for all faculty and staff. Children may visit certain college offices and facilities for limited periods of time when their parent or guardian is conducting routine business at the college. However, regular repeated visits by children are not permitted. At no time may a child age 16 and under who is not a currently enrolled SCC student be left unattended on campus, including in a campus building, on campus grounds, or in a vehicle. Children must be under the direct supervision of a parent, legal guardian, or responsible adult at all times while on campus. Parents, legal guardians, or responsible adults of children considered disruptive or unsupervised will be asked to remove the children from the campus.

In exceptional instances, extenuating circumstances may arise when students wish to bring minor children with them to campus. Upon such rare occasions, with the instructor's advance permission, children may be allowed into the classroom, but they must remain under the direct supervision of the student and shall not be permitted to disrupt the learning environment or the instructor has the right to ask the student and their child to leave. For staff/faculty offices, children are allowed at the discretion of the faculty or staff person. Permission should be granted only for rare occasions due to a temporary, unforeseen emergency or circumstance. Children are not allowed in the classroom in the following situations:

- As an alternative to procuring regular childcare (e.g., infant care or childcare during summers, holidays or after regular school days); or
- When the child is too ill to attend regular childcare or school.

Children are allowed in the Student Center, Library and cafeteria spaces but must be in the presence of and under the direct supervision of a parent, legal guardian, or responsible adult at all times. Children are not permitted in the Testing Center. Children may not use the technology resources in the Library and no student should use their User ID to log into a computer so that a child can have access to and the use of it.

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 Affairs.
- Education Square: Room 112.
- Milford: Student Affairs 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:

- Area Office
- President's Office
- Access/Equity/Diversity Office
- Entrepreneurship Center 203
- 8800 Lincoln Campus
- Adult Education Office J2
- Financial Aid and Registration V123
- Health Sciences Office B4
- Paramedic Program B18
- Physical Plant MB

Milford notaries are located in the Manufacturing/Transportation office, Student Affairs 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: Advising and Assessment Office

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.

PROGRAM/CAREER PATH	CATEGORY	PG	LOCATION	TERMS	DEGREE	STARTS
1. Academic Transfer (and Biotechnology)	A & S	82	B/L/M/O	4	AA/AS	FA/SP/SU
2. Early Childhood Education	A & S	90	L/O*	1-4	AAS/Dip/Cert	FA/SP/SU
3. Technical Skills Instructor	A & S	92	L/M	4	AOS	FA/SP
4. Accounting	BUSINESS	93	B/L/M/O	4	AA	FA/SP/SU
5. Business	BUSINESS	95	B/L/M/O	4	AAS/AA/Dip/Cert	FA/SP/SU
6. Business Communications	BUSINESS	99	B/L/M/O	4	AA	FA/SP/SU
7. Long Term Care Administration	BUSINESS	101	O* (L)	4	AAS/Cert	FA/SP
8. Office Professional	BUSINESS	102	L/O	4	AAS/Dip	FA/SP
9. Culinary/Hospitality	CUL REL	103	L	1-4	AAS/Dip/Cert	FA/SP/SU
10. Dietary Manager	CUL REL	104	O (L)	1-2	Cert	FA/SP/SU
11. Adult & Juvenile Services and Corrections	PUB SAF	105	Q/O	4	AAS	FA/SP/SU
12. Criminal Justice	PUB SAF	106	B/Q/O	4	AAS/AA	FA/SP/SU
13. Law Enforcement & Homeland Security	PUB SAF	108	Q/O	4	AAS	FA/SP/SU
14. Fire and Emergency Services Management	PUB SAF	109	O (L)	1	Cert	FA/SP
15. Fire Protection Technology	PUB SAF	110	L	4	AAS/Cert	FA/SP
16. Associate Degree Nursing (and LPN-to-ADN option)	HLTC CARE	111-112	B/L	4	AAS	SP
17. Dental Assisting	HLTC CARE	113	L	2-4	Dip/AAS	FA/SP
18. Healthcare Services	HLTC CARE	114	B/L/M/O*	1	Cert	FA/SP/SU
19. Human Services	HLTC CARE	115	L	1-4	AAS/CERT	FA/SP
20. Medical Assisting (and HIMS)	HLTC CARE	116	L	2	Dip	FA/SP/SU
21. Medical Laboratory Technology	HLTC CARE	117	L	4	AAS	SP
22. Paramedic	HLTC CARE	118	L/O*	4	AAS	FA
23. Pharmacy Technician	HLTC CARE	119	L/O*	2	Dip	FA/SP
24. Physical Therapist Assistant	HLTC CARE	120	L	4	AAS	FA
25. Polysomnographic Technology	HLTC CARE	121	O* (L)	2	Cert	FA
26. Practical Nursing	HLTC CARE	122	B/L/O*	2	Dip	SU/FA
27. Radiologic Technology	HLTC CARE	123	L/O*	4	AAS	FA
28. Respiratory Care	HLTC CARE	124	L/O*	4	AAS	FA/SP
29. Surgical First Assist	HLTC CARE	125	O*	2	Cert	FA
30. Surgical Technology	HLTC CARE	126	L/O*	3	AAS	SP
31. Computer Information Technology	COMP TECH	127	L	4	AAS	FA/SP
32. Geographic Information Systems Technician	COMP TECH	129	O (L)	1	Cert	FA/SP
33. Graphic Design|Media Arts	COMP TECH	130	Q	4	AAS	FA
34. Building Construction Technology	CNST REL	131	M	1-4	AAS/Cert	FA
35. Design & Drafting Technology	CNST REL	132	L	1-4	AAS/Dip/Cert	FA/SP
36. Heating, Ventilation, Air Conditioning & Refrigeration Technology	CNST REL	134	M	4	AAS	FA
37. Land Surveying/GIS/Civil Engineering Technology	CNST REL	135	M	4	AAS	FA
38. Plumbing Technology	CNST REL	136	M	2	Dip	FA
39. Electrical & Electromechanical Technology (and IBEW)	MFGT REL	137	M	4	AAS	FA/SP
40. Electronic Systems Technology	MFGT REL	138	L	4	AAS	FA/SP
41. Energy Generation Operations	MFGT REL	139	M	1-4	AAS/Dip/Cert	FA/SP
42. Manufacturing Engineering Technology	MFGT REL	141	M	4	AAS	FA
43. Nondestructive Testing Technology	MFGT REL	142	M	4	AAS	FA/SP
44. Precision Machining and Automation Technology	MFGT REL	143	M	2-4	AAS/Dip	FA/SP
45. Welding Technology	MFGT REL	144	L	1-4	AAS/Dip/Cert	FA/SP/SU
46. Agriculture Management & Production	AG REL	145	B	4	AAS	FA/SP
47. Horticulture & Turfgrass Management	AG REL	146	B	4	AAS	FA/SP
48. Livestock Management & Production	AG REL	147	B	4	AAS	FA/SP
49. Precision Agriculture	AG REL	148	B	1	Cert	FA/SP
50. Auto Collision Repair Technology	TRANS REL	149	M	4	AAS	FA/SP
51. Automotive Technology	TRANS REL	150	L/M	4	AAS	FA/SP
52. Deere Construction & Forestry Equipment Tech	TRANS REL	151	M	4	AAS	FA
53. Diesel Technology-Truck	TRANS REL	152	M	4	AAS	FA/SP
54. Diesel-Ag Equipment Service Tech	TRANS REL	153	M	4	AAS	FA/SP
55. Ford Automotive Student Service Educational Training (ASSET)	TRANS REL	154	M	4	AAS	FA
56. General Motors Automotive Service Educational Program (ASEP)	TRANS REL	155	M	4	AAS	FA
57. John Deere Tech	TRANS REL	156	M	4	AAS	FA/SP
58. MOPAR-Chrysler/Dodge/RAM/Jeep College Automotive Program (CAPP)	TRANS REL	157	M	4	AAS	Call Admissions
59. Motorcycle, ATV & Personal Watercraft Technology	TRANS REL	158	L	2	Dip	FA/SP
60. Professional Truck Driver Training	TRANS REL	159	L	1	Cert	FA/SP/SU

Locations Offered
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.

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

Starting Terms
FA=Fall Semester (August-December)
SP=Spring Semester (January-May)
SU=Summer Term (May-August)

Call Admissions=Call the Admissions Office for the next start term.

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.

The SCC CORE - General Education Requirements

SCC Core Mission

The American Association of Colleges and Universities (AACU) shared a study conducted by Hart Associates detailing the findings of online surveys of employers. They report, "The majority of employers continue to say that possessing both field-specific knowledge and a broad range of knowledge and skills is important for recent college graduates to achieve long-term career success." The SCC Core consists of a set of student learning outcomes aimed at the development of knowledge and skills beyond those specific to an occupation and at academic, personal, and social growth. The courses that make up the SCC Core support these student learning outcomes.

SCC Core Requirements

Every program of study requires students to build a foundation of General Education Learning Outcomes (GELOs) through courses in the SCC Core as well as required program classes. To complete an associate degree, students must successfully complete a minimum of 15 semester credits from the SCC Core. Because program requirements vary, students should contact a program advisor to assist with the selection of Core courses which will meet their program's graduation requirements. **Not all courses in the SCC Core will meet requirements for all programs.** See the appropriate program's page in the Catalog and your advisor for program specific requirements. Transfer students should work closely with an advisor and the school to which they plan to transfer to make the most appropriate selections based on degree goals.

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 four SCC Core general education (GELOs) areas.

Those in a certificate program must complete one course from the six Core general education areas (GELOs). Those in a diploma program must complete one course from two of the six Core areas. One exception is the Professional Truck Driver Training Certificate.

A single course may be used to fill only one Core requirement.

SCC Core General Education Learning Outcomes (GELOs)

GELO #1: Oral Communication

Effective communication skills are the bedrock of successful, fulfilling personal and professional relationships. Students graduating from SCC will have had opportunities to explore their own communicative behaviors and skills. They will have learned and practiced research, writing and presentation skills (both verbal and nonverbal) which will enable them to present informed, organized information in an ethical, engaging manner to different types of audiences, in various contexts. They also have developed critical listening and thinking skills, which are applicable to personal and professional contexts.

Outcomes:

1. Develop a central idea for presentations.
2. Organize information clearly and logically, in an outline format, citing sources when appropriate.
3. Assess an audience and situation so as to adapt verbal and nonverbal messages to best meet the needs and expectations of the audience.
4. Competently communicate messages - both verbally and nonverbally - to a variety of audience types and in a variety of situations.
5. Utilize active and critical listening behaviors.

Courses to meet these outcomes:

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

GELO #2: Written Communication

Effective written communication includes an awareness of the social nature of communication, including dialogs that occur outside of the classroom. SCC students will have developed the ability to express focused, coherent, and organized original ideas and to analyze, evaluate, and respond to writing in a variety of contexts.

Outcomes:

1. Comprehend, analyze, and evaluate a given text.
2. Develop a focused thesis statement and write with a clear purpose, using relevant examples, claims, and evidence.
3. Identify and evaluate evidence from a variety of printed, visual, and electronic sources.
4. Use content and style appropriate to a given audience.
5. Read and write in mechanically-sound, college-level English.

Courses to meet these outcomes:

ENGL1010	English Composition I
ENGL1110	Business Communication

GELO #3: Critical Thinking & Problem Solving

Critical thinkers have the ability to evaluate a problem or assumption and determine an appropriate course of action. They use reason and evidence to make judgments and decisions. Critical thinking and problem solving skills rank highly among employer expectations.

Outcomes:

1. Collect, identify, interpret and analyze data.
2. Synthesize information to arrive at reasoned solutions to problems.
3. Evaluate ideas presented in writing, media, speech, or artistic presentations.
4. Evaluate the validity of arguments, alternatives, data, outcomes, and/or impacts of actions.
5. Acquire and integrate knowledge and construct relationships across disciplines.

Courses to meet these outcomes:

ARTS1010	Intro to Visual Arts
ANTH1120	General Anthropology
BIOS1010	General Biology
BIOS1140	Human Anatomy
BIOS2130	Human Physiology
BIOS2250	Human Anatomy & Physiology I
BIOS2460	Microbiology
BSAD2540	Principles of Management
CHEM1050	Chemistry and the Citizen
ECON1200	Personal Finance
ECON2110	Macroeconomics
ECON2120	Microeconomics
ENGR1020	Matlab Programming and Problem Solving
ENTR1050	Introduction to Entrepreneurship
GEOG1400	Human Geography
GEOG1420	World Regional Geography
GEOL1010	Physical Geology
GEOL1060	Environmental Geology
HIST2010	American History I (Early America)
HIST2020	American History II (Late America)
HIST2100	World History to 1500
HIST2110	World History since 1500 CE
HUMS1100	Introduction to Humanities
MATH1020	Technical Math
MATH1300	Precalculus
MATH1400	Applied Calculus
MATH1600	Analytic Geometry & Calculus I
MATH2030	Contemporary Mathematics
MUSC1010	Introduction to Music
PHED1000	Lifetime Wellness
PHIL1010	Introduction to Philosophy
PHIL1060	Applied Ethics
PSYC1810	Introduction to Psychology
PHYS1017	Technical Physics
PHYS1030	Astronomy
PHYS1100	Physical Science
PHYS1150	Descriptive Physics
PHYS1410	Elementary General Physics I
PHYS2110	General Physics I
POLS1000	American Government
POLS1080	Intro to Political Science
SOCI1010	Introduction to Sociology
SOCI1020	Diversity in Society
THEA1010	Introduction to Theatre

GELO #4: Global Awareness and Citizenship

In today's increasingly global society, educated citizens must possess a sensitivity to and awareness of global issues and the differences and similarities across diverse communities and cultures. SCC students will broaden their understanding of peoples and cultures in the United States and around the world to enhance their ability to be good global citizens.

Outcomes:

1. Demonstrate awareness and knowledge of U.S. history and culture as it relates to race, class, gender, sexual orientation, and culture.
2. Explain the connections between historical and recent events and current global situations related to political systems, economic systems, social systems, and /or environmental issues.
3. Function effectively in multicultural settings.
4. Discuss issues from a global perspective.
5. Identify and evaluate different theoretical or philosophical perspectives and their relevance to ethical decision-making.

Courses to meet these outcomes:

ANTH1120	General Anthropology
ARTS1010	Intro to Visual Arts
CHIN1010	Beginning Chinese I
ECON2110	Macroeconomics
GEOG1420	World Regional Geography
GERM1010	Beginning German I
HIST2100	World History to 1500
HIST2110	World History since 1500 CE
HUMS1100	Introduction to Humanities
MUSC2800	Introduction to World Music
PHIL/RELS2619	Comparative Religions
POLS1000	American Government
POLS1080	Intro to Political Science
POLS1600	Intro to International Relations
SIGN1010	Beginning ASL I
SOCI1010	Introduction to Sociology
SOCI1020	Diversity in Society
SPAN1010	Beginning Spanish I
SPCH2110	Intercultural Communication

GELO #5: Analytical, Quantitative, and Scientific Reasoning

A primary way of knowing and making sense of our world comes from the analysis of quantitative and scientific information. SCC students will have developed the ability to examine problems or issues by evaluating evidence, analyzing relationships between variables, and developing and communicating conclusions.

Outcomes:

1. Apply mathematical and scientific methods to solve problems from an array of contexts and everyday situations.
2. Understand and create logical arguments supported by quantitative and scientific evidence and communicate those arguments in a variety of formats.
3. Effectively develop strategies, algorithms, or experiments (or perform experiments) to better describe systems or solve problems.
4. Manipulate formulas, data sets, graphs, tables, etc. in a way to produce a meaningful outcome.

Courses to meet these outcomes:

BIOS1010	General Biology
BIOS1140	Human Anatomy
BIOS2130	Human Physiology
BIOS2460	Microbiology
BIOS2250	Human Anatomy & Physiology I
CHEM1050	Chemistry and the Citizen
CHEM1090	General Chemistry I
ECON2120	Microeconomics
ENGR1020	Matlab Programming and Problem Solving
FSDT1350	Basic Nutrition
GEOL1010	Physical Geology
GEOL1060	Environmental Geology
MATH1020	Technical Math
MATH1040	Business Math
MATH1050	Thinking Mathematically
MATH1100	Intermediate Algebra
MATH1150	College Algebra
MATH1200	Trigonometry
MATH1300	Pre-calculus
MATH1400	Applied Calculus
MATH1600	Analytic Geometry & Calculus I
MATH/BSAD2170	Applied Statistics
PHYS1017	Technical Physics
PHYS1030	Astronomy
PHYS1100	Physical Science
PHYS1150	Descriptive Physics
PHYS1410	Elementary General Physics I
PHYS2110	General Physics I

GELO #6: Career and Life Skills

At the heart of the SCC Core is a philosophy that our graduates will leave SCC with both a well-rounded, broad-based education and a set of skills that will set them up for success and fulfillment in their personal and professional lives.

Outcomes:

1. Employ effective interpersonal and intrapersonal communication skills.
2. Acquire entrepreneurial skills and attitudes.
3. Demonstrate financial literacy.
4. Use digital technology effectively to access, manage, integrate, evaluate, and present information.
5. Develop knowledge and habits that will foster physical, emotional, social, spiritual, intellectual, and environmental wellness.
6. Develop skills that will support positive and fulfilling relationships with others.
7. Demonstrate choices that reflect personal responsibility in one's academic, civic, social, and vocational/professional life.

Courses to meet these outcomes:

BSAD1010	Microsoft Applications I
CHIN1010	Beginning Chinese I
ECON1200	Personal Finance
ENTR1050	Introduction to Entrepreneurship
FSDT1350	Basic Nutrition
GERM1010	Beginning German I
HLTH1030	Structure and Function of the Human Body
MATH1040	Business Math
MATH2030	Contemporary Mathematics
PHED1000	Lifetime Wellness
PSYC1250	Interpersonal Relations
PHYS1017	Technical Physics
SIGN1010	Beginning American Sign Language I
SPAN1010	Beginning Spanish I

1. Academic Transfer

Beatrice, Lincoln, Milford and Online

The Academic Transfer Program is comprised of transfer areas of English, Humanities, Math, Science and Social Science. Students will be able to complete up to 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. Students who satisfactorily complete their Academic Transfer program may earn an Associate of Arts or an Associate of Science degree from Southeast Community College. The associate degree validates an ability to successfully complete college-level studies and may expand student options for further study and for career advancement. Students are strongly encouraged to check with an advisor at the institution to which they are planning to transfer to determine which courses to take as part of the Academic Transfer degree to best meet requirements for the chosen major. Requirements vary from one college to the next and from one major/department to the next.

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
Michele Richards
Michelle Saucier

(Transfer Health Programs Specialist)

402-437-2445 or 2470,
800-642-4057 ext. 2445 or 2470
academictransfer@southeast.edu

Becky Kramer—Lincoln
(Health Sciences Advisor; SCC Health Programs)
402-437-2688, 800-642-4075 ext. 2688
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Department Chairs/Faculty Advisors

English

Nick Salestrom, Department Chair-Beatrice
402-228-8241, 800-233-5027 ext. 1241

Jeanine Jewell, Department Co-Chair-Lincoln
402-437-2480, 800-642-4075 ext. 2480

Phip Ross, Department Co-Chair-Lincoln
402-437-2808, 800-642-4075 ext. 2808

Humanities

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

Sheri Blok, Department Chair-Lincoln
402-323-3455

Math/Science

Rebecca Burt, Math/Science Department Chair-Beatrice
402-228-8227, 800-233-5027 ext. 1227

Carrie Campbell, Developmental Math Chair-Lincoln
402-323-3477

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

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

Social Science

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

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

Milford (all Arts & Sciences disciplines)

Kate Loden, Department Chair
402-761-8283, 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

ACADEMIC TRANSFER DEGREE REQUIREMENTS

Associate of Arts Degree (A.A.) ..... 60 credit hours 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.			Associate of Science Degree (A.S.) ..... 60 credit hours 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 every term or at all campuses. A course may only meet one graduation requirement. 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.				
Written Communication ENGL1010 – English Composition I (3.0) AND One additional Written Communication (3.0)	2 classes 6 credit hrs.		Written Communication ENGL1010 – English Composition I (3.0) AND One additional Written Communication (3.0)	2 classes 6 credit hrs.
Speech Communication	1 class 3 credit hrs.		Speech Communication	1 class 3 credit hrs.
Mathematics/Logic	1 class 3-5 credit hrs.		Mathematics (PHIL courses may not be used to fulfill the Mathematics requirement for the A.S.)	2 classes 6-10 credit hrs.
Natural Science (At least one course must have a lab.) Lab Science course (4.0 – 5.0) Second Science course (3.0 – 5.0)	2 classes 7-10 credit hrs.		Natural Science with Lab (Two lab science courses are required for the A.S. degree.)	2 classes 8-10 credit hrs.
			One additional Mathematics OR Natural Science with Lab	1 class 3.0-5.0 credit hrs.
Humanities Choose courses from at least 3 different groups.	3 classes 9-14 credit hrs.		Humanities	1 class 3-5 credit hrs.
Social Sciences Choose courses from at least at least 3 different groups.	3 classes 9 credit hrs.		Social Sciences	1 class 3 credit hrs.
			One additional Humanities OR Social Science	3-6 credit hrs.
Culture & Gender Studies	1 class 3 credit hrs.		Culture & Gender Studies	1 class 3 credit hrs.
Electives	20 credit hrs.*		Electives	22 credit hrs.*

Electives: 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.**
Minimum Graduation Requirement for the Associate of Arts or Associate of Science is 60 semester credit hours.

ACADEMIC TRANSFER:

Beatrice/Lincoln/Milford/Online

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 60 semester credits is required for the Associate of Arts or Associate of Science degree in Academic Transfer 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	3.0
AND take one of the following:		
English Composition II	ENGL1020	3.0
Technical Writing	ENGL2560	3.0
Business Communication Strategies	OFFT2120	3.0

B. Speech

Take one of the following:		
Fundamentals of Human Communication	SPCH1090	3.0
Public Speaking	SPCH1110	3.0
Business & Professional Communication	SPCH2810	3.0

C. Mathematics/Logic

The prerequisite for math courses must have been taken within the past 3 years.

College Algebra**	MATH1150	3.0
Trigonometry **	MATH1200	3.0
Pre-calculus **	MATH1300	5.0
Applied Calculus *	MATH1400	3.0
Analytic Geometry & Calculus 1, 2, 3 *	MATH1600/1700/2080	5.0, 5.0, 4
Contemporary Mathematics	MATH2030	3.0
Applied Statistics	MATH/BSAD2170	3.0
Introduction to Logic and Critical Thinking***	PHIL1100	3.0
Introduction to Modern Logic***	PHIL2110	3.0

*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	4.0
General Botany	BIOS1090	4.0
Introduction to Zoology	BIOS1120	4.0
Human Anatomy	BIOS1140	4.0
Biology I	BIOS1400	4.0
Biology II	BIOS1410	4.0
Human Physiology	BIOS2130	4.0
Principles of Ecology	BIOS2200	4.0
Human Anatomy & Physiology I	BIOS2250	4.0
Human Anatomy & Physiology II	BIOS2260	4.0
General Genetics	BIOS2410	4.0
Microbiology	BIOS2460	4.0
Introduction to Biotechnology I	BIOT1400	4.0
Introduction to Biotechnology II	BIOT2400	4.0
Chemistry and the Citizen*	CHEM1050	4.0
General Chemistry I*	CHEM1090	4.0
General Chemistry II	CHEM1100	4.0
Physical Geography	GEOG1500	4.0
Physical Geology	GEOL1010	4.0
Astronomy	PHYS1030	4.0
Physical Science	PHYS1100	4.0
Descriptive Physics**	PHYS1150	4.0
Elementary General Physics I**	PHYS1410	5.0
Elementary General Physics II	PHYS1420	5.0
General Physics I**	PHYS2110	5.0
General Physics II	PHYS2120	5.0

*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	3.0
Biological Organic Chemistry	CHEM2550	3.0
Basic Nutrition	FSDT1350	3.0
Environmental Geology	GEOL1060	3.0
Selected Topics in Astronomy	PHYS1130	3.0
Brain & Behavior	PSYC2730	3.0

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 3 courses from 3 different groups.

GROUP 1

Literature/Journalism/Philosophy

Modern Fiction	ENGL2050	3.0
Introduction to Literature	ENGL2100	3.0
Intro to Shakespeare	ENGL2140	3.0
Introduction to Women's Literature	ENGL2150	3.0
Children's Literature	ENGL2160	3.0
Science Fiction Literature	ENGL2200	3.0
American Literature After 1865	ENGL2210	3.0
British Literature Post-1800	ENGL2220	3.0
African American Literature	ENGL2440	3.0
Native American Literature	ENGL2450	3.0
Latino/a & Latin American Literature	ENGL2460	3.0
Asian American Literature	ENGL2470	3.0
Introduction to Mass Media	JOUR1810	3.0
Media Writing	JOUR1820	3.0
Introduction to Philosophy	PHIL1010	3.0
Applied Ethics	PHIL1060	3.0
Introduction to Logic and Critical Thinking	PHIL1100	3.0
Introduction to Modern Logic	PHIL2110	3.0
Bioethics	PHIL2130	3.0
Environmental Ethics	PHIL2250	3.0
Comparative Religions	PHIL2610/RELS2610	3.0
Philosophy of Religion	PHIL2650	3.0

GROUP 2

Creative/Fine/Performing Arts

Intro to Visual Arts	ARTS1010	3.0
Intro to Art History and Criticism I	ARTS1050	3.0
Intro to Art History and Criticism II	ARTS1060	3.0
Beginning Drawing I	ARTS1110	3.0
2-Dimensional Design	ARTS1210	3.0
Beginning Ceramics I	ARTS1330	3.0
Beginning Painting I	ARTS2510	3.0
Native American Art	ARTS2650	3.0
Women in Art	ARTS2750	3.0
History of Photography	ARTS2850	3.0
Introduction to Creative Writing	ENGL1510	3.0
Fiction Writing	ENGL2520	3.0
Poetry Writing	ENGL2530	3.0
Introduction to the Humanities	HUMS1100	3.0
Contemporary Arts & Ideas	HUMS1200	3.0
Intro to Music	MUSC1010	3.0
Music Theory I	MUSC1610	4.0
Introduction to American Music	MUSC2750	3.0
Introduction to World Music	MUSC2800	3.0
History of Rock Music	MUSC2870	3.0
Beginning Photography	PHOT1750	3.0
Digital Photography and Creative Imaging	PHOT1760	3.0
Oral Performance of Literature	SPCH2050	3.0
Introduction to Theatre	THEA1010	3.0
Basic Acting	THEA1140	3.0
Film Appreciation	THEA2130	3.0

GROUP 3

Languages

Beginning Chinese I	CHIN1010	5.0
Beginning Chinese II	CHIN1020	5.0
Beginning German I	GERM1010	5.0
Beginning German II	GERM1020	5.0
Beginning American Sign Language I	SIGN1010	4.0
Beginning American Sign Language II	SIGN1020	4.0
Beginning Spanish I	SPAN1010	5.0
Beginning Spanish II	SPAN1020	5.0

GROUP 4

Literature/Journalism/Philosophy

Modern Fiction	ENGL2050	3.0
Introduction to Literature	ENGL2100	3.0
Intro to Shakespeare	ENGL2140	3.0
Introduction to Women's Literature	ENGL2150	3.0
Children's Literature	ENGL2160	3.0
Science Fiction Literature	ENGL2200	3.0
American Literature After 1865	ENGL2210	3.0
British Literature Post-1800	ENGL2220	3.0
African American Literature	ENGL2440	3.0
Native American Literature	ENGL2450	3.0
Latino/a & Latin American Literature	ENGL2460	3.0
Asian American Literature	ENGL2470	3.0
Introduction to Mass Media	JOUR1810	3.0
Media Writing	JOUR1820	3.0
Introduction to Philosophy	PHIL1010	3.0
Applied Ethics	PHIL1060	3.0
Introduction to Logic and Critical Thinking	PHIL1100	3.0
Introduction to Modern Logic	PHIL2110	3.0
Bioethics	PHIL2130	3.0
Environmental Ethics	PHIL2250	3.0
Comparative Religions	PHIL2610/RELS2610	3.0
Philosophy of Religion	PHIL2650	3.0

Creative/Fine/Performing Arts

Intro to Visual Arts	ARTS1010	3.0
Intro to Art History and Criticism I	ARTS1050	3.0
Intro to Art History and Criticism II	ARTS1060	3.0
Beginning Drawing I	ARTS1110	3.0
2-Dimensional Design	ARTS1210	3.0
Beginning Ceramics I	ARTS1330	3.0
Beginning Painting I	ARTS2510	3.0
Native American Art	ARTS2650	3.0
Women in Art	ARTS2750	3.0
History of Photography	ARTS2850	3.0
Introduction to Creative Writing	ENGL1510	3.0
Fiction Writing	ENGL2520	3.0
Poetry Writing	ENGL2530	3.0
Introduction to the Humanities	HUMS1100	3.0
Contemporary Arts & Ideas	HUMS1200	3.0
Intro to Music	MUSC1010	3.0
Music Theory I	MUSC1610	4.0
Introduction to American Music	MUSC2750	3.0
Introduction to World Music	MUSC2800	3.0
History of Rock Music	MUSC2870	3.0
Beginning Photography	PHOT1750	3.0
Digital Photography and Creative Imaging	PHOT1760	3.0
Oral Performance of Literature	SPCH2050	3.0
Introduction to Theatre	THEA1010	3.0
Basic Acting	THEA1140	3.0
Film Appreciation	THEA2130	3.0

Languages

Beginning Chinese I	CHIN1010	5.0
Beginning Chinese II	CHIN1020	5.0
Beginning German I	GERM1010	5.0
Beginning German II	GERM1020	5.0
Beginning American Sign Language I	SIGN1010	4.0
Beginning American Sign Language II	SIGN1020	4.0
Beginning Spanish I	SPAN1010	5.0
Beginning Spanish II	SPAN1020	5.0

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 three classes from at least three different groups.

GROUP 1

Anthropology/Psychology/Sociology

Intro. to Cultural Anthropology	ANTH1020	3.0
General Anthropology	ANTH1120	3.0
Interpersonal Relations	PSYC1250	3.0
Introduction to Psychology	PSYC1810	3.0
Social Psychology	PSYC2880	3.0
Life-Span Human Development	PSYC2960	3.0
Introduction to Sociology	SOCI1010	3.0
Diversity in Society	SOCI1020	3.0
Women in Contemporary Society	SOCI2000	3.0
Social Problems	SOCI2010	3.0
Issues of Unity & Diversity	SOCI2150	3.0
Marriage and the Family	SOCI2250	3.0

GROUP 2

Economics/Political Science

Personal Finance	ECON1200	3.0
Principles of Macroeconomics	ECON2110	3.0
Principles of Microeconomics	ECON2120	3.0
American Government	POLS1000	3.0
Comparative Politics	POLS1040	3.0
Introduction to Political Science	POLS1080	3.0
International Relations	POLS1600	3.0

GROUP 3

Geography/History

Exploring Our World: Fundamentals of Geospatial Science	GEOG1000	3.0
Human Geography	GEOG1400	3.0
World Regional Geography	GEOG1420	3.0
Western Tradition to 1500	HIST1000	3.0
Western Tradition Since 1500	HIST1010	3.0
American History I	HIST2010	3.0
American History II	HIST2020	3.0
World History to 1500 CE	HIST2100	3.0
World History since 1500 CE	HIST2110	3.0
Survey of African American History	HIST2960	3.0

GROUP 4

Anthropology/Psychology/Sociology

Intro. to Cultural Anthropology	ANTH1020	3.0
General Anthropology	ANTH1120	3.0
Interpersonal Relations	PSYC1250	3.0
Introduction to Psychology	PSYC1810	3.0
Social Psychology	PSYC2880	3.0
Life-Span Human Development	PSYC2960	3.0
Introduction to Sociology	SOCI1010	3.0
Diversity in Society	SOCI1020	3.0
Women in Contemporary Society	SOCI2000	3.0
Social Problem	SOCI2010	3.0
Issues of Unity & Diversity	SOCI2150	3.0
Marriage and the Family	SOCI2250	3.0

Economics/Political Science

Personal Finance	ECON1200	3.0
Principles of Macroeconomics	ECON2110	3.0
Principles of Microeconomics	ECON2120	3.0
American Government	POLS1000	3.0
Comparative Politics	POLS1040	3.0
Introduction to Political Science	POLS1080	3.0
International Relations	POLS1600	3.0

Geography/History

Exploring Our World: Fundamentals of Geospatial Science	GEOG1000	3.0
Human Geography	GEOG1400	3.0
World Regional Geography	GEOG1420	3.0
Western Tradition to 1500	HIST1000	3.0
Western Tradition Since 1500	HIST1010	3.0
American History I	HIST2010	3.0
American History II	HIST2020	3.0
World History to 1500 CE	HIST2100	3.0
World History since 1500 CE	HIST2110	3.0
Survey of African American History	HIST2960	3.0

Education/Physical Education

Intro. to Professional Education	EDUC1110	3.0
Professional Practicum I	EDUC1700	1.0
Introduction to Special Education	EDUC2300	3.0
Instructional Technology	EDUC2590	3.0
Lifetime Wellness	PHED1000	3.0

Culture & Gender Studies

General Anthropology	ANTH1120	3.0
Native American Art	ARTS2650	3.0
Women in Art	ARTS2750	3.0
Introduction to Special Education	EDUC2300	3.0
Introduction to Women's Literature	ENGL2150	3.0
African American Literature	ENGL2440	3.0
Native American Literature	ENGL2450	3.0
Latino/a & Latin American Literature	ENGL2460	3.0
Asian American Literature	ENGL2470	3.0
Human Geography	GEOG1400	3.0
World Regional Geography	GEOG1420	3.0
Global Studies	GLST2980	3.0
World History to 1500 CE	HIST2100	3.0
World History since 1500 CE	HIST2110	3.0
Survey of African American History	HIST2960	3.0
Multicultural Competency	HMRS1320	3.0
Introduction to World Music	MUSC2800	3.0
Comparative Religions	PHIL2610/RELS2610	3.0
International Relations	POLS1600	3.0
Diversity in Society	SOCI1020	3.0
Women in Contemporary Society	SOCI2000	3.0
Social Problems	SOCI2010	3.0
Intercultural Communication	SPCH2110	3.0
Issues of Unity & Diversity	SOCI2150	3.0

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. Additional elective courses may be approved by the Dean of Arts and Sciences.

ACADEMIC TRANSFER ELECTIVES LIST

Course #	Course Title	Credit Hours
ACCT1200	Principles of Accounting I	3.0
ACCT1210	Principles of Accounting II	3.0
ACFS1015	New Student Orientation	1.0
AGRI1131	Crop & Food Science	3.0
AGRI1141	Livestock Management & Selection	4.0
AGRI1153	Soils & Plant Nutrition	4.0
AGRI1177	Companion Animals	3.0
AGRI1257	Live Animal Selection & Carcass Evaluation	2.0
AGRI1258	Introduction to Meats	2.0
ANTH1020	Intro to Cultural Anthropology	3.0
ANTH1120	General Anthropology	3.0
ARTS1010	Introduction to Visual Arts	3.0
ARTS1050	Introduction to Art History & Criticism I	3.0
ARTS1060	Introduction to Art History & Criticism II	3.0
ARTS1110	Beginning Drawing I	3.0
ARTS1120	Beginning Drawing II	3.0
ARTS1210	2-Dimensional Design	3.0
ARTS1220	3-Dimensional Design	3.0
ARTS1330	Beginning Ceramics I	3.0
ARTS1340	Beginning Ceramics II	3.0
ARTS2510	Beginning Painting I	3.0
ARTS2520	Beginning Painting II	3.0
ARTS2650	Introduction to Native American Art	3.0
ARTS2750	Women in Art	3.0
ARTS2850	History of Photography	3.0
BIOS1010	General Biology	4.0
BIOS1030	Environmental Biology	3
BIOS1090	General Botany	4.0
BIOS1120	Introduction to Zoology	4.0
BIOS1140	Human Anatomy & Lab	4.0
BIOS1400	Biology I	4.0
BIOS1410	Biology II	4.0
BIOS2130	Human Physiology & Lab	4.0
BIOS2200	Principles of Ecology	4.0
BIOS2250	Human Anatomy & Physiology I	4.0
BIOS2260	Human Anatomy & Physiology II	4.0
BIOS2410	General Genetics	4.0
BIOS2460	Microbiology	4.0
BIOT1400	Introduction to Biotechnology I w/Lab	4
BIOT2400	Introduction to Biotechnology II w/Lab	4
BIOT2441	Quality Assurance for Biosciences	3.0
BIOT2443	Manufacturing and Production	3.0
BIOT2445	Molecular Biology Techniques	4.0
BIOT2446	Cell Culture Techniques	3.0
BIOT2450	Current Topics in Biotechnology	3.0
BIOT2452	Bioinformatics	3.0
BIOT2454	Biotechnology in Forensics	3.0
BIOT2500	Applied Biosciences: Practicum	3.0
BSAD1010	Microsoft Applications I	3.0
BSAD1020	Microsoft Applications II	3.0
BSAD1050	Introduction to Business	3.0
BSAD1090	Business Law I	3.0
BSAD/ MATH2170	Applied Statistics	3.0
BSAD2430	Marketing Communications	3.0
BSAD2520	Principles of Marketing	3.0
BSAD2540	Principles of Management	3.0
CHEM1050	Chemistry & the Citizen	4
CHEM1090	General Chemistry I	4
CHEM1100	General Chemistry II	4
CHEM2510	Organic Chemistry I	4
CHEM2520	Organic Chemistry II	4
CHEM2550	Biological Organic Chemistry	3.0
CHIN1010	Beginning Chinese I	5.0
CHIN1020	Beginning Chinese II	5.0
CHIN2010	Second Year Chinese I	3.0
CHIN2020	Second Year Chinese II	3.0
CRIM1010	Introduction to Criminal Justice	3.0
CRIM1020	Introduction to Corrections	3.0
CRIM1030	Courts & the Judicial Process	3.0
CRIM2030	Police & Society	3.0
CRIM2080	Criminal Procedure	3.0
CRIM2100	Juvenile Justice	3.0
CRIM2200	Criminology	3.0
DDRT1120	Basic Computer Aided Drafting	2.0
ECED1130	Social-Emotional Development & Behavior Guidance	3.0
ECED2070	Family & Community Relationships	3.0
ECON1200	Personal Finance	3.0
ECON2110	Principles of Macroeconomics	3.0
ECON2120	Principles of Microeconomics	3.0
EDUC1110	Introduction to Professional Education	3.0
EDUC1700	Professional Practicum I	1.0
EDUC2300	Introduction to Special Education	3.0
EDUC2590	Instructional Technology	3.0
EDUC2970	Professional Practicum Experiences II	2.0
ENGL1020	English Composition II	3.0
ENGL1110	Business Communications	3.0
ENGL1510	Introduction to Creative Writing	3.0
ENGL2050	Modern Fiction	3.0
ENGL2100	Introduction to Literature	3.0
ENGL2140	Introduction to Shakespeare	3.0
ENGL2150	Introduction to Women's Literature	3.0
ENGL2160	Children's Literature	3.0
ENGL2165	Young Adult Literature	3.0
ENGL2200	Science Fiction Literature	3.0
ENGL2210	American Literature After 1865	3.0
ENGL2220	British Literature Post-1800	3.0
ENGL2440	African American Literature	3.0
ENGL2450	Native American Literature	3.0
ENGL2460	Latino/a & Latin American Literature	3.0
ENGL2470	Asian American Literature	3.0
ENGL2520	Fiction Writing	3.0
ENGL2530	Poetry Writing	3.0
ENGL2560	Technical Writing	3.0
ENGL2980	Special Topics in Literature	3.0
ENGR1010	Engineering Design	3.0
ENGR1020	MATLAB Programming & Problem Solving	3.0
ENGR2010	Introduction to Circuits & Electronics	4.0
ENGR2020	Engineering Statics	3.0
ENTR1050	Introduction to Entrepreneurship	3.0
FSDT1350	Basic Nutrition	3.0
GEOG1000	Exploring Our World: Fundamentals of Geospatial Science	3.0
GEOG1400	Introduction to Human Geography	3.0
GEOG1420	World Regional Geography	3.0
GEOG1500	Physical Geography	4.0
GEOL1010	Physical Geology	4.0
GEOL1060	Environmental Geology	3.0
GERM1010	Beginning German I	5.0
GERM1020	Beginning German II	5.0
GERM2010	Second Year German I	3.0
GERM2020	Second Year German II	3.0
GERM2100	Accelerated Second-Year German	6.0
GLST2980	Global Studies	3.0
HIST1000	Western Tradition to 1500	3.0
HIST1010	Western Tradition since 1500	3.0
HIST2010	American History I	3.0
HIST2020	American History II	3.0
HIST2100	World History to 1500 CE	3.0
HIST2110	World History since 1500 CE	3.0
HIST2450	History of the Civil War & Reconstruction	3.0
HIST2510	History of Rome	3.0
HIST2604	World War II	3.0
HIST2790 - 2799	Special Topics in History	4.5
HIST2960	Survey of African American History	3.0
HLTH1030	Structure and Function of the Human Body	4.0
HLTH1060	Comprehensive Medical Terminology	3.0

HLTH1070	Pathophysiology through the Lifespan	4.0
HMRS1102	Counseling Theories & Techniques	3.0
HMRS1105	Critical Thinking in HMRS	3.0
HMRS1320	Multicultural Competency	3.0
HMRS1403	Assess., Case Planning/Mgmt & Prof. Ethics for A&D	3.0
HMRS1404	Introduction to Social Work	3.0
HUMS1100	Introduction to the Humanities	3.0
HUMS1200	Contemporary Arts & Ideas	3.0
JOUR1810	Introduction to Mass Media	3.0
JOUR1820	Media Writing	3.0
JOUR1840	Advanced Media Writing	3.0
JOUR1850	Citizen Journalism and New Media	3.0
JOUR1860	Sports Journalism	3.0
JOUR2750	Photojournalism	3.0
JOUR2780	Public Relations	3.0
MATH1150	College Algebra	3.0
MATH1200	Trigonometry	3.0
MATH1300	Pre-calculus	5.0
MATH1400	Applied Calculus	3.0
MATH1600	Analytic Geometry & Calculus I	5.0
MATH1700	Calculus & Analytic Geometry II	5.0
MATH2030	Contemporary Mathematics	3.0
MATH2080	Calculus & Analytic Geometry III	4
MATH/ BSAD2170	Applied Statistics	3.0
MATH2200	Differential Equations	3.0
MEDA1101	Basic Medical Terminology	1.5
MUSC1010	Introduction to Music (Music Appreciation)	3.0
MUSC1015, 1020, 2010, 2020, 2030, 2040	Individual Instruction in Voice	1.0/each
MUSC1261/1271	Guitar I & II	1.0/each
MUSC1410, 1420, 2390, 2400, 2410, 2420	College Choir	1.0/each
MUSC1430, 1440, 2430, 2440	Vocal Ensemble: After the Storm	1.0/each
MUSC1610	Music Theory I	4
MUSC1611	Music Theory Module I	2.0
MUSC1612	Music Theory Module II	2.0
MUSC1620	Music Theory II	4
MUSC1630	Music Theory III	4
MUSC1640	Music Theory IV	4
MUSC2520/2530/2540/2550/2580/2590	Individual Instruction in Piano	1.0/each
MUSC2521/2531/2541/2551/2581/2591	Individual Instruction in Guitar	1.0/each
MUSC2750	Introduction to American Music	3.0
MUSC2800	Introduction to World Music	3.0
MUSC2870	History of Rock Music	3.0
OFFT1310	Office Accounting	3.0
OFFT2120	Business Communication Strategies	3.0
PHED1000	Lifetime Wellness	3.0
PHED1015	Introduction to Health	3.0
PHED1030/2030/2035/2040	Physical Fitness Activities	1.0/each
PHED1060	Fitness Throughout Life	2.0
PHED1300/2300, 1310/2310, PHED1305/2305, 1315/2315	Intercollegiate Golf	1.0/each
	Cross Country (Men)	1.0/each
PHED1320/2320, 1330/2330, PHED1325/2325, 1335/2335	Intercollegiate Basketball (Men)	1.0/each
	Cross Country (Women)	1.0/each
PHED1340/2340, 1350/2350, PHED1360/2360, 1370/2370,	Intercollegiate Basketball (Women)	1.0/each
	Intercollegiate Volleyball	1.0/each
PHED1380/2380, 1390/2390, PHED1385/2385, 1395/2395,	Intercollegiate Baseball	1.0/each
	Intercollegiate Softball	1.0/each
PHED1600	Introduction to Recreation	3.0
PHED1610	Standard First Aid	3.0
PHED1750	Introduction to Physical Education	3.0
PHED1800	Physical Education in Elementary School	3.0
PHED2010, 2020	Officiating Sports	2.0/each
PHIL1010	Introduction to Philosophy	3.0
PHIL1060	Applied Ethics	3.0
PHIL1100	Introduction to Logic and Critical Thinking	3.0
PHIL2110	Introduction to Modern Logic	3.0
PHIL2130	Bioethics	3.0
PHIL2250	Environmental Ethics	3.0
PHIL/ RELS2610	Comparative Religions	3.0
PHIL2650	Philosophy of Religion	3.0
PHOT1750	Beginning Photography	3.0
PHOT1760	Digital Photography & Creative Imaging	3.0
PHOT1850	Citizen Journalism and Social Media	3.0
PHOT2750	Photojournalism	3.0
PHYS1030	Astronomy	4.0
PHYS1100	Physical Science	4.0
PHYS1130	Selected Topics in Astronomy	3.0
PHYS1150	Descriptive Physics	4.0
PHYS1410	Elementary General Physics I	5.0
PHYS1420	Elementary General Physics II	5.0
PHYS2110	General Physics I	5.0
PHYS2120	General Physics II	5.0
POLS1000	American Government	3.0
POLS1040	Comparative Politics	3.0
POLS1080	Introduction to Political Science	3.0
POLS1600	International Relations	3.0
POLS2020	Introduction to State & Local Government	3.0
POLS2300	Political Parties	3.0
POLS2750	Political Communication	3.0
POLS2900	Internship	3.0
PSYC1250	Interpersonal Relations	3.0
PSYC1810	Introduction to Psychology	3.0
PSYC2710	Positive Psychology	3.0
PSYC2730	Brain & Behavior	3.0
PSYC2870	Psychology of the Personality	3.0
PSYC2880	Social Psychology	3.0
PSYC2900	Adolescent Psychology	3.0
PSYC2960	Lifespan Human Development	3.0
PSYC2970	Introduction to Psychological Research	3.0
PSYC2980	Abnormal Psychology	3.0
SIGN1010	Beginning American Sign Language I	4.0
SIGN1020	Beginning American Sign Language II	4.0
SIGN2010	Second Year Sign Language I	4.0
SIGN2020	Second Year Sign Language II	4.0
SOCI1010	Introduction to Sociology	3.0
SOCI1020	Diversity in Society	3.0
SOCI2000	Women in Contemporary Society	3.0
SOCI2010	Social Problems	3.0
SOCI2150	Issues of Unity & Diversity	3.0
SOCI2250	Marriage & the Family	3.0
SOCI2260	Parenting	3.0
SPAN1010	Beginning Spanish I	5.0
SPAN1020	Beginning Spanish II	5.0
SPAN2010	Second Year Spanish I	3.0
SPAN2020	Second Year Spanish II	3.0
SPAN2030	Intensive Conversation	3.0
SPAN2040	Intensive Writing	3.0
SPAN2100	Accelerated Second-Year Spanish	6.0
SPCH1090	Fundamentals of Human Communication	3.0
SPCH1110	Public Speaking	3.0
SPCH2050	Oral Performance of Literature	3.0
SPCH2100	Communicating in Groups and Teams	3.0
SPCH2110	Intercultural Communication	3.0
SPCH2750	Political Communication	3.0
SPCH2810	Business & Professional Communication	3.0
THEA1010	Introduction to Theatre	3.0
THEA1140	Basic Acting	3.0
THEA1850, 1860	Theatre Production	2.0
THEA1851, 1861	Theatre Practicum	1.0 -3.0
THEA2130	Film Appreciation	3.0

ACADEMIC TRANSFER - BIOTECHNOLOGY CONCENTRATION

Lincoln

Associate of Science Degree

Credits Total 66.0

The Biotechnology concentration provides students with a background in biology and chemistry, as well as a working knowledge of biotechnology by focusing on laboratory protocols in a regulated environment. Coursework leads to an Associate of Science degree, which prepares students for careers as technical assistants in biomedical, pharmaceutical, academic, and bioengineering laboratories. Core coursework prepares students to further their education at local four-year institutions leading to more advanced degrees. Students gain experience through a practicum.

SCC has an articulation agreement with Union College to provide a pathway for students from the Associate of Science with a Biotechnology Concentration to a Bachelor's of Science in Biomedical Science.

- Please contact Tracy Niday, Biotechnology Instructor, at 402-437-2341 or email TNiday@southeast.edu for more information about this agreement and SCC's Associate of Science with a Biotechnology Concentration.

NOTE: Not all courses on this list will transfer credit to four-year colleges and universities. It is the student's responsibility to contact an advisor at the college or university to which they plan to transfer to determine the courses that will transfer. Students are encouraged to meet with an SCC transfer advisor.

The Biotechnology concentration provides students with a background in biology and chemistry, and a working knowledge of biotechnology is gained by focusing on laboratory protocols in a regulated environment. Coursework leads to an Associate of Science degree (A.S.), which prepares students for careers as technical assistants in biomedical, pharmaceutical, academic, and bioengineering laboratories. Core coursework prepares students to further their education at local four-year institutions leading to more advanced degrees. Students gain industry experience through a practicum.

A. Written Communication		6.0
Take:		
ENGL1010	English Composition I	3.0
Take:		
ENGL1020	English Composition II	3.0
or		
ENGL2560	Technical Writing	3.0
B. Speech Communication		3.0
SPCH2810	Business & Professional Communication (recommended)	3.0
C. Mathematics/Logic		6.0
MATH1150	College Algebra	3.0
MATH2170	Applied Statistics	3.0
D. Natural Science/Biotechnology		33
BIOS1400	Biology I w/Lab	4.0
CHEM1090	General Chemistry I w/Lab	4.0
CHEM1100	General Chemistry II w/Lab	4.0
CHEM2550	Biological Organic Chemistry	3.0
BIOT1400	Introduction to Biotechnology I w/Lab	4.0
BIOT2400	Introduction to Biotechnology II w/Lab*	4.0
BIOT2441	Quality Assurance for Biosciences**	3.0
BIOT2445	Molecular Biology Techniques w/Lab*	4.0
BIOT2500	Applied Biosciences: Practicum	3.0
E. Humanities		3.0
Take one Humanities course from the Academic Transfer Requirements		
PHIL2130	Bioethics (recommended)	3.0
F. Social Sciences		3.0
Take one Social Science course from the Academic Transfer Requirements.		
PSYC1810	Introduction to Psychology (recommended)	3.0
Take one additional Humanities or Social Science course from the Academic Transfer Requirements. 3.0		
HIST2110	World History Since 1500 CE (recommended)	3.0
G. Culture & Gender Studies		
Take one Culture & Gender Studies course from the Academic Transfer Requirements. 3.0		
H. Electives		
Suggested courses for students transferring:		
BIOS1410	Biology II w/Lab	4.0
MATH1600	Analytic Geometry & Calculus I	5

* course is hybrid with lecture online and lab on campus.
**course is online only.

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

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 certain 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 26.0 semester credit hours toward the Coding Diploma and 15.0 semester credit hours toward the Reimbursement Specialist Diploma and 29.0 semester credit hours toward the Associate of Applied Science degree.

Please contact Tracy Buch at 402-437-2755 or tbuch@southeast.edu

For more information go to www.cccneb.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.

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-Media Communication

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. 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

Nebraska Wesleyan University Social Work transfer guide: https://www.southeast.edu/WorkArea/DownloadAsset.aspx?id=26153

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

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.

2. Early Childhood Education

Lincoln Campus and Online

Associate of Applied Science Degree, Diploma, Certificate

Credit Hours Required for Graduation:

Certificate: Early Childhood Education 16

Diploma: Early Childhood Education 32

Associate of Applied Science Degree: Early Childhood Education 73

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 semester, be a full- or part-time student and select from day, evening and online classes. Students may earn a Certificate in Early Childhood Education (with focus in Infant/Toddler Care or Preschool Care or In-Home Care) or a Diploma in Early Childhood Education (early care and education in a group setting) or an Associate of Applied Science degree that includes teaching and administration.

ECED Online

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

Special Program Requirement

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

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

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

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

For more information contact:
Crystal Kozak, Department Chair
402-437-2455, 800-642-4075 ext. 2455
ckozak@southeast.edu

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

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).

GELO #1:	Oral Communications	3.0
GELO #2:	Written Communications	3.0

(Plus three classes from the five areas below; no two classes from the same area). 9.0

GELO #3:	Critical Thinking and Problem Solving
GELO #4:	Global Awareness and Citizenship
GELO #5:	Analytical, Quantitative and Scientific Reasoning
GELO #6:	Career and Life Skills

15.0 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

(Associate of Applied Science degree)

Course #	Course title	Credit hrs
ECED1050	Expressive Arts	3.0
ECED1060	Observation, Assessment and Guidance	3.0
ECED1110	Infant and Toddler Development	3.0
ECED1120	Preschool Child Development	2.0
ECED1150	Introduction to Early Childhood Education	3.0
ECED1160	Early Language & Literature	3.0
ECED1220	Pre-Practicum Seminar	1.0
ECED1224	Preschool Math, Science and Social Studies Curriculum	3.0
ECED1230	School Age Child Development and Programming	2.0
ECED1260	EC Health, Safety & Nutrition	3.0
ECED1610	Infant Practicum	1.0
ECED1620	Toddler Practicum	1.0
ECED1630	Preschool Practicum	1.0
ECED1640	School Age Practicum	1.0
ECED2050	Children with Exceptionalities	3.0
ECED2060	Early Childhood Education Curriculum Planning	3.0
*ECED2065	Child Care Head Teacher Practicum	5.0
ECED2450	ECED Administration	3.0
ECED2070	Family & Community Relations	3.0
ECED2800	Early Childhood Graduation Seminar	2.0
ECED2900	Internship or	
*ECED2902	Cooperative Experience	4.0
	General Education Requirements*	15.0
	*Electives	5.0
		73 hours

Diploma–Early Childhood Education

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.

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)

GELO #1:	Oral Communications	9.0 hours
GELO#2:	Written Communications	

ECED Required Core Courses

ECED1050	Expressive Arts	3.0
ECED1060	Observation Assessment & Guidance	3.0
ECED1110	Infant Toddler Development or	3.0
ECED1120	Preschool Child Development	2.0
ECED1150	Introduction to Early Childhood Education	3.0
ECED1220	Pre Practicum Seminar	1.0
ECED1224	Preschool Math, Science and Social Studies	3.0
ECED1260	EC Health, Safety and Nutrition	3.0
ECED1610/1620/1630		
	Infant Practicum OR Toddler Practicum OR Preschool Practicum	1.0
		17.0 or 18.0 hours

Certificate–Early Childhood Education

This certificate provides relevant curriculum for work in an infant, toddler, preschool or in-home care 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.

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 five following areas) 3.0 hours
- GELO #1: Oral Communications
- GELO #2: Written Communications
- GELO #3: Critical Thinking & Problem Solving
- GELO #4: Global Awareness and Citizenship
- GELO #5: Analytical, Quantitative, and Scientific Reasoning
- GELO #6: Career and Life Skills

Infant/Toddler Option **17.0 credit hours**

Course #	Course title	Credit hrs
ECED1060	Observation, Assessment & Guidance	3.0
ECED1110	Infant and Toddler Development	3.0
ECED1150	Introduction to Early Childhood Education	3.0
ECED1220	Pre-Practicum	1.0
ECED1610 or 1620		
	Infant Practicum or Toddler Practicum	1.0
Select one of the following courses:		
ECED1160	Early Language & Literacy OR	3.0
ECED1260	Early Childhood Health, Safety & Nutrition OR	3.0
ECED2070	Family & Community Relationship	3.0

Preschool Option **16.0 credit hours**

Course #	Course title	Credit hrs
ECED1060	Observation, Assessment & Guidance	3.0
ECED1120	Preschool Development	2.0
ECED1150	Introduction to Early Childhood Education	3.0
ECED1220	Pre Practicum Seminar	1.0
ECED1630	preschool Practicum	1.0
Select one of the following courses:		
ECED1160	Early Language & Literacy	3.0
ECED1260	EC Health, Safety & Nutrition	3.0
ECED2070	Family & Community Relationships	3.0

In Home Care Provider Option **16.0 credit hours**

Course #	Course title	Credit hrs
ECED1060	Observation, Assessment & Guidance	3.0
ECED1120	Preschool Development	2.0
ECED1220	Pre Practicum Seminar	1.0
ECED1475	Professional In-Home Care	3.0
ECED1560	Comprehensive Family Child Care Practicum OR	1.0
ECED1570	Comprehensive Professional Nanny Practicum	1.0
Select one of the following courses:		
ECED1160	Early Language & Literacy	3.0
ECED1260	EC Health, Safety & Nutrition	3.0
ECED2070	Family & Community Relationships	3.0

* 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.

3. Technical Skills Instructor

Lincoln and Milford Campus

Associate of Occupational Studies

Credit Hours Required for Graduation:

Associate of Occupational Studies 60.0

The Technical Skills Instructor program is designed specifically for those individuals who wish to combine industry training, Skills and Technical Science courses with selected General Education Courses to obtain an Associate Degree. Each focus can be tailored to meet those needs.

If you are interested in pursuing the AOS degree in Technical Skills Instructor Program, please contact:

Glenn Pasho, Dean, Construction, Manufacturing & Technology
402-437-2639, 800-642-4075 Ext. 2639, gpasho@southeast.edu

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

Technical Skills Instructor Program

This focus provides individuals the opportunity to combine industry training, Skills and Technical Science courses with selected General Education courses to obtain a two-year associate degree for the purpose to pursue a Skills and Technical Sciences Teaching Option.

The 2 + 2 program requires a student to complete the first two years at Southeast Community College and earn an Associate of Occupational Studies before transferring to the University of Nebraska- Lincoln (UNL).

Every program of study at Southeast Community College requires students to build a foundation of General Education Learning Outcomes (GELO's) through courses in the SCC Core as well as required program courses. To complete an Associate of Occupational Studies degree, students must successfully complete a minimum of 15-semester credits from the SCC Core which must include on Oral Communication (GELO #1) and one Written Communication (GELO #2) course plus one course from three of the other four SCC Core general education (GELO's) areas. Because program requirements vary, students should contact a program advisor to assist with the selection of Core courses, which will meet their program's graduation requirements.

From the following, please select **24 semester hours** keeping in mind the SCC GELO requirements and UNL ACE requirements.

A. Written Communications (6 sem. Credits)	**ACE 1 (one class)**	**Credits**
Composition 1 (GELO #2)	ENGL1010	3
	(one class)	
Composition II	ENGL1020	3
Business Communications (GELO #2)	ENGL1110	3
Business Communications Strategies	OFFT2120	3

B. Speech (3 sem. Credits)	**ACE 2 (one class)**	
Fund. Of Human Communications (GELO #1)	SPCH1090	3
Public Speaking (GLEO #1)	SPCH1110	3
Business & Professional Communications (GELO #1)	SPCH2810	3

C. Mathematics/Logic (6 sem. Credits)	**ACE 3 (two classes)**	
Trigonometry (GLEO #5)	MATH1200	3
Pre-Calculus (GELO #3 or #5)	MATH1300	5
Applied Calculus (GELO #5)	MATH1400	3
Calculus & Analytic Geometry (GELO #3 or #5)	MATH1600	5
Contemporary Mathematics (GELO #3 or #5)	MATH2030	3

D. Natural Science with Lab (9 sem. Credits)	**ACE 4 (two classes)**	
Biology I	BIOS1400	4
Chemistry and the Citizen (GELO#3 or #5)	CHEM1050	4
General Chemistry I (GELO #5)	CHEM1090	4
Elementary General Physics (GELO #3 or #5)	PHYS1410	5
Descriptive Physics (GELO #3 or #5)	PHYS1150	4

E. Humanities (3 sem. Credits)	**ACE 7 or 5 (one class)**	
Introduction to Art History & Criticism I (AHIS101)	ARTS1050	3
Introduction to Art History & Criticism II (AHIS101)	ARTS1060	
Modern Fiction (ENGL205)	ENGL2050	3
Introduction to Literature (ENGL180)	ENGL2100	3
Introduction to Shakespeare (ENGL230A)	ENGL2140	3
Introduction to Women's Literature (ENGL215)	ENGL2150	3
African American Literature (ENGL244)	ENGL2440	3
Native American Literature (ENGL254N)	ENGL2450	3
Latino/Latin American Literature (ENGL345D)	ENGL2460	3
Asian American Literature (ENGL245A)	ENGL2470	
Fiction Writing (ENGL252)	ENGL2520	3
Poetry Writing (ENGL253)	ENGL2530	3
Introduction to Music (MUNM276G) (GELO #3)	MUSC1010	3
History of Rock Music (MUNM287)	MUSC2870	3
Introduction to Philosophy (PHIL101) (GELO #3)	PHIL1010	3
Introduction to Theatre (THEA112A) (GELO #3)	THEA1010	3

F. Social Sciences (3 sem. Credits)	**ACE 6 or 8 (one class)**	
Macroeconomics (ECON211) (GELO #3)	ECON2110	3
Microeconomics (ECON212) (GELO #3 or #5)	ECON2120	3

G. Race, Ethnicity & Gender (3 sem. Credits)	**ACE 9 (one class)**	
Issues of Unity & Diversity	SOCI2150	3

Skills and Technical Science Courses

Students seeking an Associate of Occupational Studies are required to take a minimum of 36 semester hours from the four areas below, a minimum of 9 semester credits are required from each of the four areas.

Architecture and Construction (9 credits)

CNST1100	Basic Carpentry	3
CNST1200	Advanced Carpentry	2
CNST1201	Construction Basics	3
DDRT1110	Industrial Print Reading	2
DDRT1120	Basic CAD	2
DDRT1224	3-D Civil CAD	2
DDRT1400	Virtual Building Design w/Revit	2

Manufacturing (9 credits)

WELD1060	Basic OA/SMAW/GMAW	4
WELD1070	Advanced OA/SMAW & GMAW	3
MACH1100	Basic Machine Tool	3
CNST1101	Basic Woods Manufacturing	3

Science, Technology, Engineering, and Mathematics (9 credits)

ENGR1010	Engineering Design	3
DDRT1110	Industrial Print Reading	2
DDRT1120	Basic CAD	2
DDRT1220	Inventor	2
DDRT1330	Solidworks	2
MFGT1413	Electrical Fundamentals for Mfg.	3
ELEC1130	Fundamentals of Electronic Circuits	6

Transportation, Distribution, and Logistics (9 credits)

AUTT1003	Small Engines	3
AUTT1007	Auto Shop Safety & Repair	3.5
AUTT1110	Basic Auto Maintenance	3

4. Accounting

Beatrice, Lincoln, Milford and Online

Associate of Arts Degree

The Associate of Arts degree is for students who plan to complete their first two years of a bachelor's degree before transferring to a four-year institution. For more specific information based on the institution to which you want to transfer, please visit: https://www.southeast.edu/transfer-information/

Credit Hours Required for Graduation:

Associate of Arts Degree: Accounting 60.0

Types of jobs available

- Account Manager
- Accounting Associate
- Accounts Payable or Receivable Clerk
- Billing Coordinator
- Bookkeeper
- Finance Assistant
- Inventory Control Clerk
- Office Manager or Assistant Manager
- Operations Manager or Assistant Manager
- Payroll/Accounting Clerk
- Retail Accounting Specialist
- Revenue Agent

For more information contact:

Kim Day, Program Director - Beatrice
402-228-3468, 800-233-5027 ext. 1332, kday@southeast.edu

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

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

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

Special Program Requirements

Students who wish to pursue their education in Accounting 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. Accounting - Suggested Courses

Written Communications		**6.0 Credits**
ENGL1010	~English Composition I	3.0
AND take one of the following:		
ENGL1020	English Composition II	3.0
OFFT2120	Business Communication Strategies	3.0

NOTE: UNL's College of Business requires OFFT2120.

Speech Communications		**3.0 Credits**
SPCH1090	Fundamentals of Human Communication	3.0
SPCH1110	Public Speaking	3.0
SPCH2810	Business & Professional Communication	3.0

NOTE: UNL's College of Business requires SPCH2810.

Mathematics/Logic		**6.0 Credits**
MATH1150	College Algebra	3.0
MATH1200	Trigonometry	3.0
MATH1300	Pre-Calculus	5.0
MATH1400	Applied Calculus	3.0
MATH1600	Calculus with Analytical Geometry I	5.0
MATH2170/ BSAD2170	Applied Statistics (Required)	3.0

NOTE: MATH1150 and 1200 do not fulfill the math requirement at UNL and will count as electives only.
UNL recommends students planning to major in Accounting, Economics, or Finance take MATH1600.

Natural Science with Lab		**7.0-10.0 Credits**
Take two of the following, including one lab course (4.0 or 5.0 hrs):		
BIOS1010	General Biology	4.0
BIOS1030	Environmental Biology	3.0
BIOS1090	General Botany	4.0
BIOS1120	Introduction to Zoology	4.0
BIOS1140	Human Anatomy	4.0
BIOS1400	Biology I	4.0
BIOS1410	Biology II	4.0
BIOS2130	Human Physiology	4.0
BIOS2250	Human Anatomy & Physiology I	4.0
BIOS2260	Human Anatomy & Physiology II	4.0
BIOS2460	Microbiology	4.0
BIOS2200	Principles of Ecology	4.0
BIOS2410	General Genetics	4.0
BIOT1400	Introduction to Biotechnology I	4.0
BIOT2400	Introduction to Biotechnology II	4.0
CHEM1050	Chemistry & the Citizen	4.0
CHEM1090	General Chemistry I	4.0
CHEM1100	General Chemistry II	4.0
CHEM2550	Biological Organic Chemistry	3.0
FSDT1350	Basic Nutrition	3.0
GEOG1500	Physical Geography	4.0
GEOL1010	Physical Geology	4.0
GEOL1060	Environmental Geology	3.0
PHYS1030	Astronomy	4.0
PHYS1100	Physical Science	4.0
PHYS1130	Selected Topics in Astronomy	3.0
PHYS1150	Descriptive Physics	4.0
PHYS1410	Elementary General Physics I	5.0
PHYS1420	Elementary General Physics II	5.0
PHYS2110	General Physics I	5.0
PHYS2120	General Physics II	5.0
PSYC2730	Brain & Behavior	3.0

NOTES: Cannot receive credit for CHEM1050 and CHEM1090.
Credit cannot be received for more than one of these: PHYS1150, 1410 and 2110.
Some 4-year schools require science courses to be taken from two different disciplines. Check with an advisor at the 4-year schools you are considering.

Humanities		**6.0 Credits Total**
Choose two courses from two different groups:		
Group 1: Literature/Journalism/Philosophy:		
ENGL2050	Modern Fiction	3.0
ENGL2100	Introduction to Literature	3.0
ENGL2140	Introduction to Shakespeare	3.0
ENGL2150	Introduction to Women's Literature	3.0
ENGL2160	Children's Literature	3.0
ENGL2200	Science Fiction Literature	3.0
ENGL2210	American Literature After 1865	3.0
ENGL2220	British Literature Post 1800	3.0
ENGL2440	African American Literature	3.0
ENGL2450	Native American Literature	3.0
ENGL2460	Latino/a & Latin American Literature	3.0
ENGL2470	Asian American Literature	3.0
JOUR1810	Introduction to Mass Media	3.0
JOUR1820	Media Writing	3.0
PHIL1010	Introduction to Philosophy	3.0
PHIL1060	Applied Ethics	3.0
PHIL1100	Intro to Logic and Critical Thinking	3.0
PHIL2130	Bioethics	3.0
PHIL2610/ RELS2610	Comparative Religions	3.0
Group 2: Creative/Fine/Performing Arts:		
ARTS1010	Introduction to Visual Arts	3.0
ARTS1050	Intro to Art History & Criticism I	3.0
ARTS1060	Intro to Art History & Criticism II	3.0
ARTS1110	Beginning Drawing I	3.0
ARTS1210	2-Dimensional Design	3.0
ARTS1330	Beginning Ceramics I	3.0
ARTS2510	Beginning Painting I	3.0
ARTS2650	Native American Art	3.0
ARTS2750	Women in Art	3.0
ARTS2850	History of Photography	3.0
ENGL1510	Introduction to Creative Writing	3.0
ENGL2520	Fiction Writing	3.0
ENGL2530	Poetry Writing	3.0
HUMS1100	Introduction to the Humanities	3.0
HUMS1200	Contemporary Arts & Ideas	3.0
MUSC1010	Introduction to Music	3.0
MUSC1610	Music Theory I	4.0
MUSC2750	Introduction to American Music	3.0
MUSC2800	Introduction to World Music	3.0
MUSC2870	History of Rock Music	3.0
PHOT1750	Beginning Photography	3.0
PHOT1760	Digital Photography & Creative Imaging	3.0
SPCH2050	Oral Performance of Literature	3.0
THEA1010	Introduction to Theatre	3.0
THEA1140	Basic Acting	3.0
THEA1851	Theatre Practicum	3.0
THEA2130	Film Appreciation	3.0

Group 3: Language

1010	Beginning Language I (Chinese, German or Spanish)	5.0
1020	Beginning Language II (Chinese, German or Spanish)	5.0
2010	Second Year Language I (Chinese, German or Spanish)	3.0
2020	Second Year Language II (Chinese, German or Spanish)	3.0
2100	Accelerated Language (German or Spanish)	6.0

Social Sciences **9.0 Credits**

Economics/Political Science (Take both):

ECON2110	Macroeconomics	3.0
ECON2120	Microeconomics	3.0

Choose one additional course from any of the following three groups:

Anthropology/Psychology/Sociology:

ANTH1020	Intro to Cultural Anthropology	3.0
ANTH1120	General Anthropology	3.0
POLS1000	American Government	3.0
PSYC1250	Interpersonal Relations	3.0
PSYC1810	Introduction to Psychology	3.0
PSYC2880	Social Psychology	3.0
PSYC2960	Lifespan Human Development	3.0
SOCI1010	Introduction to Sociology	3.0
SOCI1020	Diversity in Society	3.0
SOCI2150	Issues of Unity & Diversity	3.0

Geography/History:

GEOG1000	Exploring Our World: Fund of Geo Sci	3.0
GEOG1400	Human Geography	3.0
GEOG1420	World Regional Geography	3.0
HIST1000	Western Tradition to 1500	3.0
HIST1010	Western Tradition since 1500	3.0
HIST2010	American History I	3.0
HIST2020	American History II	3.0
HIST2100	World History to 1500 CE	3.0
HIST2110	World History since 1500 CE	3.0
HIST2960	Survey of African American History	3.0

Culture & Gender Studies

ANTH1120	General Anthropology	3.0
ARTS2650	Native American Art	3.0
ARTS2750	Women in Art	3.0
EDUC1110	Intro to Professional Education	3.0
EDUC1700	Professional Practicum I	1.0
EDUC2300	Introduction to Special Education	3.0
EDUC2590	Instructional Technology	3.0
ENGL2150	Introduction to Women's Literature	3.0
ENGL2440	African American Literature	3.0
ENGL2450	Native American Literature	3.0
ENGL2460	Latino/a & Latin American Literature	3.0
ENGL2470	Asian American Literature	3.0
GEOG1400	Human Geography	3.0
GEOG1420	World Regional Geography	3.0
GLST2980	Global Studies	3.0
HIST2100	World History to 1500 CE	3.0
HIST2110	World History since 1500 CE	3.0
HIST2960	Survey of African American History	3.0
MUSC2800	Introduction to World Music	3.0
PHED1000	Lifetime Wellness	3.0
PHIL2610/ RELS2610	Comparative Religions	3.0
POLS1600	International Relations	3.0
SOCI1020	Diversity in Society	3.0
SOCI2000	Women in Contemporary Society	3.0
SOCI2010	Social Problems	3.0
SOCI2150	Issues of Unity & Diversity	3.0
SPCH2110	Intercultural Communication	3.0

Technology **3.0 Credits**

BSAD1010	Microsoft Applications I	3.0

Accounting & Electives **18.0-21.0 Credits**

NOTE: The following courses are standard requirements for business majors at many, but not all, four-year schools.

Must take a minimum of six Accounting classes for the AA in Accounting Degree. Schedule an appointment with an advisor for more specific advice.

Accounting **6.0 Credits**

ACCT1200	Principles of Accounting I (*Required*)	3.0
ACCT1210	Principles of Accounting II (*Required*)	3.0

AND take at least four additional ACCT courses: **12.0-15.0 Credits**

ACCT2050	Payroll Accounting	3.0
ACCT2090	Cost Accounting	3.0
ACCT2100	Individual Income Tax	3.0
ACCT2130	Intermediate Accounting	3.0
ACCT2230	Computerized Accounting	3.0
ACCT2800	Applied Accounting Capstone	3.0

Electives: (One course, if needed to graduate) **0-3.0 Credits**

BSAD1020	Microsoft Applications II	3.0
BSAD1050	Introduction to Business	3.0
BSAD1090	Business Law I	3.0
BSAD2310	Business Ethics	3.0
BSAD2370	Human Resources Management	3.0
BSAD2430	Marketing Communications	3.0
BSAD2520	Principles of Marketing	3.0
BSAD2540	Principles of Management	3.0
ECON1200	Personal Finance	3.0
ENTR1050	Introduction to Entrepreneurship	3.0

5. Business

Beatrice, Lincoln, Milford and Online

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

Credit Hours Required for Graduation:

Associate of Applied Science Degree:
- **Business 60.0**

Associate of Arts Degree:
- **Business 60.0**

Diploma:
- **Bookkeeping 30.0**
- **Business 30.0**

Certificate:
- **Business 15.0**
- **Client Relations 15.0**
- **Entrepreneurship 15.0**
- **Event-Venue Operations Management 15.0**

Types of jobs available

- Account Manager
- Accounts Payable or Receivable Clerk
- Administrative Coordinator
- Benefits Specialist
- Billing Coordinator
- Bookkeeper
- Business Manager
- Call Center Representative
- Client Relations Specialist
- Coordinator of Special Projects
- Finance Assistant
- Guest Services Agent
- Human Resource Management Specialist
- Inventory Control Clerk
- Insurance Agent or Claims Representative
- Logistics Associate
- Marketing Assistant
- Marketing/Sales Intern
- Office Manager or Assistant Manager
- Operations Manager or Assistant Manager
- Payroll/Accounting Clerk
- Property Manager
- Recruiting Coordinator
- Retail Accounting Specialist
- Revenue Agent
- Sales Consultant
- Small Business Owner
- Special Event Coordinator
- Store Manager or Assistant Manager
- Technical Support Agent
- Teller
- Underwriting Assistant

Program overview

The Associate of Applied Science degree 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 Program was reaffirmed in 2013 for 10 years. Several instructors at SCC have received the ACBSP Teaching Excellence Award for Region 5.

SCC's Business program offers a variety of choices in which to study and earn an associate degree, diploma, or certificate. The Associate of Applied Science degree in Business emphasizes important business concepts and real world applications. 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 program also offers certificates with a focus in Business, 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 15 credit hours. The Associate of Arts degree is for students who plan to complete their first two years of a bachelor's degree before transferring to a four-year institution.

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 directors for information on scheduling at those campuses.

Students will benefit from the more than 20 years of experience the Business program has with online education. The Business 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 students have is access to the SCC Entrepreneurship Center in Lincoln. The SCC Entrepreneurship Center is a full-service resource hub for entrepreneurs in all stages of business development. Students are able to use the SCC Entrepreneurship Center as a resource for an existing business, or as a new entrepreneur. Steve Bors, Director of SCC Entrepreneurship Center recently received the Outstanding Service Award from the Nebraska Entrepreneurship Task Force. Steve also teaches in the Business Program.

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

For more information contact:

Kim Day, Program Director - Beatrice
402-228-3468, 800-233-5027 ext. 1332, kday@southeast.edu

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

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

Tammie Lang, Program Director - Milford
402-761-8465, 800-933-7223 ext. 8465, tlang@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 requires successful completion of general education requirements, business core courses, and a minimum of 18.0 credit hours of business electives.

Special Program Requirements

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

General Education Requirements

SCC Core General Education Learning Outcomes (GELOs)
(One class from each GELO below)

GELO #1: Oral Communications		3.0
SPCH1090	Fundamentals of Human Communication **OR**	
SPCH1110	Public Speaking **OR**	
SPCH2810	Business & Professional Communication	
GELO #2: Written Communications		3.0
ENGL1010	~English Composition I	
GELO #3: Critical Thinking & Problem Solving		3.0
BSAD2540	Principles of Management	
GELO #5: Analytical, Quantitative and Scientific Reasoning		3.0
MATH1040	Business Math or higher (Recommended)	
GELO #6: Career and Life Skills		3.0
BSAD1010	Microsoft Applications I	
Total General Education		15.0

A.A.S. Business Core Courses

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I	3.0
BSAD1020	*Microsoft Applications II	3.0
BSAD1050	Introduction to Business	3.0
BSAD1090	Business Law I	3.0
BSAD2155	Career Transition and Management Strategies **OR**	
OFFT2000	*Employment Techniques	3.0
BSAD2310	Business Ethics	3.0
ECON1200	Personal Finance	3.0
ECON2110	Macroeconomics	3.0
ENGL1110	~Business Communications **OR**	
OFFT2120	*Business Communication Strategies	3.0
		27.0 hours

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

A.A.S. Business 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 Program courses below. (Minimum of six courses at 3.0 credits.)

Course #	Course title	18.0 Credit hrs
Accounting		
ACCT1210	*Principles of Accounting II	3.0
ACCT2050	*Payroll Accounting	3.0
ACCT2090	*Cost Accounting	3.0
ACCT2100	Individual Income Tax Procedures	3.0
ACCT2130	*Intermediate Accounting I	3.0
ACCT2230	*Computerized Accounting	3.0
ACCT2800	*Applied Accounting Capstone	3.0
Business Technology		
BSAD1000	Computer Essentials	1.0
BSAD1022	MOS Word Prep	0.5
BSAD1024	MOS Excel Prep	1.0
BSAD1026	MOS Access Prep	1.0
BSAD1028	MOS PowerPoint Prep	0.5
Business Marketing		
BSAD2270	Professional Selling	3.0
BSAD2400	Principles of Retailing	3.0
BSAD2430	Marketing Communications	3.0
BSAD2460	Electronic Commerce Marketing	3.0
BSAD2480	Event Marketing	3.0
BSAD2520	Principles of Marketing	3.0
Business Career		
BSAD1070	Customer Service	3.0
BSAD2901	*Cooperative Experience **OR**	
BSAD2900	*Internship	3.0
Business Management and Other		
BSAD1100	*Business Law II	3.0
BSAD2170/ MATH2170	Applied Statistics (If not used for Gen Ed requirement)	3.0
BSAD2200	Global Environments for Business	3.0
BSAD2370	Human Resources Management	3.0
BSAD2390	*Small Business Management	3.0
BSAD2560	Project Management	3.0
BSAD2800	Introduction to Sustainability	3.0
Economics		
ECON2120	Principles of Microeconomics	3.0
Entrepreneurship		
ENTR1050	Introduction to Entrepreneurship	3.0
ENTR2040	Entrepreneurship Feasibility Study	3.0
ENTR2050	Marketing for the Entrepreneur	3.0
ENTR2060	Entrepreneurship Legal Issues	3.0
ENTR2070	Entrepreneurship Financial Topics	3.0
ENTR2090	Entrepreneurship Business Plan	3.0
Event-Venue Operations		
EVOM1060	Customers and the Event Experience	3.0
EVOM1150	Venue Operations Management	3.0
EVOM2402	Fundamentals of Event Planning	3.0
Finance/Insurance		
FINA1130	Fundamentals of Investing	3.0
FINA2100	Principles of Banking	3.0
INSU1100	Fundamentals of Insurance I	3.0
INSU1120	*Principles of Underwriting and Claims	3.0
INSU1150	*Fundamentals of Insurance II	3.0
HLTH1060	Comprehensive Medical Terminology (Helpful for insurance employment.)	3.0

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 6 hours. They also may not include previously taken courses or OFFT1010, OFFT1020, OFFT1150, OFFT1310, INFO1005 or INFO1010. (Total electives for Business is 18.0 hours minimum - six courses at 3.0 each.)

A.A. Business - Suggested Courses

The Associate of Arts degree is for students who plan to complete their first two years of a bachelor's degree before transferring to a four-year institution. For more specific information based on the institution to which you want to transfer, please visit: https://www.southeast.edu/transfer-information/

Credit Hours Required for Graduation		60.0 Credits
Written Communications		**6.0 Credits**
ENGL1010	~English Composition I	3.0
AND take one of the following:		
ENGL1020	English Composition II	3.0
OFFT2120	Business Communication Strategies	3.0

NOTE: UNL's College of Business requires OFFT2120.

Speech Communications		**3.0 Credits**
SPCH1110	Public Speaking	3.0
SPCH2810	Business & Professional Communication	3.0

NOTE: UNL's College of Business requires SPCH2810.

Mathematics/Logic		**3.0 Credits**
MATH1150	College Algebra	3.0
MATH1200	Trigonometry	3.0
MATH1300	Pre-Calculus	5.0
MATH1400	Applied Calculus	3.0
MATH1600	Calculus with Analytical Geometry I	5.0

NOTE: MATH1150 and 1200 do not fulfill the math requirement at UNL and will count as electives only.

UNL recommends students planning to major in Accounting, Economics, or Finance take MATH1600.

Natural Science with Lab		**7.0 Credits**
Take two of the following, including one lab course (4.0 or 5.0 hrs):		
BIOS1010	General Biology	4.0
BIOS1030	Environmental Biology	3.0
BIOS1090	General Botany	4.0
BIOS1120	Introduction to Zoology	4.0
BIOS1140	Human Anatomy	4.0
BIOS1400	Biology I	4.0
BIOS1410	Biology II	4.0
BIOS2130	Human Physiology	4.0
BIOS2250	Human Anatomy & Physiology I	4.0
BIOS2260	Human Anatomy & Physiology II	4.0
BIOS2460	Microbiology	4.0
BIOS2200	Principles of Ecology	4.0
BIOS2410	General Genetics	4.0
BIOT1400	Introduction to Biotechnology I	4.0
BIOT2400	Introduction to Biotechnology II	4.0
CHEM1050	Chemistry & the Citizen	4.0
CHEM1090	General Chemistry I	4.0
CHEM1100	General Chemistry II	4.0
CHEM2550	Biological Organic Chemistry	3.0
FSDT1350	Basic Nutrition	3.0
GEOG1500	Physical Geography	4.0
GEOL1010	Physical Geology	4.0
GEOL1060	Environmental Geology	3.0
PHYS1030	Astronomy	4.0
PHYS1100	Physical Science	4.0
PHYS1130	Selected Topics in Astronomy	3.0
PHYS1150	Descriptive Physics	4.0
PHYS1410	Elementary General Physics I	5.0
PHYS1420	Elementary General Physics II	5.0
PHYS2110	General Physics I	5.0
PHYS2120	General Physics II	5.0
PSYC2730	Brain & Behavior	3.0

NOTES: Cannot receive credit for CHEM1050 and CHEM1090.
Credit cannot be received for more than one of these: PHYS1150, 1410 and 2110.
Some 4-year schools require science courses to be taken from two different disciplines. Check with an advisor at the 4-year schools you are considering.

Humanities **9.0 Credits Total**

Choose three courses from three different groups:

Group 1: Literature/Journalism/Philosophy:

ENGL2050	Modern Fiction	3.0
ENGL2100	Introduction to Literature	3.0
ENGL2140	Introduction to Shakespeare	3.0
ENGL2150	Introduction to Women's Literature	3.0
ENGL2160	Children's Literature	3.0
ENGL2200	Science Fiction Literature	3.0
ENGL2210	American Literature After 1865	3.0
ENGL2220	British Literature Post 1800	3.0
ENGL2440	African American Literature	3.0
ENGL2450	Native American Literature	3.0
ENGL2460	Latino/a & Latin American Literature	3.0
ENGL2470	Asian American Literature	3.0
JOUR1810	Introduction to Mass Media	3.0
JOUR1820	Media Writing	3.0
PHIL1010	Introduction to Philosophy	3.0
PHIL1060	Applied Ethics	3.0
PHIL1100	Intro to Logic and Critical Thinking	3.0
PHIL2130	Bioethics	3.0
PHIL2610/ RELS2610	Comparative Religions	3.0

Group 2: Creative/Fine/Performing Arts:

ARTS1010	Introduction to Visual Arts	3.0
ARTS1050	Intro to Art History & Criticism I	3.0
ARTS1060	Intro to Art History & Criticism II	3.0
ARTS1110	Beginning Drawing I	3.0
ARTS1210	2-Dimensional Design	3.0
ARTS1330	Beginning Ceramics I	3.0
ARTS2510	Beginning Painting I	3.0
ARTS2650	Native American Art	3.0
ARTS2750	Women in Art	3.0
ARTS2850	History of Photography	3.0
ENGL1510	Introduction to Creative Writing	3.0
ENGL2520	Fiction Writing	3.0
ENGL2530	Poetry Writing	3.0
HUMS1100	Introduction to the Humanities	3.0
HUMS1200	Contemporary Arts & Ideas	3.0
MUSC1010	Introduction to Music	3.0
MUSC1610	Music Theory I	4.0
MUSC2750	Introduction to American Music	3.0
MUSC2800	Introduction to World Music	3.0
MUSC2870	History of Rock Music	3.0
PHOT1750	Beginning Photography	3.0
PHOT1760	Digital Photography & Creative Imaging	3.0
SPCH2050	Oral Performance of Literature	3.0
THEA1010	Introduction to Theatre	3.0
THEA1140	Basic Acting	3.0
THEA2130	Film Appreciation	3.0

Group 3: Language

1010	Beginning Language I (Chinese, German or Spanish)	5.0
1020	Beginning Language II (Chinese, German or Spanish)	5.0
2010	Second Year Language I (Chinese, German or Spanish)	3.0
2020	Second Year Language II (Chinese, German or Spanish)	3.0
2100	Accelerated Language (German or Spanish)	6.0

Group 4: Take an additional class from Group 1, 2, or 3

Social Sciences **9.0 Credits**

Economics/Political Science (Take both):

ECON2110	Macroeconomics	3.0
ECON2120	Microeconomics	3.0

Choose one additional course from the following two groups:

Group 1: Anthropology/Psychology/Sociology:

ANTH1020	Intro to Cultural Anthropology	3.0
ANTH1120	General Anthropology	3.0
PSYC1250	Interpersonal Relations	3.0
PSYC1810	Introduction to Psychology	3.0
SOCI1010	Introduction to Sociology	3.0
SOCI1020	Diversity in Society	3.0
SOCI2150	Issues of Unity & Diversity	3.0

Group 2: Geography/History:

GEOG1000	Exploring Our World: Fund of Geo Sci	3.0
GEOG1400	Human Geography	3.0
GEOG1420	World Regional Geography	3.0
HIST1000	Western Tradition to 1500	3.0
HIST1010	Western Tradition since 1500	3.0
HIST2010	American History I	3.0
HIST2020	American History II	3.0
HIST2100	World History to 1500 CE	3.0
HIST2110	World History since 1500 CE	3.0
HIST2960	Survey of African American History	3.0

Culture & Gender Studies **3.0 Credits**

Take one:

ANTH1120	General Anthropology	3.0
ARTS2650	Native American Art	3.0
ARTS2750	Women in Art	3.0
EDUC1110	Intro to Professional Education	3.0
EDUC1700	Professional Practicum I	1.0
EDUC2300	Introduction to Special Education	3.0
EDUC2590	Instructional Technology	3.0
ENGL2150	Introduction to Women's Literature	3.0
ENGL2440	African American Literature	3.0
ENGL2450	Native American Literature	3.0
ENGL2460	Latino/a & Latin American Literature	3.0
ENGL2470	Asian American Literature	3.0
GEOG1400	Human Geography	3.0
GEOG1420	World Regional Geography	3.0
GLST2980	Global Studies	3.0
HIST2100	World History to 1500 CE	3.0
HIST2110	World History since 1500 CE	3.0
HIST2960	Survey of African American History	3.0
MUSC2800	Introduction to World Music	3.0
PHED1000	Lifetime Wellness	3.0
PHIL2610/ RELS2610	Comparative Religions	3.0
POLS1600	International Relations	3.0
SOCI1020	Diversity in Society	3.0
SOCI2000	Women in Contemporary Society	3.0
SOCI2010	Social Problems	3.0
SOCI2150	Issues of Unity & Diversity	3.0
SPCH2110	Intercultural Communication	3.0

Business & Electives **18.0-21.0 Credits**

NOTE: The following courses are standard requirements for business majors at many, but not all, four-year schools.

Schedule an appointment with an advisor for more specific advice.

ACCT1200	Principles of Accounting I (*Required*)	3.0
ACCT1210	Principles of Accounting II (*Required*)	3.0
MATH2170/ BSAD2170	Applied Statistics (Required)	3.0

Other suggested business electives:

BSAD1010	Microsoft Applications I	3.0
BSAD1020	Microsoft Applications II	3.0
BSAD1050	Introduction to Business	3.0
BSAD1090	Business Law I	3.0
BSAD2310	Business Ethics	3.0
BSAD2370	Human Resources Management	3.0
BSAD2430	Marketing Communications	3.0
BSAD2520	Principles of Marketing	3.0
BSAD2540	Principles of Management	3.0
ECON1200	Personal Finance	3.0
ENTR1050	Introduction to Entrepreneurship	3.0

NOTE: Schedule an appointment with an advisor to see which of these courses will apply to your business major at your 4-year school.

Bookkeeping Option for Diploma

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

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I	3.0
ACCT2050	*Payroll Accounting	3.0
ACCT2100	Individual Income Tax Procedures	3.0
ACCT2230	*Computerized Accounting	3.0
BSAD1010	Microsoft Applications I	3.0
BSAD1020	*Microsoft Applications II	3.0
BSAD1050	Introduction to Business	3.0
BSAD2370	Human Resources Management **OR**	
	Approved Business Elective	3.0
ENGL1110	~Business Communications	3.0
ADVISOR APPROVED ELECTIVES: (ACCT, BSAD, ECON, ENTR, FINA, INSU, OFFT2810, OR OFFT2830)		3.0
		Total: 30.0 hours

Business Option for Diploma

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

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I	3.0
BSAD1010	Microsoft Applications I	3.0
BSAD1020	*Microsoft Applications II	3.0
BSAD1050	Introduction to Business	3.0
BSAD2310	Business Ethics	3.0
BSAD2540	Principles of Management	3.0
ENGL1110	~Business Communications	3.0
OFFT2000	*Employment Techniques **OR**	
BSAD2155	Career Transition and Management Strategies	3.0
ADVISOR APPROVED ELECTIVES: (ACCT, BSAD, ECON, ENTR, FINA, INSU)		6.0
		Total: 30.0 hours

Business Option for 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.

Course #	Course title	Credit hrs
ACCT1200	Principles of Accounting I **OR**	
OFFT1310	Office Accounting	3.0
BSAD1050	Introduction to Business	3.0
BSAD2155	Career Transition and Management Strategies **OR**	
BSAD2540	Principles of Management	3.0
ENGL1110	Business Communications	3.0
ADVISOR APPROVED ELECTIVE: (ACCT, BSAD, ECON, ENTR, FINA, INSU, OFFT)		3.0
		Total: 15.0 hours

Client Relations Option for 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	3.0
BSAD1070	Customer Service	3.0
ENGL1110	~Business Communications	3.0
BSAD2270	Professional Selling	3.0
SPCH1090	Fundamentals of Human Communication **OR**	
SPCH2810	Business & Professional Communication	3.0
		Total: 15.0 hours

Entrepreneurship Option for 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	3.0
ENTR2040	Entrepreneurship Feasibility Study	3.0
ENTR2090	Entrepreneurship Business Plan	3.0
Take 2 of the following 3 classes:		
ENTR2050	Marketing for the Entrepreneur	3.0
ENTR2060	Entrepreneurship Legal Issues	3.0
ENTR2070	Entrepreneurship Financial Topics	3.0
		Total: 15.0 hours

Event–Venue Operations Management Option for 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	3.0
EVOM1060	Customers and the Event Experience	3.0
EVOM1150	Venue Operations Management	3.0
EVOM2402	Fundamentals of Event Planning	3.0
SPCH2810	Business and Professional Communication	3.0
		Total: 15.0 hours

For the Event-Venue Operations Management Option Certificate contact
Linda Hartman, Program Co-Director - Lincoln
402-437-2433, 800-642-4075 ext. 2433, lhartman@southeast.edu

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

6. Business Communications

Beatrice, Lincoln, Milford and Online

Associate of Arts Degree

The Associate of Arts degree is for students who plan to complete their first two years of a bachelor's degree before transferring to a four-year institution. For more specific information based on the institution to which you want to transfer, please visit: https://www.southeast.edu/transfer-information/

Credit Hours Required for Graduation:

Associate of Arts Degree:

Business Communications..... 60.0

Types of jobs available

- Advertising Sales Agent
- Business Operations Specialist
- Client Service Associate
- Communications Specialist
- Customer Service Representative
- Human Resource Specialist
- Journalist
- Marketing Manager
- Public Relations and Fundraising Manager
- Social Media Manager

For more information contact:

Kim Day, Program Director - Beatrice
402-228-3468, 800-233-5027 ext. 1332, kday@southeast.edu

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

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

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

Special Program Requirements

Students who wish to pursue their education in Accounting 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. Business Communications - Suggested Courses

Credit Hours Required for Graduation		**60.0 Credits**
Written Communications		**6.0 Credits**
ENGL1010	English Composition I	3.0
ENGL1020	English Composition II	3.0
OFFT2120	Business Communications Strategies	3.0
Speech Communications		**3.0 Credits**
SPCH1090	Fundamentals of Human Communication	3.0
SPCH1110	Public Speaking	3.0
SPCH2810	Business & Professional Communication	3.0
Mathematics/Logic		**3.0 Credits**
MATH1150	College Algebra	3.0
MATH1200	Trigonometry	3.0
MATH1300	Pre-Calculus	5.0
MATH1400	Applied Calculus	3.0
MATH1600	Calculus with Analytical Geometry I	5.0
MATH2170/ BSAD2170	Applied Statistics	3.0
Natural Science with Lab		**7.0 Credits**
Take two of the following, including one lab course (4.0 or 5.0 hrs):		
BIOS1010	General Biology	4.0
BIOS1030	Environmental Biology	3.0
BIOS1090	General Botany	4.0
BIOS1120	Introduction to Zoology	4.0
BIOS1140	Human Anatomy	4.0
BIOS1400	Biology I	4.0
BIOS1410	Biology II	4.0
BIOS2130	Human Physiology	4.0
BIOS2250	Human Anatomy & Physiology I	4.0
BIOS2260	Human Anatomy & Physiology II	4.0
BIOS2460	Microbiology	4.0
BIOS2200	Principles of Ecology	4.0
BIOS2410	General Genetics	4.0
BIOT1400	Introduction to Biotechnology I	4.0
BIOT2400	Introduction to Biotechnology II	4.0
CHEM1050	Chemistry & the Citizen	4.0
CHEM1090	General Chemistry I	4.0
CHEM1100	General Chemistry II	4.0
CHEM2550	Biological Organic Chemistry	3.0
FSDT1350	Basic Nutrition	3.0
GEOG1500	Physical Geography	4.0
GEOL1010	Physical Geology	4.0
GEOL1060	Environmental Geology	3.0
PHYS1030	Astronomy	4.0
PHYS1100	Physical Science	4.0
PHYS1130	Selected Topics in Astronomy	3.0
PHYS1150	Descriptive Physics	4.0
PHYS1410	Elementary General Physics I	5.0
PHYS1420	Elementary General Physics II	5.0
PHYS2110	General Physics I	5.0
PHYS2120	General Physics II	5.0
PSYC2730	Brain & Behavior	3.0

NOTES: Cannot receive credit for CHEM1050 and CHEM1090.
Credit cannot be received for more than one of these: PHYS1150, 1410 and 2110.
Some 4-year schools require science courses to be taken from two different disciplines. Check with an advisor at the 4-year schools you are considering.

Humanities		**9.0 Credits Total**
Choose three courses from at least two different groups:		
Group 1: Literature/Journalism/Philosophy:		
ENGL2050	Modern Fiction	3.0
ENGL2100	Introduction to Literature	3.0
ENGL2140	Introduction to Shakespeare	3.0
ENGL2150	Introduction to Women's Literature	3.0
ENGL2160	Children's Literature	3.0
ENGL2200	Science Fiction Literature	3.0
ENGL2210	American Literature After 1865	3.0
ENGL2220	British Literature Post 1800	3.0
ENGL2440	African American Literature	3.0
ENGL2450	Native American Literature	3.0
ENGL2460	Latino/a & Latin American Literature	3.0
ENGL2470	Asian American Literature	3.0
JOUR1810	Introduction to Mass Media	3.0
JOUR1820	Media Writing	3.0
PHIL1010	Introduction to Philosophy	3.0
PHIL1060	Applied Ethics	3.0
PHIL1100	Intro to Logic and Critical Thinking	3.0
PHIL2130	Bioethics	3.0
PHIL2610/ RELS2610	Comparative Religions	3.0
Group 2: Creative/Fine/Performing Arts:		
ARTS1010	Introduction to Visual Arts	3.0
ARTS1050	Intro to Art History & Criticism I	3.0
ARTS1060	Intro to Art History & Criticism II	3.0
ARTS1110	Beginning Drawing I	3.0
ARTS1210	2-Dimensional Design	3.0
ARTS1330	Beginning Ceramics I	3.0
ARTS2510	Beginning Painting I	3.0
ARTS2650	Native American Art	3.0
ARTS2750	Women in Art	3.0
ARTS2850	History of Photography	3.0
ENGL1510	Introduction to Creative Writing	3.0
ENGL2520	Fiction Writing	3.0
ENGL2530	Poetry Writing	3.0
HUMS1100	Introduction to the Humanities	3.0
HUMS1200	Contemporary Arts & Ideas	3.0
MUSC1010	Introduction to Music	3.0
MUSC1610	Music Theory I	4.0
MUSC2750	Introduction to American Music	3.0
MUSC2800	Introduction to World Music	3.0
MUSC2870	History of Rock Music	3.0
PHOT1750	Beginning Photography	3.0
PHOT1760	Digital Photography & Creative Imaging	3.0
SPCH2050	Oral Performance of Literature	3.0
THEA1010	Introduction to Theatre	3.0
THEA1140	Basic Acting	3.0
THEA1851	Theatre Practicum	3.0
THEA2130	Film Appreciation	3.0
Group 3: Language		
1010	Beginning Language I (Chinese, German or Spanish)	5.0
1020	Beginning Language II (Chinese, German or Spanish)	5.0
2010	Second Year Language I (Chinese, German or Spanish)	3.0
2020	Second Year Language II (Chinese, German or Spanish)	3.0
2100	Accelerated Language (German or Spanish)	6.0

Social Sciences **9.0 Credits**

Choose three courses based on transfer college's requirements:

Economics/Political Science

ECON2110	Macroeconomics	3.0
ECON2120	Microeconomics	3.0

Anthropology/Psychology/Sociology:

ANTH1020	Intro to Cultural Anthropology	3.0
ANTH1120	General Anthropology	3.0
POLS1000	American Government	3.0
PSYC1250	Interpersonal Relations	3.0
PSYC1810	Introduction to Psychology	3.0
PSYC2880	Social Psychology	3.0
PSYC2960	Lifespan Human Development	3.0
SOCI1010	Introduction to Sociology	3.0
SOCI1020	Diversity in Society	3.0
SOCI2150	Issues of Unity & Diversity	3.0

Geography/History:

GEOG1000	Exploring Our World: Fund of Geo Sci	3.0
GEOG1400	Human Geography	3.0
GEOG1420	World Regional Geography	3.0
HIST1000	Western Tradition to 1500	3.0
HIST1010	Western Tradition since 1500	3.0
HIST2010	American History I	3.0
HIST2020	American History II	3.0
HIST2100	World History to 1500 CE	3.0
HIST2110	World History since 1500 CE	3.0
HIST2960	Survey of African American History	3.0

Culture & Gender Studies **3.0 Credits**

Take one:

ANTH1120	General Anthropology	3.0
ARTS2650	Native American Art	3.0
ARTS2750	Women in Art	3.0
EDUC1110	Intro to Professional Education	3.0
EDUC1700	Professional Practicum I	1.0
EDUC2300	Introduction to Special Education	3.0
EDUC2590	Instructional Technology	3.0
ENGL2150	Introduction to Women's Literature	3.0
ENGL2440	African American Literature	3.0
ENGL2450	Native American Literature	3.0
ENGL2460	Latino/a & Latin American Literature	3.0
ENGL2470	Asian American Literature	3.0
GEOG1400	Human Geography	3.0
GEOG1420	World Regional Geography	3.0
GLST2980	Global Studies	3.0
HIST2100	World History to 1500 CE	3.0
HIST2110	World History since 1500 CE	3.0
HIST2960	Survey of African American History	3.0
MUSC2800	Introduction to World Music	3.0
PHED1000	Lifetime Wellness	3.0
PHIL2610/ RELS2610	Comparative Religions	3.0
POLS1600	International Relations	3.0
SOCI1020	Diversity in Society	3.0
SOCI2000	Women in Contemporary Society	3.0
SOCI2010	Social Problems	3.0
SOCI2150	Issues of Unity & Diversity	3.0
SPCH2110	Intercultural Communication	3.0

Electives (Minimum of 18 hours; must have minimum of 60 hours to graduate) **18.0-21.0 Credits**

NOTE: The following courses are standard requirements for business majors at many, but not all, four-year schools.
Schedule an appointment with an advisor to see which of these courses will apply to your business major at your 4-year school.

ACCT1200	Principles of Accounting I (*Required*)	3.0
BSAD2520	Principles of Marketing *(Required)*	3.0
OFFT2120	Business Communication Strategies (Do not take OFFT2120 if student has taken ENGL1100)	3.0

Other suggested business electives:

BSAD1010	Microsoft Applications I	3.0
BSAD1020	Microsoft Applications II	3.0
BSAD1050	Introduction to Business	3.0
BSAD1090	Business Law I	3.0
BSAD1100	Business Law II	3.0
BSAD2310	Business Ethics	3.0
BSAD2370	Human Resources Management	3.0
BSAD2430	Marketing Communications	3.0
BSAD2540	Principles of Management	3.0
ECON1200	Personal Finance	3.0
ENTR1050	Introduction to Entrepreneurship	3.0

7. Long Term Care Administration

Online (Lincoln Campus)

Associate of Applied Science Degree, Certificate

Credit Hours Required for Graduation:

Associate of Applied Science Degree

Assisted Living Focus 62.0

Nursing Home Administration Focus 63.0

Certificate

Long Term Care Administration 21.0

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 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 and business 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:

Theresa Parker, Program Director
402-437-2750, 800-642-4075 ext. 2750
tparker@southeast.edu

Fran Hartwell, LTCA Instructor
402-437-2566, 800-642-4075 ext. 2566
fran.hartwell@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 (CBC) 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. **(Because of the clearance time needed, students should inform the Program Director of their intent to enroll in LTCA2060 at least three months prior to the start date of the practicum.)**
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.

General Education Requirements

SCC Core General Education Learning Outcomes (GELOs)
(One class from **each** GELO below)
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.

GELO #1: Oral Communications		3.0
SPCH2810	Business and Professional Communication (Recommended)	
GELO #2: Written Communications		3.0
ENGL1110	*Business Communication (Recommended)	
GELO #3: Critical Thinking & Problem Solving		3.0
ECON1200	Personal Finance (Recommended)	
GELO #5: Analytical, Quantitative, and Scientific Reasoning		3.0
MATH1040	Business Math (Recommended)	
GELO #6: Career and Life Skills		3.0
BSAD1010	Microsoft Applications I (Recommended)	
		15.0 hours

Core LTCA Requirements

Course #	Course title	Credit hrs
LTCA1000	Introduction to Long Term Care	3.0
LTCA1020	Death, Dying and Bereavement	3.0
LTCA1030	Food and Nutrition Services for Long Term Care	3.0
LTCA1040	Assisted Living Administration I	3.0
LTCA1050	Long Term Care Administration	3.0
LTCA1080	Gerontology	3.0
LTCA2000	Physical Environment and Safety in Long Term Care	3.0
LTCA2010	Foundations of Leadership	3.0
LTCA2020	Marketing and Public Relations for Long Term Care	3.0
LTCA2030	Ethics in Health Administration	3.0
LTCA2040	Financial Management for Long Term Care	3.0
		33.0 hours

Other Required Courses

BSAD1050	Introduction to Business	3.0
BSAD1090	Business Law I	3.0
BSAD2370	Human Resource Management	3.0
		9.0 hours

Assisted Living Focus

LTCA1090	*Assisted Living Administration II	3.0
LTCA2060	**Assisted Living Practicum	2.0
		5.0 hours

Nursing Home Administration Focus

LTCA2050	Rules, Regulations and Standards for Long Term Care	3.0
LTCA2070	Nursing Home Administrators Licensing Exam Review Course	3.0
		6.0 hours

Total A.A.S. Degree – Assisted Living Focus – 62.0 hours
Total A.A.S. Degree – Nursing Home Administration Focus - 63.0 hours
*Course requires prerequisite
**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	3.0
LTCA1050	Long Term Care Administration	3.0
LTCA1080	Gerontology	3.0
LTCA2040	Financial Management for Long Term Care	3.0
LTCA2050	Rules, Regulations and Standards for Long Term Care	3.0
LTCA2070	Nursing Home Administrators Licensing Exam Review Course	3.0
		18.0 hours

Certificate students are required to complete or "transfer in" one general education course to fulfill the Certificate requirements.
(Choose **one** course from the following GELOS):

GELO #1: Oral Communications	3.0
GELO #2: Written Communications	3.0
GELO #3: Critical Thinking & Problem Solving	3.0
GELO #4: Global Awareness and Citizenship	3.0
GELO #5: Analytical, Quantitative, and Scientific Reasoning	3.0
GELO #6: Career and Life Skills	3.0
	3.0 hours

Total Certificate hours: 21.0 hours

8. Office Professional

Lincoln Campus and Online

Associate of Applied Science Degree and Diploma

Credit Hours Required for Graduation:

Associate of Applied Science Degree:

- **Administrative Office Focus 63.0**
- **Legal Office Focus 63.0**
- **Medical Office Focus 63.0**
- **Office Management Focus 63.0**

Diploma:

- **General Office 30.0**

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 Lincoln Campus and online. Students may choose a Diploma (General Office), or an Associate of Applied Science degree focusing on administrative, legal, medical, or office management 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:
Karen Hermsen, Program Director – Lincoln
402-437-2426, 800-642-4075 ext. 2426
khermsen@southeast.edu

or the College Admissions Office
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, medical, and office management. 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, Next Generation Accuplacer 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 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 Basic Keyboarding 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.

General Education A.A.S. Requirements

SCC Core General Education Learning Outcomes (GELOs)		
(One class from each GELO below)		
GELO #1: Oral Communications		3.0
GELO #2: Written Communications		3.0
ENGL1110	Business Communications	
GELO #3: Critical Thinking & Problem Solving		3.0
ECON1200	Personal Finance	
GELO #4: Global Awareness and Citizenship		3.0
SOCI1010	Introduction to Sociology **OR** advisor approved course	
GELO #6: Career and Life Skills		3.0
BSAD1010	Microsoft Applications I	
		15.0 hours

A.A.S. Office Professional Core Courses

BSAD2310	Business Ethics	3.0
*OFFT1160	Intermediate Keyboarding	3.0
*OFFT1170	Advanced Keyboarding	3.0
OFFT1310	Office Accounting or higher	3.0
*OFFT1715	Word Applications	3.0
*OFFT2410	Administrative Procedures I	3.0
*OFFT2720	Microsoft Office Integration	3.0
*OFFT2810	Advanced Spreadsheet Applications	3.0
*OFFT2820	Advanced Database Applications	3.0
*OFFT2850	Office Professional Capstone	3.0
*OFFT2901	Cooperative Experience **OR**	
*OFFT2900	Internship	3.0
		33.0 hours

Administrative Office Focus Courses

*OFFT1740	Desktop Publishing Applications	3.0
*OFFT1800	Collaboration Applications	3.0
*OFFT2000	Employment Techniques	3.0
*OFFT2420	Administrative Procedures II	3.0
*OFFT2830	Financial Computer Applications	3.0
		15.0 hours

Legal Office Focus Courses

BSAD1090	Business Law I	3.0
*BSAD1100	Business Law II	3.0
*OFFT2000	Employment Techniques	3.0
*OFFT2200	Legal Processes	3.0
*OFFT2830	Financial Computer Applications	3.0
		15.0 hours

Medical Office Focus Courses

HLTH1030	Structure & Function of the Human Body	4.0
HLTH1060	Comprehensive Medical Terminology	3.0
MEDA1405	Medical Insurance and Coding	2.0
*OFFT2000	Employment Techniques	3.0
*OFFT2650	Computerized Medical Management	3.0
		15.0 hours

Office Management Focus Courses

ACCT1200	Principles of Accounting I	3.0
BSAD1070	Customer Service	3.0
BSAD2155	Career Transition and Management Strategies	3.0
BSAD2370	Human Resources Management	3.0
*OFFT2830	Financial Computer Applications	3.0
		15.0 hours

Diploma Core Courses

*OFFT1160	Intermediate Keyboarding	3.0
*OFFT1170	Advanced Keyboarding	3.0
OFFT1310	Office Accounting or higher	3.0
*OFFT1715	Word Applications	3.0
*OFFT2000	Employment Techniques	3.0
*OFFT2410	Administrative Procedures I	3.0
*OFFT2720	Microsoft Office Integration	3.0
Elective:		
*OFFT1740	Desktop Publishing Applications **OR**	
*OFFT1800	Collaboration Applications	3.0
		24.0 hours

General Education Diploma Requirements

BSAD1010	Microsoft Applications I	3.0
ENGL1110	Business Communications	3.0
		6.0 hours

9. 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..... 62.5
-Baking/Pastry Focus
-Culinary Arts Focus
- Hospitality Management Focus

+Diploma 33.5

• Certificate 15.5

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.

Hospitality 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 term. 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 and Responsible Beverage Server/Seller 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 Culinary/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:
Robert Epps, Program Director
402-437-2526, 800-642-4075 ext. 2526
repps@southeast.edu

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

This program's Culinary and Baking/Pastry Focuses are accredited by the American Culinary Federation, 180 Center Place Way, St. Augustine, FL 32095

American Culinary Federation
The Standard of Excellence for Chefs

Great Plains Culinary Institute
AT SOUTHEAST COMMUNITY COLLEGE

course

The Great Plains Culinary Institute is home to SCC's Culinary/Hospitality program. It also houses Course restaurant, an upscale dining establishment operated by students that is open to the public for lunch and dinner.

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	28.5
plus the General Education Requirements	15.0
plus the A.A.S. degree focus area	19.0

General Education Requirements (Total 15 hours)

(One class from each area below. No two classes from the same area).
(Diploma general education requirement is FSDT1350 plus one more general education class, from a different GELO area for a total of 6 hours)
(Certificate requires FSDT1350 for a total of 3 hours)

GELO #1: Oral Communications	3.0
GELO #2: Written Communications	3.0
GELO #5: Analytical, Quantitative, and Scientific Reasoning (Science)	3.0
+•FSDT1350 Basic Nutrition (program requirement)	
GELO #6: Career and Life Skills	3.0
BSAD1010 Microsoft Applications I (program requirement)	
Plus one class from one of the three areas below:	3.0
GELO #3: Critical Thinking and Problem Solving	
GELO #4: Global Awareness and Citizenship	
GELO #6: Career and Life Skills (excluding BSAD1010)	
	15.0 hours

Culinary/Hospitality Core Classes

Course #	Course title	Credit hrs
++FSDT1010	Introduction to Culinary /Hospitality	2.0
++FSDT1020	Culinary Fundamentals	4.0
++FSDT1030	Guest and Beverage Services	2.0
+FSDT1040	Advanced Culinary Fundamentals	3.0
FSDT1070	Service Practicum	2.0
++FSDT1118	Food Purchasing	3.0
+FSDT1130	Food Service Management	3.0
++FSDT1602	Introduction to Sanitation & Safety	1.5
FSDT2010	Menu and Facility Design	2.0
FSDT2020	Culinary/Hospitality Operations and Management	4.0
FSDT2080	Culinary/Hospitality Capstone	1.0
FSDT2900/2901	Culinary/Hospitality Internship/Coop Experience	1.0
		28.5 hours

•Certificate courses
+Diploma course

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
+FSDT1050	Baking and Pastry Fundamentals	2.0
+FSDT1060	Cake Design	2.0
+FSDT1524	Artisan Breads	1.0
FSDT1701	Baking/Pastry Restaurant Preparation Lab	2.5
+FSDT2030	Advanced Baking and Pastry Fundamentals	2.0
FSDT2060	Banquet/Buffet Operations and Management	3.5
+FSDT2226	Culinary Nutrition	1.0
+FSDT2510	Pastry Design	1.0
FSDT2701	Baking/Pastry A La Carte Practicum	4.0
		19.0 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
+FSDT1050	Baking and Pastry Fundamentals	2.0
+FSDT1150	Protein Selection	2.0
FSDT1702	Culinary Restaurant Preparation Lab	2.5
FSDT2060	Banquet/Buffet Operations and Management	3.5
+FSDT2222	International Cuisine	2.0
+FSDT2226	Culinary Nutrition	1.0
+FSDT2228	Garde Manger	2.0
FSDT2702	Culinary Ala Carte Practicum	4.0
		19.0 hours

Hospitality Management Focus

Course #	Course title	Credit hrs
+FSDT1080	Front of House Supervision	2.0
+FSDT1090	Hospitality Décor and Design	3.0
+FSDT1150	Protein Selection	2.0
FSDT2144	Banquet/Buffet Front of House Operations & Management	2.0
FSDT2703	FOH Management A La Carte Practicum	4.0
BSADxxxx	1 Elective from BSAD (excluding BSAD1010)	3.0
OFFT1310	Office Accounting	3.0
		19.0 hours

10. Dietary Manager

Online (Lincoln Campus)

Certificate

Credit hours required for Graduation 12

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 term. It is designed to prepare students for management of Food and Nutrition Services departments in non-commercial foodservice operations.

ANFP Association of Nutrition & Foodservice Professionals Approved Training Program

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.

For more information contact:
Candy Kohnke, Ph D, R.D., Director, Dietary Manager Course
402-437-2528, 800-642-4075 ext. 2528,
ckohnke@southeast.edu

Special Program Requirement

A grade of "C" or higher is required for all Dietary Manager Courses to graduate from this program.

Dietary Manager Courses

Course #	Course title	Credit hrs
FSDT1350	Basic Nutrition (General Ed)	3.0
FSDT1353	Medical Nutrition Therapy	1.5
FSDT1602	Introduction to Sanitation & Safety	1.5
FSDT1884	Management of Nutrition and Foodservice	4.0
FSDT1950	CDM Cooperative Experience	2.0
		12 hours

11. Adult & Juvenile Services and Corrections

Education Square & Online

Associate of Applied Science Degree

Credit Hours Required for Graduation:.....62

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 SCC 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 Director
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

1. 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.
2. 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.
3. 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- 15 credit hours (all courses are required in this section)

One class each, from two of the areas below:

GELO #1:	Oral Communication	
	SPCH1090: Fundamentals of Human Communication or higher	3.0
GELO#2:	Written Communication	
	ENGL1010: English Composition	3.0
GELO#4:	Global Awareness and Citizenship	
	SOCI1020: Diversity in Society	3.0
Students must take 2 classes from the areas of		6.0
GELO #3:	Critical Thinking and Problem Solving	
GELO#5:	Analytical, Quantitative, and Scientific Reasoning	
GELO #6:	Career and Life Skills	
Total General Education Credits		15

COURSES – 47 credit hours (all classes are required in this section)

Course #	Course Name	Credit hrs
CRIM1010	Intro to Criminal Justice	3.0
CRIM1020	Introduction to Corrections	3.0
CRIM1030	Courts and the Judicial Process	3.0
CRIM2000	Criminal Law	3.0
CRIM2015	Community-Based Corrections: Probation & Parole	3.0
CRIM2020	Legal Issues in Corrections	3.0
CRIM2100	Juvenile Justice	3.0
CRIM2200	Criminology	3.0
CRIM2240	Ethics in Criminal Justice	3.0
CRIM2290	Report Writing in Criminal Justice	3.0
CRIM2330	Criminal Justice Administration/Supervision	3.0
CRIM2340	Effective Communications in Criminal Justice	3.0
CRIM2890	Criminal Justice Internship Seminar	2.0
CRIM2900	Criminal Justice Internship	3.0
PSYC1810	Introduction of Psychology	3.0
PSYC2900	Adolescent Psychology	3.0
		47 hours

12. Criminal Justice

Beatrice Campus, Education Square and Online

Associate of Applied Science Degree, Associate of Arts Degree

Credit Hours Required for Graduation:

Associate of Applied Science Degree: Criminal Justice 60.0

Associate of Arts Degree: Criminal Justice 60.0

Types of jobs available

- Communications officer
- Crime lab technician
- Crime prevention specialist
- Animal control officer
- K-9 unit specialist
- Railroad police
- Corrections officer
- Bailiff
- 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 Director
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

1. 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.
2. 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.
3. 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)

GELO #1: Oral Communication	
SPCH1090: Fundamentals of Human Communication or higher	3.0
GELO#2: Written Communication	
ENGL1010: English Composition	3.0
GELO#4: Global Awareness and Citizenship	
SOCI1020: Diversity in Society	3.0
Students must take 2 classes from the areas of	6.0
GELO #3: Critical Thinking and Problem Solving	
GELO#5: Analytical, Quantitative, and Scientific Reasoning	
GELO #6: Career and Life Skills	
Total General Education Credits	15

Criminal Justice Core Courses

Criminal Justice Courses -- 45 credit hours (all classes are required in this section)

Course #	Course title	Credit hrs
CRIM1010	Introduction to Criminal Justice	3.0
CRIM1020	Introduction to Corrections	3.0
CRIM1030	Courts and the Judicial Process	3.0
CRIM2000	Criminal Law	3.0
CRIM2030	Police & Society	3.0
CRIM2080	Criminal Procedures	3.0
CRIM2100	Juvenile Justice	3.0
CRIM2200	Criminology	3.0
CRIM2240	Ethics in Criminal Justice	3.0
CRIM2265	Criminal Investigation I	3.0
CRIM2270	Criminal Investigation II	3.0
CRIM2290	Report Writing in Criminal Justice	3.0
CRIM2340	Effective Communications in Criminal Justice	3.0
CRIM2400	Introduction to Homeland Security	3.0
		42 hours

ADVISOR APPROVED ELECTIVES 3 credit hours
Any Criminal Justice course not listed above OR Any advisor approved elective

A.A. Criminal Justice - Suggested Courses

The Associate of Arts degree is for students who plan to complete their first two years of a bachelor's degree before transferring to a four-year institution. For more specific information based on the institution to which you want to transfer, please visit: https://www.southeast.edu/transfer-information/

Credit Hours Required for Graduation ..... 60.0 Credits

Written Communications **6.0 Credits**

ENGL1010	English Composition I	3.0

***AND** one more course below:*

ENGL1020	English Composition II	3.0
ENGL2506	Technical Writing	3.0

NOTE: UNL's College of Criminology & Criminal Justice requires both for ACE 1 requirement and Composition elective

Speech Communications **3.0 Credits**

SPCH1090	Fundamentals of Comm.	
SPCH1110	Public Speaking	3.0
SPCH2810	Business & Professional Communication	3.0

NOTE: UNL's College of Criminology & Criminal Justice requires one of the course to fulfill the ACE 2 requirement.

Mathematics/Logic **3.0 Credits**

MATH1150	College Algebra	3.0
MATH1300	Pre-Calculus	5.0
MATH1400	Applied Calculus	3.0
MATH1600	Calculus with Analytical Geometry I	5.0
MATH2170/	Applied Statistics (Required)	3.0

NOTE: UNL's College of Criminology & Criminal Justice require MATH2170 to fulfill the statistics requirement as ACE 3 at UNL. Students also will be required to take one of the following: MATH1150, MATH1300, MATH1400, and MATH1600 as one MATH for UNL requirement.

Natural Science with Lab **7.0 Credits**

Take two of the following, including one lab course (4.0 or 5.0 hrs):

*BIOS1010	General Biology	4.0
BIOS1090	General Botany	4.0
BIOS1120	Introduction to Zoology	4.0
BIOS1140	Human Anatomy	4.0
*BIOS1400	Biology I	4.0
BIOS1410	Biology II	4.0

BIOS2130	Human Physiology	4.0
BIOS2250	Human Anatomy & Physiology I	4.0
BIOS2260	Human Anatomy & Physiology II	4.0
BIOS2460	Microbiology	4.0
BIOS2410	General Genetics	4.0
BIOT1400	Introduction to Biotechnology I	4.0
BIOT2400	Introduction to Biotechnology II	4.0
*CHEM1050	Chemistry & the Citizen	4.0
CHEM1090	General Chemistry I	4.0
CHEM1100	General Chemistry II	4.0
FSDT1350	Basic Nutrition	3.0
*GEOG1500	Physical Geography	4.0
*GEOL1010	Physical Geology	4.0
GEOL1060	Environmental Geology	3.0
PHYS1030	Astronomy	3.0
PHYS1100	Physical Science	4.0
PHYS1150	Descriptive Physics	4.0
*PHYS1410	Elementary General Physics I	5.0
PHYS1420	Elementary General Physics II	5.0
PSYC2730	Brain & Behavior	3.0

NOTES: Cannot receive credit for CHEM1050 and CHEM1090.
Credit cannot be received for more than one of these: PHYS1150, 1410 and 2110.
Not all 4-year schools will accept all of these classes. Check with an advisor.
Some 4-year schools require science courses to be taken from two different disciplines. Check with an advisor at the 4-year schools you are considering.
**Denotes as a course qualifying as an ACE4 requirement UNL's College of Criminology & Criminal Justice*
Choose one course from AC4 requirement and a second non-ACE4 course to transfer as a science course to UNL's College of Criminology & Criminal Justice

Humanities **9.0 Credits Total**

NOTES: Choose at least one course from ACE 5 and 7. Required to complete a 1020 level in a foreign language in order to meet UNL's foreign language admission requirement (unless you completed 2 years in high school).

Choose three courses from two different groups:
Group 1: Literature/Journalism/Philosophy:

ENGL2050	Modern Fiction	3.0
ENGL2100	Introduction to Literature	3.0
ENGL2140	Introduction to Shakespeare	3.0
ENGL2150	Introduction to Women's Literature	3.0
ENGL2160	Children's Literature	3.0
ENGL2200	Science Fiction Literature	3.0
ENGL2210	American Literature After 1865	3.0
ENGL2220	British Literature Post 1800	3.0
ENGL2440	African American Literature	3.0
ENGL2450	Native American Literature	3.0
ENGL2460	Latino/a & Latin American Literature	3.0
ENGL2470	Asian American Literature	3.0
PHIL1010	Introduction to Philosophy	3.0
PHIL2130	Bioethics	3.0

NOTES: The above courses fulfill UNL's ACE 5 requirement in the College of Criminology & Criminal Justice

Group 2: Creative/Fine/Performing Arts:

ARTS1050	Intro to Art History & Criticism I	3.0
ARTS1060	Intro to Art History & Criticism II	3.0
*ARTS1110	Beginning Drawing I	3.0
*ARTS1210	2-Dimensional Design	3.0
*ARTS1330	Beginning Ceramics I	3.0
*ARTS2510	Beginning Painting I	3.0
*ARTS2650	Native American Art	3.0
*ARTS2750	Women in Art	3.0
*ARTS2850	History of Photography	3.0
ENGL1510	Introduction to Creative Writing	3.0
ENGL2520	Fiction Writing	3.0
ENGL2530	Poetry Writing	3.0
HUMS1200	Contemporary Arts & Ideas	3.0
MUSC1010	Introduction to Music	3.0
MUSC2870	History of Rock Music	3.0
*PHOT1750	Beginning Photography	3.0
PHOT1760	Digital Photography & Creative Imaging	3.0
SPCH2050	Oral Performance of Literature	3.0
THEA1010	Introduction to Theatre	3.0
*THEA1140	Basic Acting	3.0
*THEA2130	Film Appreciation	3.0

** Denotes class that will transfer as a Humanities Elective. All the other courses fulfill the ACE7 requirement for UNL's College of Criminology & Criminal Justice*

Group 3: Language

xxxx1010	Beginning Language I (Chinese, German, Spanish, or Sign)	5.0
xxxx1020	Beginning Language II (Chinese, German, Spanish, or Sign)	5.0

NOTE: UNL's College of Criminology & Criminal Justice completion of 1020 level in a foreign language in order to meet UNL's foreign language admission requirement – unless you have completed two years of high school foreign language. If taken in high school then choose another class from group 1 or 2.

Social Sciences **9.0 Credits**

Economics/Political Science: (Choose one)

*ECON2110	Macroeconomics	3.0
*ECON2120	Microeconomics	3.0
*POLS1000	American Government	3.0
POLS1040	Comparative Politics	3.0
POLS1080	Intro to Political Science	3.0
POLS1600	International Relations	3.0

**Denotes a course to fulfill required ACE 8 requirement for UNL's College of Criminal Justice & Criminology.*

Choose two additional course from the following three groups:
Group 1: Anthropology/Psychology/Sociology:

*ANTH1020	Intro to Cultural Anthropology	3.0
*ANTH1120	General Anthropology	3.0
PSYC1250	Interpersonal Relations	3.0
*PSYC1810	Introduction to Psychology	3.0
*PYSC2880	Social Psychology	3.0
PSYC2960	Lifespan Human Development	3.0
POLI1000	American Government	3.0
*SOCI1010	Introduction to Sociology	3.0
*SOCI1020	Diversity in Society	3.0
*SOCI2150	Issues of Unity & Diversity	3.0

Group 2: Geography/History:

GEOG1000	Exploring Our World: Fund of Geo Sci	3.0
*GEOG1400	Human Geography	3.0
*GEOG1420	World Regional Geography	3.0
HIST1000	Western Tradition to 1500	3.0
HIST1010	Western Tradition since 1500	3.0
HIST2010	American History I	3.0
*HIST2020	American History II	3.0
*HIST2100	World History to 1500 CE	3.0
*HIST2110	World History since 1500 CE	3.0
HIST2960	Survey of African American History	3.0

Culture & Gender Studies **3 credits**

Choose one course.

*ANTH1120	General Anthropology	3.0
ARTS2650	Native American Art	3.0
ARTS2750	Women in Art	3.0
*ENGL2150	Introduction to Women's Literature	3.0
*ENGL2440	African American Literature	3.0
*ENGL2450	Native American Literature	3.0
*ENGL2460	Latino/a & Latin American Literature	3.0
*ENGL2470	Asian American Literature	3.0
*GEOG1400	Human Geography	3.0
*GEOG1420	World Regional Geography	3.0
GLST2980	Global Studies	3.0
*HIST2100	World History to 1500 CE	3.0
*HIST2110	World History since 1500 CE	3.0
HIST2960	Survey of African American History	3.0
*MUSC2800	Introduction to World Music	3.0
*PHIL2610/ RELS2610	Comparative Religions	3.0
*POLS1600	International Relations	3.0
SOCI1020	Diversity in Society	3.0
SOCI2000	Women in Contemporary Society	3.0
*SOCI2010	Social Problems	3.0
*SOCI2150	Issues of Unity & Diversity	3.0
SPCH2110	Intercultural Communication	3.0

**Denotes course that fulfill the ACE9 requirement at UNL's College of Criminology & Criminal Justice*

Electives **20.0 Credits**

NOTE: The following courses are standard requirements for criminal justice majors at many, but not all, four-year schools.
Schedule an appointment with an advisor for more specific advice.

Introduction to Criminal Justice	CRIM1010	3
CRIM1020	Introduction to Corrections	3
CRIM1030	Courts & the Judicial Process	3
CRIM2000	Criminal Law	3
CRIM2030	Police & Society	3
CRIM2080	Criminal Procedures	3
CRIM2100	Juvenile Justice	3
CRIM2200	Criminology	3

NOTE: Schedule an appointment with an advisor to see which of these courses will apply to your criminal justice major at your 4-year school.

13. Law Enforcement & Homeland Security

Education Square and Online

Associate of Applied Science Degree

Credit Hours Required for Graduation:

- **Law Enforcement** **62**
- **Homeland Security** **60**

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 SCC 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 Director
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

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- 15 credit hours	
(all courses are required in this section)	
GELO #1: Oral Communication	
SPCH1090: Fundamentals of Human Communication or higher	3.0
GELO#2: Written Communication	
ENGL1010: English Composition	3.0
GELO#4: Global Awareness and Citizenship	
SOCI1020: Diversity in Society	3.0
Students must take 2 classes from the areas of	6.0
GELO #3: Critical Thinking and Problem Solving	
GELO#5: Analytical, Quantitative, and Scientific Reasoning	
GELO #6: Career and Life Skills	
Total General Education Credits	15

Core Courses

Course #	Course title	Credit hrs
CRIM1010	Intro to Criminal Justice	3.0
CRIM2000	Criminal Law	3.0
CRIM2030	Police & Society	3.0
CRIM2240	Ethics in Criminal Justice	3.0
CRIM2290	Report Writing in Criminal Justice	3.0
CRIM2340	Effective Communications in Criminal Justice	3.0
CRIM2400	Introduction to Homeland Security	3.0
CRIM2430	Introduction to Emergency Management	3.0
		24.0 hours

Required Courses for Law Enforcement Focus

Course #	Course title	Credit hrs
CRIM2080	Criminal Procedures	3.0
CRIM2100	Juvenile Justice	3.0
CRIM2190	Law Enforcement Field Services	3.0
CRIM2200	Criminology	3.0
CRIM2265	Criminal Investigation I	3.0
CRIM2270	Criminal Investigation II	3.0
CRIM2890	Criminal Justice Internship Seminar	2.0
CRIM2900	Criminal Justice Internship	3.0
		23.0 hours

Required Courses for Homeland Security Focus

Course #	Course title	Credit hrs
CRIM2410	Critical Infrastructure Security	3.0
CRIM2450	Domestic and International Terrorism	3.0
CRIM2460	Intelligence in Homeland Security	3.0
CRIM2465	Cyber Threats in Homeland Security	3.0
CRIM2470	Constitutional Issues in Homeland Security	3.0
POLS1000	American Government	3.0
POLS1080	Introduction to Political Science	3.0
		21.0 hours

14. Fire and Emergency Services Management

Online (Lincoln Campus)

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 or two per semester during the Fall and Spring semesters over a period of two academic years.

Admission Requirements

Currently all new applications to this program are on hold and will be dealt with on a case-by-case basis until further notice.

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 Director
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

General Education Requirements

GELO #2:	Written Communication	
ENGL1010	English Composition I	3.0

Fire and Emergency Services Management Courses

FESM2700	Fire and Emergency Services Instructor I	3.0
FESM2730	Structural Firefighting Strategy and Tactics	3.0
FESM2750	Fire and Emergency Services Administration	3.0
FIRE2120	Building Construction for Fire Protection	3.0
FIRE2140	Fire Protection Systems	3.0
		18.0 hours

15. Fire Protection Technology

Lincoln Campus

Associate of Applied Science Degree, Certificate

Credit Hours Required for Graduation:

Certificate.....23

Associate of Applied Science Degree..... 60.5

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

Currently all new applications to this program are on hold and will be dealt with on a case-by-case basis until further notice.

This program is located on the Lincoln Campus. New students are admitted during Fall and Spring semesters. Students may attend either full- or part-time. Courses are based upon National Fire Protection Association Professional Qualification Standards and the National Fire Academy Fire and Emergency Services Higher Education model curriculum.

Special Program Requirements

A criminal background check is required for EMTL1305 EMT - Emergency Medical Technician. 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.

All Fire Protection (FIRE) courses must be completed with a C+ or higher to progress through the program.

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

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.

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 Director
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

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).

GELO #1: Oral Communications	3.0
GELO #2: Written Communications	3.0
GELO #3: Critical Thinking and Problem Solving	3.0
GELO #5: Analytical, Quantitative, and Scientific Reasoning	3.0

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

GELO #4: Global Awareness and Citizenship	3.0
/or/	
GELO #6: Career and Life Skills	3.0
	15.0 hours

A.A.S. Degree

FIRE1100	Principles of Emergency Services	3.0
FIRE1210	Structural Firefighter I	6.0
FIRE1220	Structural Firefighter II	2.0
FIRE1230	Structural Firefighting Operations	3.5
FIRE1305	EMT – Emergency Medical Technician	8.0
FIRE1310	Hazardous Materials Operations	3.0
FIRE2110	Fire Behavior and Combustion	3.0
FIRE2120	Building Construction for Fire Protection	3.0
FIRE2140	Fire Protection Systems	3.0
FIRE2150	Fire & Emergency Services Safety & Survival	3.0
FIRE2510	Fire Inspector I	3.0
FIRE2520	Fire and Life Safety Educator	3.0
		43.5 hours

Electives: Select a minimum of 2.0 credits of electives from the following. Electives may include but are not limited to:

FIRE1240	Fireground Survival and Rapid Intervention	3.5
FIRE1410	Wildland Firefighter Type II	3.0
FIRE2230	Fire Investigation I	3.0
FIRE2900	Fire Protection Internship	3.0
FIRE2999	Individual Special Topic	2.0
PHED1060	Fitness Throughout Life	2.0

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

Certificate

Course #	Course title	Credit hrs
FIRE1100	Principles of Emergency Services	3.0
FIRE1210	Structural Firefighter I	6.0
FIRE1305	EMT – Emergency Medical Technicians	8.0
FIRE1310	Hazardous Materials Operations	3.0
		20.0 hours

General Education Requirements

GELO #2: Written Communications	3.0
	23.0 hours

16. Associate Degree Nursing

Beatrice and Lincoln Campuses

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 72.0

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 or master 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 518 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 via distance education.

For more information contact:
Tonya Maloy, Program Director
402-437-2730, 800-642-4075 ext. 2730,
Fax 402-437-2592
tmaloy@southeast.edu

or Becky Kramer, Health Sciences Advisor
402-437-2688, 800-642-4075 ext. 2688;
bkramer@southeast.edu

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

Admission Requirements (Traditional Option)

Admission is selective. Be sure to meet with the Health Sciences Academic Advisor and check application dates and deadlines before applying.

Traditional full-time track accepts 24 students annually. Full-time students are admitted in the Spring term. Traditional part-time track accepts 24 students annually. Part-time students are admitted in the Fall term.

Admission requirements include:

1. Complete and submit an online application to the program
2. Specific levels of Math Placement scores (See ADN program admission checklist and criteria online for more information or admission requirements).
3. Completion of all program requirements 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 admission criteria and checklist. Specific admission criteria requirements include, but are not limited to the following: Refer to www.southeast.edu/associatenursing for all requirements.
6. HESI Admission Assessment. A minimum of 'Satisfactory' on anatomy & physiology, reading comprehension, and basic math skills is required to be considered for acceptance.
7. Professional experience (part of online application)
8. Must have passed the "Nursing Assistant" course and be on "Active Status" on a registry or have an active, unencumbered LPN license
9. Proof of a current Basic Life Support (BLS) for the Health Care Professional (HCP) by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross
10. Complete Student Health Statement
11. Complete current TB Two-step Test

Recommended Laptop computer system requirements
(should not be older than 3 years)

- **Laptop models:** Apple MacBook (10.12-Sierra, 10.13-High Sierra or 10.14-Mojave) or
  Windows Laptops (Windows 10 pro, home version may work fine) or
  MS Surface Tablet Pro (Windows 10 Pro)
- **Processor:** Intel Core i5 or higher
- **Ram (Memory):** 4GB minimum
- **Hard Drive:** Solid State hard drive preferred 128 GB or higher
- **Peripherals:** Webcam, Headphones
- **Wireless:** all laptops should have wireless

NOT Recommended: Android Tablets, iPads, Windows RT, Chromebooks

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.

General Education/Program 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.

Human Anatomy w/Lab	4.0
Microbiology w/Lab	4.0
Human Physiology w/Lab	4.0
Chemistry & the Citizen w/Lab	4.0
or	
General Chemistry	4.0
Intro to Sociology	3.0
Oral Communication	3.0
Written Communication	3.0
Nutrition for Healthcare Provider	2.0
	27 hours

These courses may be taken while enrolled in the ADN program:

PSYC2960	Life-span Human Development	3.0
HLTH1070	Pathophysiology Through the Lifespan	4.0
		7.0 hours

Individuals seeking part-time plan of study need to schedule an appointment with an advisor to determine requirements.

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
NURS1400	Intro to Professional Nursing	1.5
NURS1410	Fundamentals for Nursing	4.0
NURS1415	Fundamentals for Nursing Clinical	2.0
NURS1430	Assessment	2.0
NURS1440	Pharmacology for Nurses	3.0
NURS2100	Medical/Surgical Nursing	3.5
NURS2105	Medical/Surgical Nursing Clinical	2.5
NURS2210	Pediatric Nursing	2.0
NURS2215	Pediatric Nursing Clinical	1.0
NURS2200	Obstetrics and Gynecological Nursing	2.0
NURS2205	Obstetrics and Gynecological Nursing Clinical	1.0
NURS2300	Advanced Medical/Surgical Nursing	3.5
NURS2305	Advanced Medical/Surgical Nursing Clinical	2.0
NURS2220	Mental Health Nursing	2.0
NURS2225	Mental Health Nursing Clinical	1.0
NURS2230	Gerontological Nursing	2.0
NURS2235	Gerontological Nursing Clinical	1.0
NURS2310	Leadership in Nursing	1.0
NURS2315	Leadership in Nursing Clinical	1.0
		38.0 hours

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 Nutrition for Healthcare Provider. General education courses include oral communication, written communication, social science and related courses required by the programs.
2. 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.)
3. 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. SCC will assess a non-refundable fee of $35 to the student account.
4. Flu immunization is required.
5. All NURS and HLTH courses completed with a grade of 75% (C+) or higher to progress through the program.
6. A laptop computer is recommended for students in this program. (see system requirements on this page)

16. Associate Degree Nursing (LPN-ADN Option)

Beatrice and Lincoln Campuses

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 62.5

LPN-ADN Option is available to those who have earned their LPN diploma, hold an active, unencumbered license, and are seeking an RN degree.

For more information contact

Dalene Walker, Faculty Advisor
402-437-2820
dwalker@southeast.edu

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

or Becky Kramer, Health Sciences Advisor
402-437-2688, 800-642-4075 ext. 2688;
bkramer@southeast.edu

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

Admissions Requirement

Admission is competitive.

LPN-ADN full-time track accepts 15 students annually on the Lincoln Campus and 8 students annually on the Beatrice Campus. Full-time students are accepted in the Spring term.

LPN-ADN part-time track accepts 15 students on the Lincoln campus annually.

Part-time students are accepted in the Fall term. Admission requirements include:

1. Complete and submit an online application to the program
2. Specific levels of Math Placement scores (See ADN program admission checklist online for more information on admission requirements).
3. Completion of all program requirements 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 and admission criteria include, but are not limited to the following: Refer to www.southeast.edu/associatenursing for all requirements.
6. HESI LPN-ADN Entrance Exam. A minimum level of 'Acceptable Performance' is required to be considered for admission.
7. Professional experience (part of online application)
8. Must have active, unencumbered* LPN license before starting. To verify your status in Nebraska, go to the Health and Human Services website: https://www.nebraska.gov/LISSearch/search.cgi.

*An unencumbered license is a license that is not revoked, suspended, or made probationary or conditional by the licensing or registering authority in the respective jurisdiction as a result of disciplinary action.

9. Completed Student Health Statement
10. Complete current TB 2-Step test
11. 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

Recommended Laptop computer system requirements
(should not be older than 3 years)

- **Laptop models:** Apple MacBook (10.12-Sierra, 10.13-High Sierra or 10.14-Mojave) or
  Windows Laptops (Windows 10 pro, home version may work fine) or
  MS Surface Tablet Pro (Windows 10 Pro)
- **Processor:** Intel Core i5 or higher
- **Ram (Memory):** 4GB minimum
- **Hard Drive:** Solid State hard drive preferred 128 GB or higher
- **Peripherals:** Webcam, Headphones
- **Wireless:** all laptops should have wireless

NOT Recommended: Android Tablets, iPads, Windows RT, Chromebooks

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.

General Education/Program Requirements

All students must receive a minimum GPA of 2.75 in science courses and a GPA of 2.5 in general education courses before enrolling in the Associate Degree Nursing (NURS) core courses to graduate:

Human Anatomy with lab
Human Physiology with lab
Chemistry with lab
Microbiology with lab
Intro to Sociology
Oral Communication
Written Communication

These courses may be taken while enrolled in the ADN program:

PSYC2960	Life-span Human Development	3.0
HLTH1070	Pathophysiology Through the Lifespan	4.0
HLTH1100	Nutrition for Healthcare Provider	2.0
		9.0 hours

Individuals seeking part-time plan of study need to schedule an appointment with an advisor to determine requirements.

Associate Degree Nursing (LPN - ADN Option) Core Courses

Following is a list of required courses to complete an A.A.S. degree in the ADN (LPN - ADN Option) program

Course #	Course title	Credit hrs
NURS1420	Transition for the LPN to AD	2.0
NURS1440	Pharmacology for Nurses	3.0
NURS1430	Assessment	2.0
NURS2100	Medical/Surgical Nursing	3.5
NURS2105	Medical/Surgical Nursing Clinical	2.5
NURS2210	Pediatric Nursing	2.0
NURS2215	Pediatric Nursing Clinical	1.0
NURS2200	Obstetrics and Gynecological Nursing	2.0
NURS2205	Obstetrics and Gynecological Nursing Clinical	1.0
NURS2300	Advanced Medical/Surgical Nursing	3.5
NURS2305	Advanced Medical/Surgical Nursing Clinical	2.0
NURS2220	Mental Health Nursing	2.0
NURS2225	Mental Health Nursing Clinical	1.0
NURS2310	Leadership in Nursing	1.0
NURS2315	Leadership in Nursing Clinical	1.0
		29.5 hours

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, and Microbiology. General education courses include oral communication, written communication, social science (related courses required by program).
2. 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.)
3. 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 to the student account.
4. Flu immunization is required.
5. All NURS and HLTH courses completed with a grade of 75% (C+) or higher to progress through the program.
6. A laptop computer is recommended for students in this program. (see system requirements on this page)

17. Dental Assisting

Lincoln Campus

Diploma, Associate of Applied Science Degree*

Credit Hours Required for Graduation:

Diploma: Dental Assistant 46.0

Associate of Applied Science Degree:
Dental Assistant (with Expanded Duties) 60.0

Types of jobs available

Graduates will have the opportunity to work in solo practices, group practices, or specialty practices (surgery, pediatrics, orthodontics, prosthodontics, endodontics, and periodontics). Public health dental clinics, dental school clinics, insurance companies, and dental product representatives are job prospects for graduates. Dental assistants perform comprehensive and varied that utilize both interpersonal and technical skills.

A dental assistant will perform duties 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 temporary restorations, 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. New students are admitted to the program in both Fall and Spring terms. Students will acquire the knowledge and skills in optimal infection control practices and chairside skills to practice as an ethical dental assistant. Cognitive (knowledge), psychomotor (hands on skills) and affective (behavior) learning domains are utilized during their education process.

The program includes 2 traditional terms plus a 10-week summer term. 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, Bluestem Health -Dental Clinic, and in various private general and specialty dental offices. Students are responsible for their own transportation.

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) and apply for a state license after passing the exam.

For more information contact:
Crystal Stuhr, Program Director
402-437-2740, 800-642-4075 ext. 2740,
cstuhr@southeast.edu

or Becky Kramer, Health Sciences Advisor
402-437-2688, 800-642-4075, ext. 2688
bkramer@southeast.edu

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

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

- Complete Program General Education Requirement Courses
- Complete online application to the program during the designated time periods.
- Complete Program Admission Checklist and Criteria (refer to program website for requirements: www.southeast.edu/dentalassisting)
- Transcripts from high school, GED® or other colleges (if applicable)

Diploma – Dental Assisting

The diploma program is designed for those individuals who want to be in the profession of dental assisting. This degree allows graduates to take the national board exam to become a Certified Dental Assistant (CDA). The CDA credential will be the tool utilized to apply for a license in dental assisting (LDA) with the state of Nebraska. The LDA allows for continued growth within the profession of dental assisting by allowing licensed individuals to complete additional education in expanded duties within the dental assisting scope of practice.

Program General Education Requirements Diploma

(select one course from each GELO)

GELO #1: Oral Communication		
SPCH1110	Public Speaking or	3.0
SPCH1090	Fundamentals of Human Communication or	
SPCH2810	Business & Professional Communication	
GELO #5: Analytical, Quantitative and Scientific Reasoning		
FSDT1350	Basic Nutrition	3.0
GELO #6: Career and Life Skills		
PSYC1250	Interpersonal Relations or	3.0
PSYC1810	Introduction to Psychology	
		9.0 hours

Dental Assisting Required Core Courses

Course #	Course title	Credit hrs
DENT1107	Dental Concepts	2.0
DENT1108	Dental Sciences	3.5
DENT1109	Dental Materials	3.5
DENT1114	Dental Procedures 1 (8week)	2.5
DENT1115	Dental Procedures 2 (8week)	3.0
DENT1220	Oral Prevention with Specialties	3.0
DENT1221	Dental Foundations	3.0
DENT1314	Clinical Education 1	4.5
DENT1313	Oral Radiography 1 (8week)	2.5
DENT1413	Oral Radiography 2 (8week)	2.0
DENT1410	Business Office Communication	2.5
DENT1414	Clinical Education 2	5.0
		37.0

*A.A.S. – Dental Assisting

The AAS is a vocational degree with a focus on expanded duties or functions in the practice of Dental Assisting. Those individuals who have graduated from a CODA Dental Assisting Program, passed the CDA exam and become a Licensed Dental Assistant in Nebraska are eligible to complete this degree.

Program General Education Requirement

Associate of Applied Science (select one course from each GELO)

GELO #2: Written Communication		3.0
AND		
GELO #3: Critical Thinking and Problem Solving		3.0
AND		
GELO #4: Global Awareness and Citizenship		3.0
AND		
In addition, one of the following courses below:		
HLTH1050	Dental Terminology	
OFFT1150	Basic Keyboarding	
BSAD1010	Microsoft Applications	3.0
		12.0

*A.A.S. Dental Assisting Required Core Courses

Plus a combination of the Expanded Scope courses to equal a minimum of 2 hours

*To be eligible for courses: must be a Nebraska Licensed Dental Assistant or by permission.

DENT1500	Nitrous Oxide Administration	1.0
DENT1515	Fixed and Removable Prosthodontics	1.5
DENT1530	Pediatric Fixed	1.0
		2.0

*Associate Degree of Applied Science is a new program of study pending Post-Secondary Coordination Committee approval.

Special Program Requirements PRIOR to the START of Dental Assisting program

Submit at the time of completing application to the Health Sciences office (Room B-4):

1. Complete Health Statement (see form on program web page)
2. Proof of 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
3. Proof of prophylaxis (teeth cleaned) verification (within the last 6 months)
4. Complete current Tuberculosis Two-step skin test (see form on program web page)
5. General Education required courses grade point average (GPA) of 2.5 minimum
6. **Current health insurance policy is recommended.

During the Program

1. A criminal background check will be required of each student in the 1st term of 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.
2. 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 to student account.
3. Minimum cumulative GPA of 2.5 is required to graduate from the program. All DENT courses completed with a grade of 75% (C+) or higher to progress through the program.

18. Healthcare Services

Beatrice, Lincoln, Milford Campuses and Online

Certificate

Credit Hours Required for Graduation:..... 12.0 hours

Types of jobs available

The Healthcare Services Certificate will provide the student the necessary skills to be a diverse entry-level healthcare worker. Entry-level careers include Nursing Assistant, Medication Aide, Phlebotomist, EMT, EKG Technician, Personal Care Aide, Sterile Processing Technician, Nutrition Aide, and Physical Therapy Aide. The certificate provides the flexibility to give students the entry-level skills to work in hospitals, physicians' offices and other medical facilities, and the ability to perform a variety of services. The certificate allows students to begin working in healthcare as they explore and pursue completion of General Education and Program required coursework at Southeast Community College for a number of Health Sciences Diploma and Associate of Applied Science degree programs.

Healthcare support occupations, healthcare practitioners, and technical occupations are projected to be the fastest growing occupational groups during the 2014-2024 projections decade. These careers are projected to contribute the most new jobs, with a combined increase of 2.3 million in employment, representing about 1 in 4 jobs.

Program overview

Southeast Community College provides coursework and training for this certificate through the healthcare programs at the campus locations, Continuing Education and through our career academy health program offerings at The Career Academy and throughout our 15-county area through the SENCAP program and at the SCC Learning Centers. Many of the courses are offered in an online, hybrid, or traditional classroom learning experience.

Students complete one general education course and then select the entry-level healthcare courses that meet their career goals. Online and hybrid students complete the didactic portion via the computer and then lab is provided at an SCC campus, learning center, TCA, or SENCAP high school.

New program students are admitted every term.

For more information contact:
Kasey Edwardson, Program Director
402-437-2767, 800-642-4075 ext. 2767
kedwardson@southeast.edu

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

Special Program Requirements

A grade of a "C" or higher is required for all Healthcare Services courses to graduate from the program.

General Education Requirements

One Course from any of the Core General Education Categories:
Recommended Courses/Categories:
Written Communication
Oral Communication

SOCI 1010	Introduction to Sociology	3.0
PSYC1820	Introduction to Psychology	3.0
BIOS1140	Human Anatomy w/Lab	4.0
BIOS2250	Human Anatomy & Physiology I	4.0

Healthcare Services Courses

(Students can select any combination of courses to complete degree credit hours)

Course #	Course title	Credit hours
HLTH1040	Medication Aide	2.5
HLTH1050	Dental Terminology	3.0
HLTH1080	Electrocardiograph (EKG) Technician	3.5
HLTH1090	Personal Care Aide	3.5
HLTH1150	Nursing Assistant	4.0
HLTH1250	Sterile Processing	6.0
HLTH1350	Nutrition Aide	3.5
HLTH1450	Physical Therapy Aide	3.5
MEDT1100	Procedures in Phlebotomy	2.0
EMTL1305	EMT	8.0
		12.0 Total hours

Special Program Requirements

1. A criminal background check will be required of each student in EMT and Nursing Assistant courses. 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.
2. Please Note: if English is not your first language, to be successful in these courses, it is recommended that you have completed ESL Level 8 or higher. If you are not at this level, we recommend you visit with your advisor.

19. Human Services

Lincoln Campus (some courses online)

Associate of Applied Science Degree, Certificate

Credit Hours Required for Graduation:

Associate of Applied Science Degree..... 69-70

Alcohol & Drug Counseling Certificate.....24 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 semester, and may 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:
Michelle Hawco, Program Director
402-437-2746, 800-642-4075 ext. 2746
mhawco@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

A grade of "C" or higher is required for HMRS classes to graduate from this program.

Students must complete a health statement before acceptance into Practicum Education (HMRS1120) Any cost associated with this will be the student's expense.

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 1120 Practicum Education, which is when the CBC is conducted. The criminal background check includes a child and adult abuse registry check with the State Department of Health and Human Services and the National Sex Offender Public Registry.

Students may be requested by practicum sites to submit to and pass drug testing and/or fingerprinting. The student may be responsible for the cost associated with the drug testing and/or fingerprinting.

Human Services Core Courses

Course #	Course title	Credit hrs
HMRS1100	Communication Skills in Human Services	3.0
HMRS1101	Human Services Concepts	3.0
HMRS1105	Critical Thinking in Human Services	3.0
HMRS1320	Multicultural Competency	3.0
+HMRS1357	Multicultural Counseling	3.0
+HMRS1402	Group Theory & Process	3.0
+HMRS1403	Assessment, Case Planning/Management & Professional Ethics for A & D or	
HMRS1405	Case Management & Ethics for Human Services	3.0
+PSYC2960	Lifespan Human Development	3.0
PSYC2980	Abnormal Psychology	3.0
		27.0 hours

+Required for state Alcohol and Drug Counseling licensure.

Human Services Courses

(Select 4 courses from the following: 12.0 credits)

Course #	Course title	Credit hrs
+HMRS1102	Counseling Theories & Techniques	3.0
HMRS1202	Behavior Therapy	3.0
HMRS1302	Crisis Intervention	3.0
HMRS1355	Stress Management & Self Care in Human Services	3.0
HMRS1404	Introduction to Social Work	3.0
HMRS2360	Gender and Society	3.0
HMRS2361	Domestic Abuse	3.0
HMRS2362	Child Abuse	3.0
HMRS2366	Mental Health & Family Dynamics	3.0
HMRS2503	Intellectual and Developmental Disabilities	3.0
+HMRS2517	Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction	3.0
+HMRS2518	Clinical Treatment Issues in Chemical Dependency	3.0
HMRS2521	Applied Behavior Analysis	3.0
HMRS2523	Human Sexuality	3.0
LTCA1080	Gerontology	3.0
LTCA1020	Death, Dying, Grieving and Loss	3.0
		12.0 hours

++ Required for students specializing in Alcohol and Drug Counseling licensure.

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).

GELO #1: Oral Communications	3.0
GELO #2: Written Communications	3.0
ENGL1010: English Composition	
GELO #3: Critical Thinking and Problem Solving	3.0
PSYC1810: Introduction to Psychology	

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

Mathematics, Science, Humanities, Computer Technology	6.0
GELO #3: Critical Thinking and Problem Solving	
GELO #4: Global Awareness and Citizenship	
GELO #5: Analytical, Quantitative, and Scientific Reasoning	
GELO #6: Career and Life Skills	
	15.0 hours

Human Services Practicum Courses

Course #	Course title	Credit hrs
HMRS1120	Practicum Education	3.0
HMRS1112	Practicum 2	3.0
HMRS1113	Practicum 3	3.0
HMRS1114	Practicum 4	3.0
HMRS1122	Seminar 2	1.0
HMRS1133	Seminar 3	1.0
HMRS1144	Seminar 4	1.0
		15.0 hours

Alcohol & Drug Practicum Courses

HMRS1120	Practicum Education	3.0
HMRS1112	Practicum 2	3.0
HMRS1115	A & D Practicum 3	3.5
HMRS1116	A & D Practicum 4	3.5
HMRS1122	Seminar 2	1.0
HMRS1133	Seminar 3	1.0
HMRS1144	Seminar 4	1.0
		16.0 hours

*Please note: Students need to obtain First Aid, CPR and TB before progressing to advanced Practicums. 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	3.0
PSYC1810	Introduction to Psychology	3.0
PSYC2960	Life-span Human Development	3.0
HMRS1357	Multicultural Counseling	3.0
HMRS1402	Group Theory & Process	3.0
HMRS1403	Assessment, Case Planning/Management & Professional Ethics for A & D	3.0
HMRS2517	Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse and Addiction	3.0
HMRS2518	Clinical Treatment Issues in Chemical Dependency	3.0
		24.0 hours

20. Medical Assisting

Lincoln Campus

Diploma

Credit Hours Required for Graduation:.....35

Types of jobs available

Medical assistants are trained to work in ambulatory clinics performing numerous tasks, including checking vital signs, height and weight, drawing and testing blood, testing urine, throat and nasal swabs, injections, electrocardiograms, and infant measurements. They are trained to assist physicians with many types of procedures, including minor surgeries. Medical assistants also learn the administrative side of a medical clinic. Graduates work in many types of clinics, including family practice, cardiology, chiropractic, dermatology, endocrinology, hematology/oncology, internal medicine, pediatric, podiatry, ophthalmology, optometry and pulmonology. An optional course is offered to help students obtain a Limited Radiographer License in Nebraska. Those graduates then may be able to take X-rays of the chest and/or extremities in a physician's office.

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 Fall and Spring semesters.

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 Director
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, take 2 general education courses and the Medical Assisting courses below.

General Education Requirements-6.0 credit hours

Choose one course from two out of the six GELO areas; no two classes from the same area. See the full list of General Education courses in the SCC College Catalog.

Medical Assisting Courses

Course #	Course title	Credit hrs
HLTH1060	Comprehensive Medical Terminology	3.0
MEDA1102	Administrative Medical Assisting	2.0
MEDA1205	Exam Room 1	3.0
MEDA1206	Medical Law, Ethics, and Cultural Communication	3.0
MEDA1207	Pharmacology and Dosage Calculations	2.0
MEDA1301	Exam Room 2	4.0
MEDA1401	Practicum	5.0
MEDA1402	Senior Seminar	2.0
MEDA1404	Human Diseases	3.0
MEDA1405	Medical Insurance and Coding	2.0
		29.0 hours
Optional Limited Radiography:		
MEDA1400	Limited Radiography	3.0

The Limited Radiography course is open to the public. Contact Brenda Manning at 402-437-2792 for more information.

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 Office, Room B4 (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. SCC will assess a non-refundable fee of $35 to the student account.
9. Students are required to attend a mandatory program orientation on campus after registering for MEDA1102.

21. 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:
Tracy Buch at 402-437-2755, tbuch@southeast.edu

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

21. Medical Laboratory Technology

Lincoln Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 65.0

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 Spring semester. The program can be completed in six full-time terms. Graduates are eligible to take the national certification examination offered by the American Society for Clinical Pathology Board of Certification, and may transfer 65 semester credit hours to the Clinical Laboratory Science Program, University of Nebraska Medical Center.

For more information contact:
Lynnett Paneitz, Program Director
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

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. Online 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 Admission Checklist and Criteria online for more information on admission requirements).
4. Complete program admission checklist and criteria. See program website for specific requirements: www.southeast.edu/medlabtech/

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	3.0
Written Communication or higher	3.0
Introduction to Sociology (SOCI1010) or higher	3.0
Intermediate Algebra (MATH1100) or higher	3.0
Human Physiology & Lab (BIOS2130)	4.0
General Chemistry I & Lab (CHEM1090) or higher	4.0
	20.0 hours

Medical Laboratory Technology Requirements

Course #	Course title	Credit hrs
MEDT1100	Procedures in Phlebotomy	2.0
MEDT1150	Laboratory Methods	3.0
MEDT1160	Hematology 1	2.0
MEDT1170	Hematology 2	4.0
MEDT1180	Immunology	1.0
MEDT1190	Medical Microbiology 1	5.0
MEDT2100	Medical Microbiology 2	5.0
MEDT2110	Medical Laboratory Chemistry 1	5.0
MEDT2120	Medical Laboratory Chemistry 2	2.0
MEDT2130	Immunohematology 1	2.0
MEDT2140	Immunohematology 2	2.0
MEDT2150	Clinical Orientation	4.0
MEDT2160	Seminar	2.0
MEDT2200	Clinical Education	6.0
		45.0 hours

Special Program Requirements

1. Complete required program orientation on campus. Program Director will notify accepted students of date, time, and location.
2. All MEDT courses must be completed with a grade of 75% (C+) or higher to progress through the program.
3. All MEDT courses must be taken in sequence and only by students admitted to the MLT program (or with permission by the Program Director).
4. A minimum cumulative GPA of 2.5 is required to graduate from the MLT program.
5. All students admitted to the MLT program are required to wear laboratory attire while in program labs. The first semester includes fees to purchase student uniforms.
6. A completed health statement (immunization record) is required of each student prior to admission to the program.
7. A two-step skin test for tuberculosis (and other TB testing if indicated) is required (prior to Clinical Education).
8. Flu immunization is required (prior to Clinical Education).
9. A Criminal Background Check is required of each student in this program (during the second term). 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.
10. 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. SCC will assess a non-refundable fee of $35 to the student account.
11. Students will be required to complete some clinical education experiences outside of the Lincoln area.
12. Students may be requested by clinical affiliates to submit to fingerprinting.

PLEASE NOTE: If English is not your first language, to be successful in the Procedures in Phlebotomy course or the MLT program, it is recommended that you have completed ESL Level 8 or higher.

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

22. Paramedic

Online and Lincoln Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 60.0

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

Full time traditional option
The full time program is located on the Lincoln campus. Paramedic students will complete the core coursework after completion of prerequisite coursework in one year. The full time option admits students in the Fall term. Paramedic students will complete 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 are eligible to take the National Registry certifying examination.

Part time online option
All coursework will be offered online with the exception of lab sessions. Lab sessions will be offered on the Lincoln campus one day per week. The core coursework will be offered over a 2-year period. The part time option admits students in the Fall term.

For more information contact:
Ryan Batenhorst, Program Director
402-437-2795, 800-642-4075, ext. 2795
rbatenhorst@southeast.edu

or Becky Kramer, Health Sciences Advisor
402-437-2688, 800-642-4075 ext. 2688
bkramer@southeast.edu

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

The Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75085, www.coaemsp.org. 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. Online application to the program
2. Submit program admission requirements (see program admission checklist and criteria on program website for requirements): www.southeast.edu/paramedic/
3. Transcripts from high school, GED® or other colleges (if applicable)

General Education and Program Requirements

Must be completed to graduate from the program:

Oral Communications		3.0
SPCH1110	Public Speaking (recommended)	
Written Communications		3.0
ENGL1010	English Composition I (recommended) or	
ENGL1110	Business Communication	

Plus EMT and one course from each of the following core categories:

Critical Thinking and Problem Solving		4.0
BIOS1140	Human Anatomy with Lab	
BIOS2250	Human Anatomy & Physiology I	
Analytical, Qualitative, and Scientific Reasoning		4.0
BIOS2130	Human Physiology with Lab	
BIOS2260	Human Anatomy & Physiology II	
Career and Life Skills		
MATH1040	Business Math (or higher)	3.0
EMTL1305	EMT-Emergency Medical Technician	8.0

Plus one elective course 1.0 credit hours or more
Recommended:
ACFS1015 Success at SCC
MEDA1101 Basic Medical Terminology

26.0 hours

Paramedic Core Courses

PARM1112	Introduction to Paramedicine	2.0
PARM1115	Electrophysiology in Paramedicine	2.0
PARM1116	Patient Assessment	2.0
PARM1117	Paramedic Lab I	1.0
PARM1118	Airway Management	2.0
PARM1119	Practicum I	2.0
PARM1121	Pharmacology	3.0
PARM1123	Medical Emergencies in Paramedicine	3.0
PARM1127	Paramedic Lab II	1.0
PARM1129	Practicum II	2.0
PARM1131	Special Populations	2.0
PARM1141	Trauma	2.0
PARM1142	Rescue Operations	2.0
PARM2900	Paramedic Capstone	8.0

34.0 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. SCC will assess a non-refundable fee of $35 to student account.

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

23. Pharmacy Technician

Lincoln Campus and Online

Diploma

Credit Hours Required for Graduation:.....30

Cohort Start Term **Fall (F2F) and Spring (ONLINE)**

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 Lincoln Campus and online. The program is two semesters in length.

For more information contact:
Julie Wollberg, Program Director
402-437-2787, 800-642-4075 ext. 2787
jwollberg@southeast.edu

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

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. Online application to the program
2. Appropriate math, writing, and reading placement scores
3. Transcripts from high school, GED® or other colleges (if applicable)
4. Complete Program Admission Requirements (see program admission criteria and checklist on program website for requirements: www.southeast.edu/pharmacytechnician

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 PHRM1231. 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.

General Education Requirements

One course is required from each of the areas below. See the General Education pages for a complete list. These may be transferred in or earned at SCC. These courses must be completed prior to graduation from the program.

Written Communications	3.0
or	
Oral Communications	3.0
and	
BSAD1010 Microsoft Applications I	3.0

Program Course Sequence

Course #	Course title	Credit hrs
PHRM1120	Calculations for Pharmacy Technicians	4.0
PHRM1130	Operations for Pharmacy Technicians	6.0
PHRM1200	Pharmacology for Pharmacy Technicians	5.0
PHRM1231	Pharmacy Law & Ethical Issues	4.0
PHRM1251	Clinical Education for Pharmacy Technicians	5.0
		30.0 hrs

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 courses with a C or better in order to progress within the program.

Registry Information

On 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:

1. Be 18 years of age or older;
2. Be a high school graduate or officially recognized by the State Department of Education as possessing the equivalent degree of education;
3. Never have been convicted of any non-alcohol, drug-related misdemeanor or felony;
4. File an application with the Department; and
5. Pay the applicable fee of approximately $25
6. Become certified within one year of registration

Other states may have different laws. Consult state statutes to make sure that this program fulfills or satisfies the requirements of that state.

24. Physical Therapist Assistant

Lincoln Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:.....67

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

- The program admits up to 24 new students annually. Classes begin in the Fall semester/term.
- 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 will include sites 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 Director
402-437-2771, 800-642-4075 ext. 2771
bclark@southeast.edu

or Becky Kramer, Health Sciences Advisor
402-437-2688, 800-642-4075, ext. 2688
bkramer@southeast.edu

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

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 selective. A maximum of 24 students will be accepted. The admission checklist and criteria can be found on the program website: www.southeast.edu/physicaltherapistassistant/

Admission requirements include:

1. Complete and submit online Health Science application to the program.
2. Completion of all program required courses and general education/support courses with required grade point average (GPA).
3. Transcripts from high school, GED®, and all other colleges or universities attended.
4. Complete and submit all program admission checklist and criteria including but not limited to the Job Observation Form found online.
   For more information, refer to www.southeast.edu/physicaltherapistassistant/

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

General Education Requirements

Oral Communications		3.0
*SPCH1110	Public Speaking or	
* SPCH1090	Fundamentals of Human Communications or	
* SPCH2810	Business & Professional Communications	
Written Communications		3.0
*ENGL1010	English Composition I or	
*ENGL1020	English Composition II or	
*ENGL1110	Business Communications	
Mathematics		3.0
ACCUPLACER Elementary Algebra score 57 or		
NGACC QAS score 246-260		
COMPASS Algebra score of 36-99		
ACT score of 19		
SAT score of 480-530		
ASSET College Algebra score of 33-37		
or		
*MATH1040 or higher; MATH1050 Thinking Mathematically (MATH1100 Intermediate Algebra is highly recommended)		
Science		8.0
*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 Courses:		
MEDA1101	Basic Medical Terminology or	1.0
HLTH1060	Comprehensive Medical Terminology	3.0
Critical Thinking and Problem Solving		3.0
*PSYC1810	Introduction to Psychology or	
*PSYC2960	Lifespan Human Development	
		18.0 (21) hours

*Meets the General Education Requirement.

Physical Therapist Assistant Core Courses

Course #	Course title	Credit hrs
PTAS1101	Kinesiology for PTA	4.0
PTAS1110	Musculoskeletal Conditions & Rehabilitation	4.0
PTAS1112	Intro to Physical Therapy and Patient Care	4.0
PTAS1208	PTA Seminar 1	3.0
PTAS1209	Neurological Conditions & Rehabilitation	5.0
PTAS1210	Physical Agents	5.0
PTAS1301	Clinical Education 1	3.0
PTAS1304	Advanced Conditions & Rehabilitation	4.0
PTAS1305	Contemporary Trends in Physical Therapy	3.0
PTAS1302	Clinical Education 2	6.0
PTAS1306	PTA Seminar 2	2.0
PTAS1303	Clinical Education 3	6.0
		49.0 hours

Special Program Requirements

1. All students must receive a cumulative grade point average of 2.5 in the general education courses and a cumulative grade point average of 2.75 in the science courses.
2. Science courses include Anatomy and Physiology. General education courses include oral communication, written communication, math, social science, computer technology and related courses required by the programs, such as Medical Terminology.
3. A current Basic Life Support (BLS) for the Health Care Provider (HCP) by the American Heart Association (required prior to clinical education PTAS 1301).
4. Submit completed Health Statement to the Health Sciences Division prior to the second semester in the program.
5. A criminal background check will be required of each student in this program. Based on the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this CBC. Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. (Contact the State Licensing Board if there are questions.)
6. A two-step skin test for tuberculosis and/or a chest X-ray are required. Seasonal flu immunization is required.
7. 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.)
8. Complete program orientation.
9. Anatomy and Physiology completed within the last five years of application to the program.
10. 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 to student account.

25. Polysomnographic Technology

Online

Certificate

Credit Hours Required for Graduation: 12

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. Registry for Sleep Technologists is acquired through board examination, which is offered by the Board of Registered Polysomnographic Technologists (BRPT). Registered Polysomnographic Technologist (RPSGT) is the gold standard credential for Sleep Technologists.

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 positive airway pressure (PAP) 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 PAP titration.

Program overview

SCC's program is part-time comprised of 6 credit hours per term. The program is two semesters in length (or 9 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 135 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 in order to earn the RPSGT credential.

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/)

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

Admission Requirements

1. Application for admission to the Polysomnographic Technology program
2. High School or GED® transcripts.
3. College transcripts demonstrating they meet either the required courses OR an Associate of Applied Science in any Allied Health Science program (see below).

The following required courses must be completed.	OR	Associate of Applied Science can be in any Allied Health Science degree *The following are offered at SCC.
• Written Communication or Oral Communication • 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

General Education Requirements

Students must take or transfer one course which meets SCC's General Education Learning Outcomes in order to graduate.

Polysomnographic Courses

Course #	Course title	Credit hrs
PSGT1000	Polysomnography 1	4.0
PSGT1010	Polysomnography 1 Lab	2.0
PSGT2000	Polysomnography 2	3.0
PSGT2030	Clinical Education	3.0
		12.0 hours

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 PSGT 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.
9. Demonstrate understanding of your state's laws for practicing Polysomnographic Technology by signing the State Law Recognition form.

26. Practical Nursing

Beatrice and Lincoln Campuses and Online

Diploma

Credit Hours Required for Graduation:.....37.0

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.

Program overview

This program teaches students the concepts, principles, skills, and attitudes needed to become practical nurses who work with patients throughout their lifespan. Clinical and lab experience provides students with the opportunity of learning by doing. Nursing faculty facilitate clinical experiences in a variety of health care facilities. SCC instructors provide supervision and guidance in the clinical and lab settings. Student assignments will be based on facility availability and students are responsible for travel to clinical.

Full-time Option

*The program is located on the Beatrice and Lincoln campuses.

*The full-time track offers classroom instruction primarily in a face-to-face environment and is offered on the Beatrice and Lincoln campuses. The full-time track is two semesters and one summer term (12 months).

Part-time Option

*This program is available on the Beatrice and Lincoln campuses as well as locations of Geneva and Falls City.

*The part-time online track offers classroom instruction in an online environment and is offered at the Beatrice, Lincoln, Falls City, and Geneva campuses. The part-time hybrid track is offered on the Beatrice and Lincoln campuses. The part-time track is three semesters and one summer term (16 months).

*Lab and clinical hours are provided at sites in Beatrice, Lincoln, Falls City, and Geneva/York.

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 long term care, rehabilitation hospitals, community settings, and clinics.

The Associate Degree Nursing program at SCC permits the advanced placement for LPN graduates.

For more information contact:

Kristin Ruiz, Program Director-Beatrice, Falls City, Geneva
402-228-8264, 800-233-5027 ext. 1264
kruiz@southeast.edu

Ashley Fritz, Program Director-Lincoln
402-437-2731, 800-642-4075 ext. 2731
afritz@southeast.edu

or Becky Kramer, Health Sciences Advisor
402-437-2688, 800-642-4075, ext. 2688
bkramer@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. Complete online application to the program
2. Placement scores: qualify for beginning algebra and English Composition 1 or applicable course completion (See Practical Nursing Program Admission Checklist and Criteria online for more information on admission requirements).
3. Submit program admission requirements (see program admission checklist-criteria on program website for requirements: www.southeast.edu/practicalnursing/)
4. Transcripts from high school, GED® or other colleges (if applicable)
5. Active Nurse Aide on the Nebraska Nurse Aide Registry

General Education Courses Required

Structure and Function of the Human Body	4.0
or	
Anatomy & Physiology	8.0
or	
Anatomy & Physiology I, Anatomy & Physiology II	8.0
and	
Written or Oral Communication	3.0

Practical Nursing Diploma Courses

COURSE #	COURSE TITLE	CREDIT HRS
LPNS1010	Intro to Practical Nursing	2.0
LPNS1115	Nursing Lab 1	6.0
LPNS1118	Holistic Nursing 1	4.0
LPNS1113	Professional Nursing 1	2.0
LPNS1112	Nursing Clinical 1	2.0
LPNS1211	Nursing Lab 2	4.0
LPNS1210	Holistic Nursing 2	4.0
LPNS1213	Professional Nursing 2	2.0
LPNS1212	Nursing Clinical 2	4.0
		37.0 hours

Specific Practical Nursing Program Requirements

1. All LPNS courses are taken in sequence. A grade of 75% (C+) or higher in all LPNS courses is necessary to progress in the program. A grade of a C or higher in general education required courses is required to progress to second term.
2. Completed Health Statement
3. A current Basic Life Support (BLS) for Health Care Professional by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross is required
4. A two-step skin test for tuberculosis and/or a chest X-ray is required, and a Seasonal Flu immunization is required prior to starting the program.

27. Radiologic Technology

Lincoln Campus and Online

Associate of Applied Science Degree

Credit Hours Required for Graduation:.....75

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.

Upon completion of the program, graduates receive an Associate of Applied Science degree and are 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 Director
402-437-2777 or 800-642-4075, ext. 2777
kfindley@southeast.edu

or Becky Kramer, Health Sciences Advisor
402-437-2688, 800-642-4075, ext. 2688
bkramer@southeast.edu

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

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

Admission to the Radiologic Technology Program is selective. A point system is used to rank each applicant based on specific criteria.

Admission requirements include:

1. Completion of all program required courses and general education courses with required GPAs
2. Submission of online application to the program
3. Submission of program admission checklist criteria. Refer to www.southeast.edu/radiologictechnology/.
4. Transcripts from high school, GED® or other colleges (if applicable)

General Education Program Requirements

Oral Communications		3.0
SPCH1110	Public Speaking OR	
SPCH1090	Fundamentals of Human Communication OR	
SPCH2810	Business & Professional Communications	
Written Communications		3.0
ENGL1010		
Analytical, Quantitative and Scientific Reason		3.0
MATH1100		
Global Awareness and Citizenship		3.0
SOCI1010	Introduction to Sociology	
Critical Thinking and Problem Solving		4.0
PHYS1150	Descriptive Physics (lab included)	

(Anatomy & Physiology must be completed within the last 5 years prior to application to the program)

BIOS1140	Human Anatomy (lab included)	4.0
BIOS2130	Human Physiology (lab included)	4.0

Radiologic Technology Courses

Student must be accepted into the program before any RADT classes are taken.

Course #	Course title	Credit hrs
RADT1114	Principles of Patient Care	2.0
RADT1115	Imaging Procedures 1	3.0
RADT1116	Image Analysis 1	.5
RADT1117	Radiographic Physics 1	2.5
RADT1119	Clinical Education 1	4.0
RADT1125	Imaging Procedures 2	3.0
RADT1126	Image Analysis 2	.5
RADT1127	Radiographic Physics 2	2.5
RADT1147	Advanced Imaging	1.0
RADT2265	Pathology for Radiographers	3.0
RADT1129	Clinical Education 2	3.5
RADT1139	Clinical Education 3	3.5
RADT1134	Radiation Biology	2.0
RADT2276	Imaging Applications	3.0
RADT1149	Clinical Education 4	5.0
RADT2277	Radiology Capstone	1.0
RADT2288	Registry Review	1.0
RADT2259	Clinical Education 5	5.0
RADT2269	Clinical Education 6	5.0
		51.0 hours

Optional Courses:

RADT2500	Principles of Computed Tomography	3.0
RADT2501	Computed Tomography Procedures	3.0
RADT2502	Vascular-Interventional Radiography	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, and social science.
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. SCC will assess a non-refundable fee of $35 to student account.
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.

28. Respiratory Care

Lincoln Campus and Online

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 72.0

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 Fall term. 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 Spring term. Students should expect to spend approximately 30-35 hours each week on coursework.

For more information contact:
Todd Klopfenstein, Program Director
402-437-2781 or 800-642-4075, ext. 2781
tklopfenstein@southeast.edu

or Becky Kramer, Health Sciences Advisor
402-437-2688, 800-642-4075, ext. 2688
bkramer@southeast.edu

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

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com) P. O. Box 54876, Houston, TX 76054-4876, (817) 283-2835, www.coarc.com. Programmatic Outcomes Data can be found at www.coarc.com/47.html.

Admission Requirements

1. Online application to the program
2. Complete program admission criteria and checklist found on the program website at www.southeast.edu/respiratorycare.
3. Transcripts from high school, GED® or other colleges (if applicable)

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

(One class from each area below)

Oral Communications		3.0
Written Communications		3.0
Mathematics		3.0
MATH1100 or higher		
Critical Thinking and Problem Solving: Recommended courses:		3.0
PSYC1250	Interpersonal Relations (3.0) or	
PSYC1810	Introduction to Psychology (3.0) or	
SOCI1010	Introduction to Sociology (3.0)	
	AND	
BIOS1140	Human Anatomy with lab (4.0) and	4.0
BIOS2130	Human Physiology with lab (4.0)	4.0
	OR	
BIOS2250	Anatomy & Physiology I (4.0) and	4.0
BIOS2260	Anatomy & Physiology II (4.0)	4.0
		20.0 hours

Respiratory Care Courses

Student must complete the following RESP courses.

Course #	Course title	Credit hrs
RESP1111	Respiratory Anatomy & Physiology	3.0
RESP1114	Respiratory Care Principles	3.0
RESP1122	Respiratory Care Procedures	5.0
RESP1148	Critical Care Management	4.0
RESP1150	Respiratory Pharmacology and Pathology	5.0
RESP1160	Mechanical Ventilation	6.0
RESP1170	Exam Review	3.0
RESP1180	Chronic Cardiopulmonary Management	3.0
RESP1210	Clinical Education: General/Progressive Care	5.0
RESP1220	Clinical Education: Critical Care/Specialty Rotations 1	5.0
RESP1230	Clinical Education: Critical Care/Specialty Rotations 2	5.0
RESP1240	Clinical Education: Internship	2.0
RESP2251	Cardiovascular Principles	3.0
		52.0 hours

Special Program Requirements

1. All students must receive a cumulative grade point average of 2.5 in the general education courses and the science courses. Science courses include Anatomy, Physiology. General education courses include oral communication, written communication, math, and critical thinking and problem solving.
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 is 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 unable to progress in the program.)
7. Complete profession awareness activity (Contact Program Director for specific requirements.)
8. Complete program orientation after being accepted into program. Program Director will contact students who are accepted.
9. Program offers web-based courses but requires supervised clinicals/labs at identified locations.

29. Surgical First Assist

Online

Certificate

Credit Hours Required for Graduation: **20**

Types of jobs available

As defined by the American College of Surgeons, the surgical first assistant provides aid in exposure, hemostasis, and other technical functions that will help the surgeon carry out a safe operation with optimal results for the patient. Their role will vary considerably with the surgical operation, specialty areas, and type of facility.

Employment of surgical first assistant is projected to grow 31.2% from 2017 to 2027, much faster than the average for all occupations; Bureau of Labor Statistics, U.S. Department of Labor.

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 clinical preceptor, education coordinator, and private scrub for a surgeon, traveling surgical first assistant, surgical first assistant clinical instructor, and surgical first assistant program director.

Program overview

This program is located online delivery only. The online component is designed to accommodate all students, both in the Lincoln area and surrounding areas. Online students are required to travel to Lincoln to attend the lab portion of the course. Labs are four evenings the second week of the first semester.

Online students are required to find surgeons to act as preceptors and a clinical site affiliated with SCC in their area to complete their education. Student must be employed by this facility. The program director will assist in the process of obtaining required agreement between facility and surgeon/preceptor. Online students can work in conjunction with the local community college in their area to complete the prerequisite courses.

New program students are admitted every fall semester.

The National Surgical First Assisting Certification Examination will be administered before graduation. Upon verification of graduation from the program director, each student passing the exam 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:

Cynthia Kreps, Program Director
402-437-2797, 800-642-4075 ext. 2797
ckreps@southeast.edu

or Becky Kramer, Health Sciences Advisor
402-437-2688, 800-642-4075, ext. 2688
bkramer@southeast.edu

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

Accreditation by the Commission on Accreditation of Allied Health Education pending, 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. Online application to the program
2. Complete admission checklist and criteria requirements (refer to www.southeast.edu/surgicalfirstassist)
3. Transcripts from CAAHEP Accredited Surgical Technology Program showing completion of required program courses and sciences (Microbiology, Anatomy, Physiology, and Pathophysiology)
4. Current National Board of Surgical Technology and Surgical First Assisting certification in Surgical Technology
5. Proof of employment showing 3 years practiced as surgical technologist

Surgical Technology Core Courses

Course #	Course title	Credit hrs
SUFA1010	Advanced Surgical Anatomy	4.0
SUFA1020	Fundamentals of Surgical First Assisting	3.0
SUFA1030	Principles of Surgical First Assisting	2.0
SUFA1040	Bioscience	3.0
SUFA1050	Clinical Externship 1	4.0
SUFA1060	Clinical Externship 2	4.0
		20.0 hours total

General Education and Program Requirements

- Graduate of a CAAHEP accredited surgical technology program
- All sciences including Microbiology, Anatomy, and Physiology must have a successful completion date of less than 10 years from start of program

Special Program Requirements

1. All students must receive a minimum cumulative grade-point average of 2.5 in the science courses. Science courses include Pathophysiology and if needed Anatomy, Physiology.
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. SCC will assess a non-refundable fee of $35 to student account.
6. A two-step skin test for tuberculosis and/or a chest X-ray are required. Seasonal Flu immunization is required.
7. All SUFA courses completed with a grade of 75% (C+) or higher to progress through the program.

30. Surgical Technology

Lincoln Campus and Online

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 69.5

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 12 percent from 2016 to 2026, much faster than the average for all occupations, Bureau of Labor Statistics, U.S. Department of Labor.

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 those students outside of the Lincoln area who are unable to commute to a Lincoln hospital for their clinical. Online students must live in the state of Nebraska to accommodate instructor visits.

Online students complete the didactic portion via their computer with the final exams being proctored at a pre-approved site in their area. Online students are required to travel to one of five distance lab sites to complete their lab portion. Distance labs are located in Norfolk, Kearney, Hastings/Grand Island, North Platte and Lincoln. Labs generally are held one evening a week for the first term of the program. The Online students that live outside of Lincoln but within the 15 county area around Lincoln will be required to attend one of the Lincoln labs held one morning a week for the first term.

Online students will be required to find a clinical site at one of the pre-approved clinical sites that SCC has affiliation agreements with. This clinical portion will be required to be able to complete the program. To get a better understanding of the SCC affiliated sites, call the Program Director for assistance. Online students can work in conjunction with the local community college in their area to complete the pre-requisite courses needed prior to starting the program.

New program students are admitted every January.

The National Certification Examination will be administered before graduation. Upon verification of graduation from the program director, each student passing the exam 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 Director
402-437-2785, 800-642-4075 ext. 2785
skrehn@southeast.edu

or Becky Kramer, Health Sciences Advisor
402-437-2688, 800-642-4075, ext. 2688
bkramer@southeast.edu

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

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. Online application to the program
2. Submit program admission requirements (see program admission checklist-criteria on program website for requirements): www.southeast.edu/surgtech/
3. Transcripts from high school, GED® or other colleges (if applicable)

General Education Requirements

Oral Communications	3.0
Written Communications	3.0
Critical Thinking and Problem Solving	3.0
PSYC1250 or PSYC1810 or SOCI1010 (recommended)	
Sciences – (3 courses required)	
Microbiology (Microbiology with lab)	4.0
Human Anatomy with lab	4.0
Human Physiology with lab	4.0

(Human Anatomy & Physiology I, and Human Anatomy & Physiology II also work as a substitute for Human Anatomy and Human Physiology with lab courses).

21.0 hours

MEDA1101	Basic Medical Terminology	1.5
MEDA1207	Pharmacology & Dosage Calculations	2.0
		3.5 hours

Surgical Technology Core Courses

Course #	Course title	Credit hrs
SURT1620	Foundations of Surgical Technology	5.0
SURT1630	Surgical Procedures 1	6.0
SURT1640	Introduction to Surgical Technology	5.0
SURT1730	Surgical Procedures 2	4.0
SURT1740	Principals of Surgical Technology	3.0
SURT1750	Clinical Education 1	6.0
SURT1830	Surgical Procedures 3	4.0
SURT1850	Clinical Education 2	8.0
SURT1940	Senior Seminar	4.0
	Semester hours	45 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, social science, and related courses required by the programs, such as Medical Terminology and Pharmacology and Dosage 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 prior to starting the program.
3. Submit completed Health Statement to the Health Sciences Division.
4. A criminal background check will be required of each student in the 1st term of 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. SCC will assess a non-refundable fee of $35 to student account.
6. A two-step skin test for tuberculosis and/or a chest X-ray are required, and a Seasonal Flu immunization is required prior to starting the program.
7. All SURT courses completed with a grade of 75% (C+) or higher to progress through the program.

31. Computer Information Technology

Lincoln Campus (some courses online)

Associate of Applied Science Degree

Credit Hours Required for Graduation

Associate of Applied Science Degree: 70.0

- **Applications Development focus**
- **Cybersecurity focus**
- **Network Management focus**
- **Computer Support focus**

Types of jobs available

The Associate of Applied Science degree in Computer Information Technology prepares students for a wide variety of rewarding careers in information technology.

There is a market for people with software development, cybersecurity, 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

The Applications Development focus trains students to design and code software applications on different computer platforms (PC, web, mainframe, and mobile). Courses train students to code Java and C# applications for PCs, develop basic iOS and Android apps for mobile devices, and work behind the scenes developing web sites using JavaScript, PHP, ASP, JSP, and SQL. Students also learn to use COBOL and DB2 in a mainframe programming environment.

Cybersecurity students complete hands-on training to meet the growing need for security professionals in IT. Students learn security practices, cyber defense techniques, and digital forensics related to the protection of today's networks and critical information systems.

In the Network Management focus, students set up, maintain, and manage computer networks in both a Windows and Linux environment. They learn to use PowerShell, set up virtual machines, and work with Cisco networking.

Computer Support students are trained to work as the main IT technician in a company or as a member of a team providing help desk and computer support. Students gain hands-on training in the setup, maintenance, troubleshooting, and support of computer hardware and software.

New students are accepted into the program in both the Fall and Spring semesters.

Face-to-face classroom courses are offered day and evening. Many, but not all, courses are available online. Students who are unable to attend day classes can complete all degree requirements taking a combination of evening and online courses.

Students attending full-time can complete the degree in two years. The program welcomes part-time students who choose to carry a lighter load and take longer to complete the degree.

Special program requirements

All students start into the program taking the same group of courses. While completing those courses, students can make a decision about which focus to pursue.

"Advisor approved INFO electives" can be any INFO course not listed as a requirement in the focus.

Prerequisite and co-requisite INFO and ELEC courses must be completed with a grade of "C" or higher to continue through the program.

For more information contact:

Linda Bettinger, Program Co-Director
402-437-2490, 800-642-4075 ext. 2490
lbettinger@southeast.edu

Jo Schuster, Program Co-Director
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

General Education Requirements

See the General Education pages for a complete list.

GELO #1: Oral Communications (Choose ONE)		3.0
SPCH1090	Fundamentals of Human Communication	
SPCH1110	Public Speaking	
SPCH2810	Business & Professional Communication	
GELO #2: Written Communications (Choose ONE)		3.0
ENGL1010	English Composition I	
ENGL1110	Business Communications	
GELO #5: Analytical, Quantitative, and Scientific Reasoning (Choose ONE):		3.0
MATH1040	Business Math	
MATH1050	Thinking Mathematically	
MATH1100	Intermediate Algebra	
A higher level MATH class can be taken based on math placement scores		
GELO #6: Career and Life Skills		3.0
BSAD1010	Microsoft Applications I	
Choose ONE additional course from either of the two areas below:		3.0
GELO #3: Critical Thinking & Problem Solving		
GELO #4: Global Awareness and Citizenship		
		15.0 hours

Applications Development Focus Requirements

Course #	Course title	Credit hrs.
INFO1151	Information Technology Fundamentals	3.0
INFO1171	PC Operating Systems	3.0
INFO1214	Programming Concepts	2.0
INFO1281	Networking Concepts	2.0
INFO1411	Database Concepts	3.0
INFO1414	Java	4.0
INFO1428	JCL & COBOL	4.0
INFO1431	Web Page Fundamentals	3.0
INFO1434	C#.NET	4.0
INFO2431	JavaScript & jQuery	3.0
INFO2574	Advanced Programming Using Visual Basic	3.0
INFO2584	Mobile Device Programming	3.0

Required courses include the four courses in either PC & Web Option **OR** Integrated Platforms Option:

PC & Web Option

INFO2411	Advanced Database & SQL	3.0
INFO2525	Web Server Scripting Using PHP	3.0
INFO2534	ASP.NET Using C#	3.0
INFO2644	PC & Web Capstone	4.0

Integrated Platforms Option

INFO2418	DB2 & SQL	3.0
INFO2514	Java Server Programming	3.0
INFO2528	Advanced COBOL	3.0
INFO2638	Integrated Platforms Capstone	4.0
Advisor approved INFO elective (minimum)		2.0
INFO2700 CIT Practicum **OR** OFFT2000 Employment Techniques		3.0
		55.0 hours

Cybersecurity Focus Requirements

INFO1151	Information Technology Fundamentals	3.0
INFO1171	PC Operating Systems	3.0
INFO1214	Programming Concepts	2.0
INFO1281	Networking Concepts	2.0
INFO1411	Database Concepts	3.0
INFO1448	Windows & Hardware Management	4.0
INFO1491	Network Security Fundamentals	3.0
INFO1492	Linux Network Administration	4.0
INFO1494	Windows Server Administration	3.0
INFO2555	PowerShell Fundamentals	2.0
INFO2575	Virtualization Management	2.0
INFO2581	Network Security Systems	3.0
INFO2586	Security Operations & Ethics	2.0
INFO2596	Computer & Digital Forensics	2.0
INFO2691	Enterprise Security Capstone	3.0
ELEC2760	Introduction to Networks	3.0
ELEC2761	Routing & Switching Essentials	3.0
ELEC2900	CCNA Security	3.0
Advisor approved INFO elective (minimum)		2.0
INFO2700 CIT Practicum **OR** OFFT2000 Employment Techniques		3.0
		55.0 hours

Network Management Focus Requirements

INFO1151	Information Technology Fundamentals	3.0
INFO1171	PC Operating Systems	3.0
INFO1214	Programming Concepts	2.0
INFO1281	Networking Concepts	2.0
INFO1411	Database Concepts	3.0
INFO1445	Workplace Communication Skills	2.0
INFO1448	Windows & Hardware Management	4.0
INFO1491	Network Security Fundamentals	3.0
INFO1492	Linux Network Administration	4.0
INFO1494	Windows Server Administration	3.0
INFO2555	PowerShell Fundamentals	2.0
INFO2575	Virtualization Management	2.0
INFO2595	Advanced Windows Server	2.0
INFO2697	Networking Capstone	3.0
ELEC2760	Introduction to Networks	3.0
ELEC2761	Routing & Switching Essentials	3.0
ELEC2865	Advanced Networking	4.5
Advisor approved INFO elective (minimum)		3.5
INFO2700 CIT Practicum **OR** OFFT2000 Employment Techniques		3.0
		55.0 hours

Computer Support Focus Requirements

INFO1151	Information Technology Fundamentals	3.0
INFO1171	PC Operating Systems	3.0
INFO1214	Programming Concepts	2.0
INFO1281	Networking Concepts	2.0
INFO1411	Database Concepts	3.0
INFO1431	Web Page Fundamentals	3.0
INFO1443	Help Desk Concepts	2.0
INFO1445	Workplace Communication Skills	2.0
INFO1448	Windows & Hardware Management	4.0
INFO1491	Network Security Fundamentals	3.0
INFO1494	Windows Server Administration	3.0
INFO2411	Advanced Database & SQL	3.0
INFO2473	Advanced Excel	1.5
INFO2493	Advanced Access	1.5
INFO2523	Support Techniques	3.0
INFO2533	Collaboration Tools	2.0
INFO2670	Computer Support Capstone	3.0
ELEC2760	Introduction to Networks	3.0
ELEC2761	Routing & Switching Essentials	3.0
Advisor approved INFO elective (minimum)		2.0
INFO2700 CIT Practicum OR OFFT2000 Employment Techniques		3.0
		55.0 hours

32. Geographic Information Systems Technician

Online (Lincoln Campus)

Certificate

Credit Hours Required for Graduation: .....18 hours

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:

Dave Zachek, Program Director- Lincoln
402-437-2651, 800-642-4075 ext. 2651
dzachek@southeast.edu

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

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 six following areas)	3.0 hours
GELO #1: Oral Communications	
GELO #2: Written Communications	
GELO #3: Critical Thinking & Problem Solving	
GELO #4: Global Awareness and Citizenship	
GELO #5: Analytical, Quantitative, and Scientific Reasoning	
GELO #6: Career and Life Skills	

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	3.0
GIST1120	Spatial Analysis and Modeling	3.0
GIST1130	Data Acquisition and Management	3.0
GIST1140	GIS Capstone	3.0
GIST1150	Advanced Exploratory GIS or	
GIST1900	Internship or	
GIST1901	Cooperative Experience	3.0
		15.0 hours

33. Graphic Design|Media Arts

Education Square

Associate of Applied Science Degree

Credit Hours Required for Graduation:

Associate of Applied Science Degree..... 74.0

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. - 3 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 (August) semester. 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:
Elizabeth Vornbrock, Program Director
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

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 for a total of 6 cr hrs.)

GELO #1: Oral Communications		3.0
GELO #2: Written Communications		3.0

(Plus three classes from the four areas below for a total of 9 cr hrs; no two classes from the same area).

GELO #3: Critical Thinking & Problem Solving		3.0
ANTH1120	General Anthropology	
ARTS1010	Intro to Visual Arts	
ECON1200	Personal Finance	
ECON2120	Microeconomics	
HUMS1100	Introduction to Humanities	
PHIL1010	Introduction to Philosophy	
PHIL1060	Applied Ethics	
PSYC1250	Interpersonal Relations	
PSYC1810	Introduction to Psychology	
SOCI1010	Introduction to Sociology	
GELO #4: Global Awareness and Citizenship		3.0
ANTH1120	General Anthropology	
ARTS1010	Intro to Visual Arts	
HUMS1100	Introduction to Humanities	
SOCI1010	Introduction to Sociology	
SOCI1020	Diversity in Society	
GELO #5: Analytical, Quantitative, and Scientific Reasoning		3.0
ECON2120	Microeconomics	
GELO #6: Career and Life Skills		3.0
BSAD1010	Microsoft Applications I	
ECON1200	Personal Finance	
PSYC1250	Interpersonal Relations	
		15.0 hours

Graphic Design|Media Arts A.A.S. Degree Courses

Core Requirements

GDMA1120	Drawing/Illustration I	2.5
GDMA1122	Introduction to Graphic Design	2.5
GDMA1126	Typography I	2.5
GDMA1136	Computer Graphics I	3.0
GDMA1230	Typography II	2.5
GDMA1234	Computer Graphics II	3.0
GDMA1240	Publication Design	2.5
GDMA1356	Photography & Digital Imaging	3.0
GDMA1455	Design Portfolio Development	3.5
GDMA1457	Interactive Design	2.0
GDMA1460	3-D Package Design	2.0
GDMA1465	Corporate Identity Design	3.5
GDMA1485	Web Design I	4.0
GDMA2567	Web Design II	3.5
GDMA2662	Web Design III	3.5
GDMA2665	Web Design IV	3.5
GDMA2575	Graphic Design Portfolio I	4.0
GDMA2595	Professional Design Practices	2.0
GDMA2664	Graphic Design Portfolio II	4.5
GDMA2900	Graphic Design Internship	1.5
		59.0 hours

34.Building Construction Technology

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:

Building Construction A.A.S. degree 60.0

Carpentry & Cabinet Making Construction Certificate 16.0

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 expanded programming for drafting and estimating skills, masonry/concrete and cabinet construction skills.

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 Spring semester. 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 director for more information.

For more information contact:

Jason Adams, Program Director
402-761-8209, 800-933-7223 ext. 8209,
jadams@southeast.edu

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

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).

GELO #1:	Oral Communications	3.0
GELO #2:	Written Communications	3.0
GELO #3:	Critical Thinking and Problem Solving ECON1200 Personal Finance	3.0
GELO #5:	Analytical, Quantitative and Scientific Reasoning MATH1020 Technical Math or higher required	3.0
GELO #6:	Career and Life Skills BSAD1010 Microsoft Applications I (Recommended)	3.0

15 hours

Building Construction Technology Courses

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 courses for graduation from this program.

Course #	Course title	Credit hrs.
CNST1121	Concrete & Masonry Tools & Materials	3.0
CNST1122	Concrete & Masonry Applications	3.0
CNST1225	Construction Tools & Materials	3.0
CNST1224	Construction Processes & Practices	3.0
CNST1326	Residential Construction Drafting	3.5
CNST1328	Residential Construction Estimating	3.5
CNST1430	Cabinetry and Carpentry l	3.0
CNST1433	Cabinetry and Carpentry ll	3.0
CNST2532	House Construction l	4.5
CNST2533	House Construction II	4.5
CNST2634	Commercial Construction Drafting	2.5
CNST2636	Commercial Construction Estimating	4.0
CNST2643	Fundamentals of Structural Steel	2.0
WELD1191	GMAW & SMAW Industrial	1.5
ACFS2020	Career Development	1.0
		45.0 hours

Certificate in Carpentry & Cabinet Making Construction

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

Course #	Course title	Credit hrs.
CNST1225	Construction Tools & Materials	3.0
CNST1224	Construction Processes & Practices	3.0
CNST1430	Cabinetry and Carpentry l	3.0
CNST1433	Cabinetry and Carpentry ll	3.0
ACFS2020	Career Development	1.0
		13.0 hours

General Education Requirements Certificate

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

(One class from the following area).

Critical Thinking and Problem Solving
MATH1020 or higher — 3.0 hours

35. Design & Drafting Technology

Lincoln

Associate of Applied Science Degree, Diploma, Certificate

Credit Hours Required for Graduation:

- **Architectural Design Focus 67**
- **Computer Aided Design Drafting Focus 71.5**

Diploma

- **-Architectural 30.5**
- **-Mechanical/Electrical 30**
- **-Residential Design 32.5**
- **-Structural 31.5**

Certificate

- **-Designing Software 20.5**
- **-Residential Design 17.5**

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

This program is located on the Lincoln Campus. New students are admitted every fall and spring semester.

Certificates and Diploma are also available in various areas.

For more information contact:
Dave Zachek, Program Director
402-437-2651, 800-642-4075 ext. 2651
dzachek@southeast.edu

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

General Education Requirements

SCC Core General Education Learning Outcomes (GELOs)
See the General Education pages for a complete list.

GELO #1: Oral Communications	3.0
GELO #2: Written Communications	3.0
GELO #5: Analytical, Quantitative and Scientific Reasoning MATH1050 (or higher) (Recommended)	3.0
Complete two additional classes from the three areas below; no two classes from the same area GELO #3: Critical Thinking & Problem Solving GELO #4: Global Awareness and Citizenship GELO #6: Career and Life Skills	6.0
Total General Education	15.0 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	2.0
DDRT1400	Virtual Building Design with Revit Architecture	2.0
DDRT1230	Architectural Print Reading	2.0
DDRT1310	3-D Visualization	2.0
DDRT1340	Strengths of Materials	2.5
DDRT1350	Estimating for Light Construction	2.5
DDRT2540	Building Safety & Design	2.0
DDRT1170	Light Construction Materials & Methods	3.0
DDRT2901	Cooperative Experience Drafting I	3.0
		21.0 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 & Drafting	3.0
DDRT1207	Heating & Air Conditioning Systems I	2.0
DDRT1320	Heating & Air Conditioning Systems II	3.0
DDRT1420	Advanced Mechanical Systems Theory & Drafting	3.0
DDRT2750	Electrical Systems Theory & Design	3.0
DDRT2839	Commercial Estimating	2.0
DDRT2530	Steel Systems Design & Drafting	3.0
DDRT2546	Site Planning & Surveying	3.0
DDRT2660	Concrete & Wood Systems Design & Drafting	3.0
DDRT1338	Residential Design & Drafting	3.0
DDRT2650	Fundamentals of Commercial Architecture	3.0
		31.0 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	Industrial Print Reading	2.0
DDRT1220	Inventor	2.0
DDRT1224	3-D Civil CAD	2.0
DDRT1330	Solid Works	2.0
DDRT1500	Advanced Virtual Building Design w/Revit	2.5
DDRT2110	Architectural Design	2.0
DDRT2150	Structural Steel Design with SDS/2	2.0
DDRT2130	Industrial Plastics	2.0
DDRT2180	Professional Practice-Architectural	2.0
DDRT2200	Geometric Dimensioning & Tolerancing	2.0
DDRT2210	Engineering Processes	2.0
DDRT2215	Plastic Part Design	2.0
DDRT2220	Flat Pattern Design	2.0
DDRT2230	Design Concepts	2.0
DDRT2240	Consumer Product Design	2.0
DDRT2260	Jigs & Fixture Design	2.0
DDRT2140	Building Utility Design	3.0
		35.5 hours

Diplomas

Architectural Diploma Courses

Course #	Course title	Credit hrs.
DDRT1170	Light Construction Materials & Methods	3.0
DDRT1120	Basic Computer Aided Drafting	2.0
DDRT1207	Heating & Air Conditioning Systems I	2.0
DDRT1230	Architectural Print Reading	2.0
DDRT1350	Estimating for Light Construction	2.5
DDRT2540	Building Safety & Design	2.0
DDRT2546	Site Planning & Surveying	3.0
DDRT2650	Fundamentals of Commercial Architecture	3.0
DDRT2839	Commercial Estimating	2.0
DDRT Elective	(minimum)	3.0
	Diploma Credits	24.5
	General Education Courses	6.0
	Total Credits	30.5

Mechanical/Electrical Diploma Courses

Course #	Course title	Credit hrs.
DDRT1170	Light Construction Materials & Methods	3.0
DDRT1120	Basic Computer Aided Drafting	2.0
DDRT1207	Heating & Air Conditioning Systems I	2.0
DDRT1230	Architectural Print Reading	2.0
DDRT1250	Plumbing Systems Theory and Drafting	3.0
DDRT1320	Heating and Air Conditioning Systems II	3.0
DDRT1420	Advanced Mechanical Systems Theory & Drafting	3.0
DDRT2750	Electrical Systems Theory and Design	3.0
DDRT Elective	(minimum)	3.0
	Diploma Credits	24.0
	General Education Courses	6.0
	Total Credits	30.0

Residential Design Diploma Courses

Course #	Course title	Credit hrs.
DDRT1170	Light Construction Materials & Methods	3.0
DDRT1120	Basic Computer Aided Drafting	2.0
DDRT1207	Heating & Air Conditioning Systems I	2.0
DDRT1230	Architectural Print Reading	2.0
DDRT1310	3-D Visualization	2.0
DDRT1350	Estimating for Light Construction	2.5
DDRT1338	Residential Design and Drafting	3.0
DDRT1400	Virtual Building Design with Revit Architecture	2.0
DDRT2540	Building Safety & Design	2.0
DDRT2546	Site Planning & Surveying	3.0
DDRT Elective	(minimum)	3.0
	Diploma Credits	26.5
	General Education Courses	6.0
	Total Credits	32.5

Structural Diploma Courses

Course #	Course title	Credit hrs.
DDRT1170	Light Construction Materials & Methods	3.0
DDRT1120	Basic Computer Aided Drafting	2.0
DDRT1310	3-D Visualization	2.0
DDRT1340	Strength of Materials	2.5
DDRT1400	Virtual Building Design with Revit Architecture	2.0
DDRT2150	Structural Steel Design with SDS/2	2.0
DDRT2530	Steel Systems Design and Drafting	3.0
DDRT2660	Concrete and Wood Systems Design & Drafting	3.0
DDRT Elective	(minimum)	3.0
	Diploma Credits	25.5
	General Education Courses	6.0
	Total Credits	31.5

Certificates

Designing Software Certificate Courses

Course #	Course title	Credit hrs.
DDRT1220	Inventor	2.0
DDRT1224	3-D Civil CAD	2.0
DDRT1310	3-D Visualization	2.0
DDRT1330	Solid Works	2.0
DDRT1400	Virtual Building Design with Revit Architecture	2.0
DDRT1500	Advanced Virtual Building Design w/Revit	2.5
DDRT2140	Building Utility Design	3.0
DDRT2150	Structural Design with SDS/2	2.0
	Certificate Credits	17.5
	General Education Courses	3.0
	Total Credits	20.5

Residential Design Certificate Courses

Course #	Course title	Credit hrs.
DDRT1170	Light Construction Materials & Methods	3.0
DDRT1120	Basic Computer Aided Drafting	2.0
DDRT1207	Heating & Air Conditioning Systems I	2.0
DDRT1230	Architectural Print Reading	2.0
DDRT1350	Estimating for Light Construction	2.5
DDRT1338	Residential Design and Drafting	3.0
	Certificate Credits	14.5
	General Education Courses	3.0
	Total Credits	17.5

36. Heating, Ventilation, Air Conditioning & Refrigeration Technology

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 65.5

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 director for more information.

For more information contact:
Mike Roth, Program Director
402-761-8263, 800-933-7223 ext. 8263,
mroth@southeast.edu

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

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).

GELO #1: Oral Communications	3.0
GELO #2: Written Communications	3.0
GELO #3: Critical Thinking & Problem Solving	3.0-4.0
PHYS1150 Descriptive Physics (Recommended)	
GELO #5: Analytical, Quantitative, and Scientific Reasoning	
MATH1020 Technical Math (Recommended)	3.0

(Plus one class from the two areas listed below)

GELO #6: Career and Life Skills	
GELO #4: Global Awareness and Citizenship	3.0
	15.0-16.0 hours

HVAC/R Required Courses

Course #	Course title	Credit hrs
HVAC1109	Electrical Theory/Lab	4.0
HVAC1131	Refrigeration Systems I	3.0
HVAC1132	Piping Practices	2.0
HVAC1226	Refrigeration Lab I	4.5
HVAC1237	Refrigeration Systems II	3.5
HVAC1251	Hydronic Heating	3.0
HVAC1330	Residential Controls I	2.0
HVAC1331	Manual J/Manual D	2.5
HVAC1336	Sheet Metal Fabrication	2.0
HVAC1363	Heat Pump Systems	2.0
HVAC1434	Refrigeration Lab II	2.5
HVAC1450	EPA Refrigerant Certification	1.5
HVAC1452	Residential Install Lab	2.5
HVAC1461	Residential Controls II	2.0
HVAC2600	HVAC/R Lab	2.0
HVAC2610	HVAC Troubleshooting	3.0
HVAC2649	Commercial HVAC Systems	2.5
HVAC2900	Internship or	
HVAC2901	Cooperative Experience	4.0
ACFS2020	Career Development	1.0
WELD1190	O/A and GMAW Welding	1.0
		50.5 hours

37. Land Surveying/GIS/Civil Engineering Technology

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation: **70.5**

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 drafting, construction materials inspection, or Geographic Information Systems (GIS).

A flexible schedule on the Milford Campus is available. Please contact the program director 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:
Jason Adams, Program Director
402-761-8209, 800-933-7223 ext. 8209
jadams@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 required LSCE courses to progress through or graduate from the program.

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).

GELO #1: Oral Communications	3.0
GELO #2: Written Communications	3.0
GELO #3: Critical Thinking & Problem Solving	
ECON1200 Personal Finance	3.0
GELO #5: Analytical, Quantitative and Scientific Reasoning	
MATH1050 Thinking Mathematically or higher (Recommended)	3.0
GELO #6: Career and Life Skills	
BSAD1010 Microsoft Applications I (Recommended)	3.0
	15.0 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 director or the College Admissions Office.

Required LSCE Courses

Course #	Course title	Credit hrs.
LSCE1120	Plane Surveying	3.5
LSCE1126	Basic Civil CAD	3.5
LSCE1130	Analysis for Land Surveyors	3.0
LSCE1220	Engineering Surveying	4.0
LSCE1226	Civil CAD II	3.5
LSCE1232	Highway Plan Reading	1.0
LSCE1320	Route and Construction Surveying	4.0
LSCE1326	Civil CAD III	3.5
LSCE2520	Geodetic Surveying	3.5
LSCE2526	Principles of Land Development	3.5
LSCE2620	Boundary Control and Legal Principles	3.5
LSCE2626	Advanced Civil CAD	4.0
LSCE2646	Civil CAD 3D	3.5
LSCE2667	Public Land Survey Systems	2.0
LSCE1230	Earthworks Inspection	3.0
LSCE1324	Concrete Inspection	3.0
LSCE2547	Applied GIS	3.5
		55.5 hours

38. Plumbing Technology

Milford Campus

Diploma

Credit Hours Required for Graduation:.....30

As a plumber, you will work in both commercial and residential settings to repair, install and maintain plumbing fixtures and systems for drainage, heating, drinking, venting and sewage. A large part of the job involves the ability to work with building blueprints to assess layouts of plumbing systems and the water supply.

Types of jobs available

- Installation of plumbing and heating systems in new buildings
- Installation and maintenance of plumbing, heating and piping systems for industries, public utilities, or government agencies
- Self-employment

Program Overview

The diploma program will provide students the knowledge and skills necessary to design, install and repair residential and commercial projects including new installations as well as service calls to repair existing systems. You will learn plumbing codes, plumbing theory and experience significant hands-on laboratory experiences including blueprint reading, materials planning and utilization, tool usage and pipe joining methods.

For more information contact:
Mike Roth, Program Director
402-761-8263, 800-933-7223 Ext. 8263
mroth@southeast.edu

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

General Education Requirements

GELO #1: Oral Communications	3.0
GELO #2: Written Communications	3.0
	6.0 hours

PLUMBING TECHNOLOGY REQUIRED COURSES

PLMB1010	Plumbing Concepts l	3.0
PLMB1015	Plumbing Processes & Practices	5.5
PLMB1020	Blueprint Reading for Plumbers	3.0
PLMB1110	Plumbing Concepts II	3.0
PLMB1116	Advanced Plumbing Processes & Practices	5.0
PLMB1120	Fuel Gas System Concepts & Practices	2.0
PLMB1125	Plumbing Safety	1.0
WELD1191	GMAW & SMAW Industrial Welding Practices	1.5
		24.0 hours

39. Electrical & Electromechanical Technology

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:

Associate of Applied Science Degree:

Electrical Systems Focus 62.0

Electromechanical Systems Focus 61.5

Automation Systems Focus 64.5

Electrician Construction - IBEW Option 75

Program overview

Students are admitted in the Fall and Spring semesters. Approximately half of the training time will take place in a laboratory setting where students will apply their classroom theory concepts and test their ability to make proper designs and connections on industrial grade equipment. All students will focus on Electrical and Industrial Electronic principles before they choose to enter into one of three specific focus areas.

ELECTRICAL SYSTEMS FOCUS

Types of Jobs: Residential, commercial and Industrial construction environments, Designing, installing, maintaining and upgrading all types of Electrical power and control circuits throughout industry.

ELECTROMECHANICAL SYSTEMS FOCUS

Types of Jobs: Designing, installing, maintaining and upgrading industrial mechanical, electrical and automation systems. Their work may involve skills in the areas of machining, welding, fabrication, wiring and installation of new and existing production equipment along with hydraulic and pneumatic systems.

AUTOMATION SYSTEMS FOCUS

Types of Jobs: Industrial manufacturing settings that allow a student to work with all types of automation. This would include, but not limited to Programmable Logic Controllers (PLC's), Robotics, Variable Frequency Drives, Vision Systems and other industrial devices that are common in industry.

For more information contact:
Jeff Ives, Program Director
402-761-8274, 800-933-7223 ext. 8274,
jives@southeast.edu

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

General Education Requirements (AAS)

See the General Education pages for a complete list.

GELO #1: Oral Communications	3.0
GELO #2: Written Communications	3.0
GELO #3: Critical Thinking & Problem Solving	3.0-5.0
PHYS1017 or PHYS1150 or PHYS1410 (Recommended)	
GELO #5: Analytical, Quantitative, and Scientific Reasoning	
MATH1050 or higher	3.0
GELO #6: Career and Life Skills	
BSAD1010	3.0
ECON1200	3.0
	Total 18.0-20.0

ELECTRICAL/ELECTROMECHANICAL/AUTOMATION Core

Course #	Course Title	Credit hrs.
ELEC1131	DC Principles	5.0
ELEC1217	AC Principles	5.0
ELEC2144	Motors and Controllers	4.0
ELEC2155	Automation, Communications and Alarms	5.0
ELEC2164	Transformers, Three-Phase Systems & Predictive Maintenance	5.0
	Total	24.0

Automation Focus

Course #	Course Title	Credit hrs.
ELEC2564	Industrial Electronic Controls	6.0
ELEC2534	Programmable Logic Controllers I	3.0
ELEC1337	Sketching & CAD	2.0
ELEC2614	Robotics and Integrated Automation	5.5
ELEC2624	Programmable Logic Controllers II	6.0
	Total	22.5

Electrical Focus

Course #	Course Title	Credit hrs.
ELEC1336	CAD & Electrical Estimating	2.0
ELEC1366	Residential & Commercial Wiring I	5.0
ELEC1367	Residential & Commercial Wiring II	5.0
ELEC1496	Industrial Wiring I	4.0
ELEC1497	Industrial Wiring II	4.0
	Total	20.0

Electromechanical Focus

Course #	Course Title	Credit hrs.
ELEC1337	Sketching & CAD	2.0
ELEC1356	Fluid Power	4.0
MACH1131	Manufacturing Processes for Electromechanical	3.0
WELD1191	GMAW and SMAW Industrial Welding Practices	1.5
ELEC1436	Power Transmission & Lubricants	2.0
ELEC1446	Industrial Machines & Mechanical Systems	4.0
ELEC2534	Programmable Logic Controllers I	3.0
	Total	19.5

40. Electrician Construction - IBEW Option

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

For more information contact:
Jeff Ives, Electrical & Electromechanical Technology; Program Director
402-761-8258, 800-933-7223 ext. 8274
jives@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

Electrician Construction –IBEW option 75

General Education Requirements

See the General Education pages for a complete list.

GELO #1: Oral Communication	3.0
GELO #2: Written Communication	3.0
Plus three classes from the four areas below; no two classes from the same area.	
GELO #3: Critical Thinking & Problem Solving	
GELO #4: Global Awareness and Citizenship	
GELO #5: Analytical, Quantitative, and Scientific Reasoning	
GELO #6: Career and Life Skills	9.0
	15.0 hours

Combination Theory/Laboratory classes

One per semester, as follows:

Course #	Course title	Credit hrs.
ELET1710	DC Theory, Conduit Fab and NEC	4.0
ELET1711	DC Theory II, Conduit Fab II and Blueprints	4.0
ELET1716	AC Theory, NEC, NFPA 70E Blueprint Reading	4.0
ELET1717	AC Theory II, Test Inst. and Blueprint Reading II	4.0
ELET1722	AC Theory III, Haz. Loc. & Fire Alarm	4.0
ELET1723	NFPA 70E, OCPD's & Grd and Bond	4.0
ELET1728	Motors, Ltng Prtc. Lighting Fundamentals	4.0
ELET1731	Motor Controls, VFD, and PLC	4.0
ELET1736	TeleComm, Power Qual., UPS and EVITP	4.0
ELET1737	PV, Rigging, NEC Calculations	4.0
		40.0 hours

On-the-job Training

One course of 100 clock hours per semester. 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.
ELET1712	Electrical Wiring Applications I	2.0
ELET1713	Electrical Wiring Applications II	2.0
ELET1718	Electrical Wiring Applications III	2.0
ELET1721	Electrical Wiring Applications IV	2.0
ELET1726	Electrical Wiring Applications V	2.0
ELET1727	Electrical Wiring Applications VI	2.0
ELET1732	Electrical Wiring Applications VII	2.0
ELET1733	Electrical Wiring Applications VIII	2.0
ELET1738	Electrical Wiring Applications IX	2.0
ELET1739	Electrical Wiring Applications X	2.0
		20.0 hours

40. Electronic Systems Technology

Lincoln Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:

Cisco Networking/Security Focus.....64
Robotics and Automation Focus.....64
Electronic Systems Technician Focus 63
***Military Transfer (Advanced Placement)**

ELECTRONIC SYSTEMS TECHNOLOGY PROGRAM

This program provides extensive opportunities for diverse careers in electronic repair and manufacturing, 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!

The Electronics program offers both evening and daytime classes.

For more information contact:
Mike Aalberg, Program Director
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

See the General Education pages for a complete list.

GELO #1:	Oral Communications	3.0
GELO #2:	Written Communications	3.0

Complete three additional classes from the four areas below; no two classes from the same area; 9.0

GELO #3:	Critical Thinking & Problem Solving
GELO #4:	Global Awareness and Citizenship
GELO #5:	Analytical, Quantitative, and Scientific Reasoning
GELO #6:	Career and Life Skills

Total 15.0 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.
ELEC1130	Fundamentals of Electronic Circuits	6.0
ELEC1240	Fundamentals of Electronic Circuits II	6.0
ELEC1245	Digital Systems	5.0
ELEC2150	Fundamentals of Electronic Circuits III	6.0
ELEC2550	Fundamentals of Electronic Circuits IV	6.0
ELEC2753	PC Operating Systems & Hardware	3.5
ELEC2760	Introduction of Networks	3.0
ELEC2863	Programmable Logic Controllers in Automation Systems	3.0
		38.5 hours

Electronic Systems Technician Focus

Required Class:

ELEC2751	A/V Distribution and Surveillance	3.5

ELEC Electives Select any of the following for a total of 6 credit hours:

Course #	Course Title	Credit hrs
ELEC2755	Structured Programming for Electronic Technicians	3.0
ELEC2761	Routing & Switching Essentials	3.0
ELEC2853	Fluid Power & Robotics	2.5
ELEC2864	Advanced Programming Logic Controllers in Automation Systems	2.5
ELEC2865	Advanced Networking	4.5
ELEC2883	Robotics and Vision Systems	2.5
ELEC2900	CCNA Security	3.0
ELEC2999	Special Projects	1-3
		6.0 Total Required

Cisco Networking/Security Focus

Course #	Course Title	Credit hrs.
ELEC2761	Routing & Switching Essentials	3.0
ELEC2865	Advanced Networks	4.5
ELEC2900	CCNA Security	3.0
		10.5 hours

Robotics and Automation Focus

Course #	Course Title	Credit hrs.
ELEC2761	Routing & Switching Essentials	3.0
ELEC2853	Fluid Power & Robotics	2.5
ELEC2864	Advanced Programmable Logic Controllers in Automation Systems	2.5
ELEC2883	Robotics and Vision Systems	2.5
		10.5 hours

Military Transfer (Advanced Placement) in the Electronic Systems Technology program

*Electronic Systems Technology offers military students with an electronics background and training, to apply their training and reduce the courses necessary through credit by waiver to complete the degree. Based upon the Military training transcript, you and the program director 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 41 credit hours transferred in and 22.5 required

Robotics and Automation Focus
Up to 40 credit hours transferred in and 21 required

Electronic Systems Technician Focus
Up to 38 credit hours transferred in and 21 required

15 credit hours required for general education

41. Energy Generation Operations

Milford Campus

Associate of Applied Science Degree, Diploma, Certificate

Credit Hours Required for Graduation:

AAS Degree:..... 66.5
Certificate: 13.0
Diploma:..... 30.0-32.0

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 three semesters 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 4th semester, specific types of operations will be covered in detail to prepare students for careers in the type of processing plant of their choice. These courses will be offered as ten electives from which a minimum of 10 credits must be selected. Other types of processing plants include water/wastewater treatment plants, refineries, breweries, food and pharmaceutical manufacturing, steel and concrete manufacturing, among many others.

In addition to an Associate of Applied Science degree, certificate and diploma options are also offered.

Special Program Requirements

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

Students will be required to provide their own transportation, room and board for the internship course (ENER1900).

Certain "Fitness for Duty" requirements may be required by many ENER employers as a condition of employment as an operator.

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 Director
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

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).	
GELO #1: Oral Communications	3.0
GELO #2: Written Communications	3.0
GELO #3: Critical Thinking & Problem Solving	3.0-5.0
PHYS1017 or PHYS1150* or PHYS1410 (Recommended)	
GELO #5: Analytical, Quantitative, and Scientific Reasoning	3.0
MATH1050* or higher (Recommended)	
GELO #6: Career and Life Skills	
BSAD1010 Microsoft Applications I (Recommended)	3.0
	15.0-17.0

Core Courses

Course #	Course title	Credit hrs.
ENER1100*	Energy Industry Fundamentals	3.0
ENER1110*	Operator Safety	3.0
ENER1115*	Mechanical & Fluid Fundamentals	3.5
ENER1210*	Electrical Power Theory	4.0
ENER1220*	Process Dynamics	3.0
ENER1235	Technical Diagrams	2.0
ENER1250	Emission Control Systems	2.0
ENER1255*	Instrumentation & Control Systems	4.0
ENER1900*	Internship	3.0
ENER2100*	Motor Controls and Switchgear	3.0
ENER2102*	Nuclear Energy	2.0
ENER2120*	Boilers and Steam Turbines	3.0
ENER2130	Green Energy Technologies	3.0
ENER2530*	Process Plant Chemistry	2.0
ACFS2020	Career Development	1.0
		41.5

Plus minimum of 10 credits from the following electives

Course #	Course Title	Credit hrs.
ENER2135*	Atomic Structures	2.0
ENER2140	Electric Power Transmission Fundamentals	2.0
ENER2205*	Nuclear Power Plant Layout	3.0
ENER2220*	Reactor Plant Materials	2.0
ENER2230*	Radiation Detection & Protection	2.0
ENER2240*	Reactor Safety	2.0
ENER2300	Coal Plant Operations & Troubleshooting	3.0
ENER2400	Gas Turbines & HRSG Systems	2.0
ENER2500	Biofuels Process Fundamentals	3.0
ENER2520	Industrial Microbiology	2.0

Total credit hours for Associate of Applied Science Degree: 66.5

Elective Classes

ENER2999	Special Project	1.0-3.0

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.

Introduction to Energy Industry Certificate

Description: This certificate will introduce students to the energy industry with a close look at all aspects of energy generation and delivery. It will provide students with fundamental understandings of how the energy industry is organized and regulated as well as a closer look at nuclear energy, green energy technologies as well as why and how emissions from power plants are managed.

Course #	Course title	Credit hrs.
ENER1100	Energy Industry Fundamentals	3.0
ENER1250	Emission Control Systems	2.0
ENER2102	Nuclear Energy	2.0
ENER2130	Green Energy Technologies	3.0
Total Core Classes:		10.0

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 any of the three following areas).

GELO #1: Oral Communications	
GELO #2: Written Communications	
GELO #3: Critical Thinking & Problem Solving	3.0
Total credit hours for Certificate:	13.0 hrs.

Energy Systems Overview Diploma

Description: This diploma will provide a closer look at the energy industry including some of the technical aspects of the operations of various types of power plants including fossil fuels, green energy generation and nuclear power.

Course #	Course title	Credit hrs.
ENER1100	Energy Industry Fundamentals	3.0
ENER1235	Technical Diagrams	2.0
ENER1250	Emission Control Systems	2.0
ENER2102	Nuclear Energy	2.0
ENER2130	Green Energy Technologies	3.0
PHYSICS	Any college level Physics course	3.0
Total Core classes:		15.0

Plus any of the following courses to total a MINIMUM of 12.0 credits:

ENER2205	Nuclear Power Plant Layout	3.0
ENER2220	Reactor Plant Materials	2.0
ENER2240	Reactor Safety	2.0
ENER2400	Gas Turbines and HRSG Systems	2.0
ENER2500	Biofuels Process Fundamentals	3.0
ENER2530	Process Plant Chemistry	2.0
Total Electives:		12.0-14.0

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 one of the three following areas).

GELO #1: Oral Communications	
GELO #2: Written Communications	
GELO #5: Analytical, Quantitative and Scientific Reasoning	3.0 hours
Total credit hours for Diploma:	30.0-32.0

42. Manufacturing Engineering Technology

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:

Associate of Applied Science Degree..... 74.0

Types of jobs available

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

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

Program overview

This program is located on the Milford Campus. Students who earn an Associate of Applied Science degree in Manufacturing Engineering Technology at SCC will be able to transfer credits to Missouri Western State University and earn a Bachelor of Science degree in Manufacturing Engineering Technology. Students could also transfer credit hours to South Dakota State University and earn a Bachelor of Science degree in Operations Management from SDSU.

For more information contact:

Kirby Taylor, Program Director
402 761-8369, 800-933-7223 ext. 8369,
ktaylor@southeast.edu

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

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).

GELO #1: Oral Communications SPCH1110 Public Speaking (Recommended)	3.0
GELO #2: Written Communications ENGL1110 Business Communications (Recommended)	3.0
GELO #3: Critical Thinking & Problem Solving PHYS1017 or PHYS1150	3.0-4.0
GELO #5: Analytical, Quantitative, and Scientific Reasoning MATH1050 Thinking Mathematically (or higher)	3.0
GELO #6: Career and Life Skills BSAD1010 Microsoft Applications I	3.0
	15.0-16.0 hours

To complete the A.A.S. degree students also are required to take:

ACFS2020 Career Development	1.0
	1.0 hour

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.

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 third semester 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	3.0
MFGT1144	Engineering Drawing & Design I	3.0
MACH1241	Machinery's Handbook	3.0
MFGT1250	Engineering Drawing & Design II	2.5
MFGT1333	Fluid Power for Manufacturing	2.0
MFGT1350	AutoCAD for Manufacturing	2.0
MFGT1354	Part Design for Blanking Dies	2.0
MFGT1362	Lean Facilities Planning	2.0
MFGT1413	Electrical Fundamentals for Manufacturing	3.0
MFGT1421	Manufacturing Processes I	3.0
MFGT1429	CNC for Automation	2.0
MACH1456	Manufacturing Processes II	2.5
MFGT2549	Quality Assurance & Statistical Process Control (SPC)	3.0
MFGT2559	Geometric Dimensioning & Tolerancing	2.0
MFGT2566	Tooling Design	3.0
MFGT2620	Programmable Logic Controllers in Work Cell Design	2.0
MFGT2625	Robotics & Industrial Automation	2.0
MFGT2635	Plastics: Design & Engineering	3.0
MFGT2643	Engineering Statics & Strengths of Materials	3.0
MFGT2668	Product & Machine Design	3.0
MFGT2670	Autodesk Inventor	3.0
MFGT2672	Mechanisms	2.0
MFGT2680	Solid Works	2.0
		58.0 hours

43. Nondestructive Testing Technology

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 66.5

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 Director
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

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).

GELO #1: Oral Communications	3.0
GELO #2: Written Communications	3.0
GELO #5: Analytical, Quantitative, and Scientific Reasoning MATH1050 or higher (Recommended) (with a grade of C or higher)	3.0

(Plus one class from one area below:)

GELO #4: Global Awareness and Citizenship	
GELO #6: Career and Life Skills	3.0
	12 hours

In addition students must complete the following course:

GELO #3: Critical Thinking & Problem Solving PHYS1017 or PHYS1150	3.0-4.0
	15-16 hours

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	4.0
NDTT1133	Manufacturing Processes	2.0
NDTT1164	Blueprint Reading & CAD	2.0
NDTT1236	Electrical & Electronic Fundamentals	3.0
NDTT1263	Metallurgy	3.0
NDTT1356	Liquid Penetrant	2.0
NDTT1360	Ultrasonics I	4.0
NDTT1450	Eddy Current I	4.0
NDTT1458	Magnetic Particle	2.0
NDTT1464	Radiography I	4.0
NDTT1470	Radiation Safety & Administration	4.0
NDTT2569	Radiography II & Film Interpretation	4.0
NDTT2570	Eddy Current II	4.0
NDTT2652	Ultrasonics II	4.0
NDTT2679	Code Interpretation & Procedure Development	4.0
WELD1191	GMAW and SMAW Industrial Welding Practices	1.5
		51.5 hours

44. Precision Machining and Automation Technology

Milford Campus

Associate of Applied Science Degree, Diploma

Credit Hours Required for Graduation:

Diploma..... 34.5

Associate of Applied Science Degree: 70.0

- 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:
Kirby Taylor, Program Director
402-761-8369, 800-933-7223 ext. 8369
ktaylor@southeast.edu

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

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).

GELO #1: Oral Communications		
SPCH1110	Public Speaking (Recommended)	3.0
GELO #2: Written Communications		
ENGL1010	Composition I (Recommended)	3.0
GELO #3: Critical Thinking & Problem Solving		
ECON1200	Personal Finance (Recommended)	3.0
GELO #5: Analytical, Quantitative and Scientific Reasoning		
MATH1050	Thinking Mathematically (Required)	3.0
GELO #6: Career and Life Skills		
BSAD1010	Microsoft Applications I (Recommended)	3.0
		15.0 hours

Required MACH Core Courses

Course #	Course title	Credit hrs
MACH1121	Machining Fundamentals	2.0
MACH1156	Blueprint Reading & Drawing	3.0
MACH1175	Precision Machine Lab I	5.0
MACH1226	Precision Machine Lab II	4.0
MACH1225	Materials of Industry	3.0
MACH1241	Machinery's Handbook	3.0
MACH1250	Computer Aided Drafting (CAD)	2.0
MACH1324	Precision Machine Lab III	4.5
MACH1349	CNC I	4.0
MACH1428	Precision Machine Lab lV	4.5
MACH1455	CNC II & CAM	6.0
		41.0 hours

MACH A.A.S. Degree Requirements

Tool Maker Focus

Course #	Course title	Credit hrs.
MACH2539	Mold and Die Design	3.0
MACH2532	Stamping Die Construction	3.5
MACH2535	Mold Theory	2.0
MACH2538	Injection Mold Construction	3.5
MACH2547	Die Theory	2.0
		14.0 hours

CNC & Automation Focus

Course #	Course title	Credit hrs.
MACH2510	Automation Theory	2.0
MACH2652	Advanced CNC and Automation Design	3.0
MACH2536	Automated Equipment Lab	3.5
MACH2641	Advanced CNC Theory	2.0
MACH2660	Advanced CNC Lab	3.5
		14.0 hours

Diploma

To complete the Diploma, a total of two general education requirement credits must be fulfilled. This includes one math course (MATH1050-required) plus one other general education course from Oral or Written Communications.

Course #	Course Title	Credit hrs.
MACH1121	Machining Fundamentals	2.0
MACH1156	Blueprint Reading & Drawing	3.0
MACH1175	Precision Machine Lab I	5.0
MACH1225	Materials of Industry	3.0
MACH1226	Precision Machine Lab II	4.0
MACH1241	Machinery's Handbook	3.0
MACH1324	Precision Machine Lab III	4.5
MACH1349	CNC I	4.0
		28.5 hours

45. Welding Technology

Lincoln Campus

Associate of Applied Science Degree, Diploma, Certificate

Credit Hours Required for Graduation:

Certificate..... 16.5
Diploma..... 43.5
Associate of Applied Science..... 72.5

Types of jobs available

- Welding technician
- Pipe Welder
- Production welder
- Welding fitter
- Supervisor
- Inspector
- Welding machine operator
- Structural Welder

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, 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-Director
402-437-2694, 800-642-4075 ext. 2694
mhawkins@southeast.edu

Danny McCullock, Program Co-Director
402-437-2693, 800-642-4075 ext. 2693
dmccullock@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.

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	3.0
Written Communications	3.0
Mathematics	3.0

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

Critical Thinking & Problem Solving, Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills.

See catalog for eligible classes.	6.0
	15.0 hours

Welding Courses

Course #	Course title	Credit hrs
WELD1101	SMAW I	3.5
WELD1105	Oxyacetylene Welding and Cutting	3.5
WELD1109	SMAW II	3.0
WELD1122	GMAW Theory	2.0
WELD1128	Blueprint Reading & Weld Symbols	3.0
WELD1130	Metallurgy	4.0
WELD1134	Advanced OA & Plasma Cutting	1.5
WELD1210	GMAW Lab I	2.5
WELD1220	GMAW Lab II & III	3.0
WELD1230	SMAW III	2.5
WELD2310	FCAW	2.0
WELD2320	GTAW I	3.0
WELD2330	GTAW II	1.5
WELD2340	Measurement & Layout	2.5
WELD2410	Welding Codes and Standards	3.0
WELD2420	Pipe Welding & Cutting	1.5
WELD2450	Welder Pre-Qualification	3.5
WELD2460	Computer Aided Drafting	2.0
WELD2510	NDT Procedures for Welding	3.0
WELD2520	Welder Qualification/Certification	2.0
WELD2530	Welding Fabrication & Repair	3.0
WELD2540	Special Welding Applications	2.0
		57.5 hours

**A maximum of 2.0 credit hours of Special Welding Applications can be used toward any award.

Certificate

Requires 13.5 credit hours of welding courses plus one General Education course for a total of 16.5 hours. See program advisor.

Diploma

Requires 37.5 credit hours of welding courses, and two General Education courses, one of which must be MATH1040 or higher, for a total of 43.5 hours.
See program advisor.

A.A.S. Degree

Requires 57.5 credit hours of welding courses and five General Education courses (15.0), for a total of 72.5 hours. See program advisor.

46. Agriculture Management & Production

Beatrice Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:

- **Agribusiness Focus** **73**
- **Agronomy Focus** **73**
- **Diversified Agriculture Focus** **73**

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 semester Students may focus in Agribusiness, Agronomy or Diversified Agriculture.

For more information contact:
Lynn Schlake, Program Director
402-228-8187, 800-233-5027 ext. 1187
lschlake@southeast.edu

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	3.0
Written Communications	3.0
(Plus three classes from the four areas below; no two classes from the same area).	
Critical Thinking & Problem Solving, Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills	
See catalog for eligible classes	9.0
	15 hours

AGRI Core Courses

AGRI1123	Agriculture Occupation Exploration	3.0
AGRI1126	Introduction to Livestock	3.0
AGRI1131	Crops & Food Science	3.0
AGRI1171	Ag Technology	2.0
AGRI1205	Enterprise Analysis	3.0
		14.0 Hours

Agribusiness Focus Required Classes

AGRI1124	Agriculture Leadership	3.0
AGRI1211	Fundamentals of Agriculture Marketing	3.0
AGRI1216	Agribusiness Management	3.0
AGRI2202	Farm & Ranch Management	4.0
AGRI2267	Agriculture Commodity Marketing	3.0
AGRI2204	Cooperative Preparation	1.0
AGRI2291	Agribusiness Sales	3.0
AGRI2901	Cooperative Experience	5.0
		25.0. Hours

Agribusiness Focus Requirements

General Education	15.0
Agriculture Program Core	14.0
Agribusiness Focus Required	25.0
AGRI and HORT Program Electives	19.0
TOTAL HOUR REQUIREMENTS	73.0 hours

Agronomy Focus Required Classes

AGRI1135	Basic Fertilizer Management	2.0
AGRI1153	Soils & Plant Nutrition	4.0
AGRI2204	Cooperative Preparation	1.0
AGRI2219	Pesticide Certification	2.0
AGRI2220	Ag Chemical & Equipment Application	4.0
AGRI2233	Planting & Tillage Equipment	4.0
AGRI2253	Grain Harvesting & Management	4.0
AGRI2265	Irrigation & Water Management	4.0
AGRI2280	Advanced Crop Production OR	3.0
AGRI2287	Advanced Crop Management	3.0
AGRI2291	Agribusiness Sales	3.0
AGRI2901	Cooperative Experience	5.0
		36

Agronomy Focus Requirements

General Education Required	15.0
Agriculture Program Core	14.0
Agronomy Focus Required	36.0
AGRI Program Electives	8.0
TOTAL HOUR REQUIREMENTS	73.0 hours

Diversified Focus Required Classes

AGRI1135	Basic Fertilizer Management	2.0
AGRI1141	Livestock Management	4.0
AGRI1153	Soils and Plant Nutrition	4.0
AGRI1211	Fundamentals of Agriculture Marketing	3.0
AGRI1216	Agribusiness Management	3.0
AGRI1219	Motorized Agricultural Equipment	2.0
AGRI2204	Cooperative Preparation	1.0
AGRI2279	Precision Technology	2.0
AGRI2901	Cooperative Experience	5.0
		26.0

Diversified Focus Requirements

General Education	15.0
Agriculture Program Core	14.0
Diversified Focus Required	26.0
AGRI and HORT Program Electives	18.0
TOTAL HOUR REQUIREMENTS	73.0 hours

Listed below are all AGRI classes available. Optional classes may be selected from these, provided they are not listed as a required course.

AGRI1010	Fundamentals of Animal Biology	4.0
AGRI1123	Agriculture Occupation Exploration	3.0
AGRI1124	Agriculture Leadership	3.0
AGRI1126	Introduction to Livestock Production	3.0
AGRI1131	Crop & Food Science	3.0
AGRI1135	Basic Fertilizer Management	2.0
AGRI1141	Livestock Management	4.0
AGRI1143	Introduction to Equine Management	2.0
AGRI1152	Crop and Food Science Lab	1.0
AGRI1153	Soils & Plant Nutrition	4.0
AGRI1171	Ag Technology	2.0
AGRI1172	Ag Precision Hardware	2.0
AGRI1177	Companion Animals	3.0
AGRI1205	Enterprise Analysis	3.0
AGRI1211	Fundamentals of Ag Marketing	3.0
AGRI1216	Agribusiness Management	3.0
AGRI1218	Basic Farm Engines	3.0
AGRI1219	Motorized Agriculture Equipment	2.0
AGRI1221	Livestock Nutrition	2.0
AGRI1257	Live Animal Selection & Carcass Evaluation	2.0
AGRI1258	Introduction to Meats	2.0
AGRI1505	Introduction to Ag Education & Early Field Experience	2.0
AGRI1378	Electrical and Hydraulic Fundamentals	3.0
AGRI2202	Farm and Ranch Management	4.0
AGRI2204	Cooperative Preparation	1.0
AGRI2212	Ag Machinery Maintenance	2.0
AGRI2219	Pesticide Certification	2.0
AGRI2220	Ag Chemicals & Equipment Application	4.0
AGRI2223	Principles of Livestock Feeding	4.0
AGRI2231	Applied Animal Reproduction	4.0
AGRI2232	Forage Harvesting & Management	4.0
AGRI2233	Planting & Tillage Equipment	4.0
AGRI2240	Range Management	4.0
AGRI2245	Animal Health	4.0
AGRI2253	Grain Harvesting & Management	4.0
AGRI2254	Advanced Swine Production	3.0
AGRI2255	Advanced Sheep & Goat Production	3.0
AGRI2256	Advanced Beef Cattle Production	3.0
AGRI2258	Livestock Ultrasound Technology	2.0
AGRI2265	Irrigation & Water Management	4.0
AGRI22267	Agriculture Commodity Marketing	3.0
AGRI2279	Precision Technology	2.0
AGRI2280	Advanced Crop Production	3.0
AGRI2287	Advanced Crop Management	3.0
AGRI2291	Agribusiness Sales	3.0
AGRI2295	Advanced Precision Technology	3.0
AGRI2296	Advanced Ag Precision Hardware	2.0
AGRI2900	Agribusiness Internship	5.0
AGRI2901	Cooperative Experience	5.0
AGRI2999	Individual Special Project	1.0-3.0

47. Horticulture & Turfgrass Management

Beatrice Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:

Associate of Applied Science Degree

Horticulture Focus 68.0

Turfgrass Management Focus 68.0

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

Horticulture: Pursuing a career in horticulture can take you down many different career paths. Students graduating from our program will have the knowledge and skills to succeed in many different careers, including: landscape construction and design, greenhouse manager, nursery manager, and many more.

Turfgrass Management: The turfgrass industry as a whole has a broad focus including home lawns, athletic fields, sports complexes, golf courses, and many others. Students completing our program have the opportunity to compete for jobs at over 700,000 athletic field facilities and over 15,000 golf courses in the United States alone. There is a very high demand for technically trained students to manage and maintain turfgrass areas on golf courses and athletic fields.

For more information contact:
Evan Alderman, Program Director
402-228-3468, 800-233-5027 ext. 1189
ealderman@southeast.edu

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

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	3.0
Written Communications	3.0

(Plus three classes from the four areas below; no two classes from the same area).
Critical Thinking & Problem Solving, Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills

See catalog for eligible classes	9.0
	15.0 hours

Horticulture and Turfgrass Management Core Courses

HORT1130	Introduction to Horticulture	3.0
HORT1131	Plant Science	3.0
HORT1133	Horticulture Plant ID & Selection	3.0
HORT1153	Soils and Plant Nutrition for Horticulture	4.0
HORT1190	Horticulture Pest Management	3.0
HORT1215	Horticulture Equipment Maintenance and Operation	3.0
HORT1216	Horticulture Business Management	3.0
HORT1242	Turfgrass Management	3.0
HORT1290	Pesticide Certification and Application	2.0
HORT2265	Irrigation & Water Management	4.0
HORT2292	Landscape Maintenance & Construction	2.0
		33.0 hours

Horticulture Focus

Horticulture Required Classes:
Select 17 credit hours (must take AGRI2291 and HORT2901)

AGRI2291	Agribusiness Sales	3.0
HORT1136	Plant Propagation	2.0
HORT1150	Introduction to Viticulture	2.0
HORT1154	Greenhouse Management	2.0
HORT1239	Arboriculture	2.0
HORT2280	Landscape Design	2.0
HORT2901	Cooperative Experience	6.0
		17.0 hours

Select 3 hours from the following recommended courses:

HORT2288	Golf & Sports Turf Management	3.0
HORT2290	Advanced Turfgrass Management	3.0
	General Electives	15.0
	Horticulture & Turfgrass Management Core	33.0
	Horticulture Focus:	20.0
		68.0 hours

Turfgrass Management Required Classes

HORT2288	Golf & Sports Turf Management	3.0
HORT2290	Advanced Turfgrass Management	3.0
HORT2901	Cooperative Experience	6.0
		12.0 hours

Select 8 hours from the following recommended courses:

AGRI2291	Agribusiness Sales	3.0
HORT1136	Plant Propagation	2.0
HORT1150	Introduction to Viticulture	2.0
HORT1154	Greenhouse Management	2.0
HORT1239	Arboriculture	2.0
HORT2280	Landscape Design	2.0
	General Electives	15.0
	Turfgrass Management Focus	20.0
	Horticulture & Turfgrass Management Core	33.0
		68.0 hours

48. Livestock Management & Production

Beatrice Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:
Associate of Applied Science..... 73.0

Types of jobs available

- Livestock Genetics Salesperson
- Swine Production Technician
- Feedlot Technician
- Animal Health Sales
- Veterinary Assistant
- Artificial Insemination Technician
- Research Technician
- Livestock Production Specialist
- Conservationist

Program overview

This program is located on the Beatrice Campus. Students are admitted every semester. The Livestock Production and Management Program focuses on building a foundation based upon Management, Evaluation, Nutrition, Health, and Reproduction. These skills and knowledge are then utilized in species specific advanced courses. This ensures the successful completion of a cooperative internship that may lead to a job placement.

For more information contact:
Alex Goeckel, Program Director
402-228-8126, 800-233-5027 ext. 1126
agoeckel@southeast.edu

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

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	3.0
Written Communications	3.0

(Plus three classes from the four areas below; no two classes from the same area).
Critical Thinking & Problem Solving, Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills

See catalog for eligible classes	9.0
	15.0 hours

AGRI Core Courses

AGRI1123	Agriculture Occupation Exploration	3.0
AGRI1126	Introduction to Livestock Production	3.0
AGRI1131	Crops & Food Science	3.0
AGRI1171	Ag Technology	2.0
AGRI1205	Enterprise Analysis	3.0
		14.0 Hours

Livestock Core Courses

AGRI1141	Livestock Management	4.0
AGRI1221	Livestock Nutrition	2.0
AGRI1257	Live Animal Selection & Carcass Evaluation	2.0
AGRI2223	Principles of Livestock Feeding	4.0
AGRI2231	Applied Animal Reproduction	4.0
AGRI2240	Range Management	4.0
AGRI2245	Animal Health	4.0

Must complete two of three advanced courses:

AGRI2254	Advanced Swine Production	3.0
AGRI2255	Advanced Sheep & Goat Production	3.0
AGRI2256	Advanced Beef Cattle Production	3.0
AGRI2204	Cooperative Preparation	1.0
AGRI2901	Cooperative Experience	5.0

Elective Hours: 8.0

Livestock Focus Requirements

General Education Required	15.0
Agriculture Program Core	14.0
Livestock Focus Required	36.0
AGRI Program Electives	8.0
TOTAL HOUR REQUIREMENTS	73.0 hours

Listed below are all AGRI classes available. Optional classes may be selected from these provided they are not listed as a required course.

AGRI1010	Fundamentals of Animal Biology	4.0
AGRI1123	Agriculture Occupation Exploration	3.0
AGRI1124	Agriculture Leadership	3.0
AGRI1126	Introduction to Livestock Production	3.0
AGRI1131	Crop & Food Science	3.0
AGRI1135	Basic Fertilizer Management	2.0
AGRI1141	Livestock Management	4.0
AGRI1143	Introduction to Equine Management	2.0
AGRI1152	Crop and Food Science Lab	1.0
AGRI1153	Soils & Plant Nutrition	4.0
AGRI1171	Ag Technology	2.0
AGRI1172	Ag Precision Hardware	2.0
AGRI1177	Companion Animals	3.0
AGRI1205	Enterprise Analysis	3.0
AGRI1211	Fundamentals of Ag Marketing	3.0
AGRI1216	Agribusiness Management	3.0
AGRI1218	Basic Farm Engines	3.0
AGRI1219	Motorized Agriculture Equipment	2.0
AGRI1221	Livestock Nutrition	2.0
AGRI1257	Live Animal Selection & Carcass Evaluation	2.0
AGRI1258	Introduction to Meats	2.0
AGRI1505	Introduction to Ag Education & Early Field Experience	2.0
AGRI1378	Electrical and Hydraulic Fundamentals	3.0
AGRI2202	Farm and Ranch Management	4.0
AGRI2204	Cooperative Preparation	1.0
AGRI2212	Ag Machinery Maintenance	2.0
AGRI2219	Pesticide Certification	2.0
AGRI2220	Ag Chemicals & Equipment Application	4.0
AGRI2223	Principles of Livestock Feeding	4.0
AGRI2231	Applied Animal Reproduction	4.0
AGRI2232	Forage Harvesting & Management	4.0
AGRI2233	Planting & Tillage Equipment	4.0
AGRI2240	Range Management	4.0
AGRI2245	Animal Health	4.0
AGRI2253	Grain Harvesting & Management	4.0
AGRI2254	Advanced Swine Production	3.0
AGRI2255	Advanced Sheep & Goat Production	3.0
AGRI2256	Advanced Beef Cattle Production	3.0
AGRI2258	Livestock Ultrasound Technology	2.0
AGRI2265	Irrigation & Water Management	4.0
AGRI22267	Agriculture Commodity Marketing	3.0
AGRI2279	Precision Technology	2.0
AGRI2280	Advanced Crop Production	3.0
AGRI2287	Advanced Crop Management	3.0
AGRI2291	Agribusiness Sales	3.0
AGRI2295	Advanced Precision Technology	3.0
AGRI2296	Advanced Ag Precision Hardware	2.0
AGRI2900	Agribusiness Internship	5.0
AGRI2901	Cooperative Experience	5.0
AGRI2999	Individual Special Project	1.0-3.0

49. Precision Agriculture

Beatrice Campus

Certificate

Credit Hours Required for Graduation:..... 20.0

Program overview

This program is located on the Beatrice Campus. Students are admitted every semester.

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 Director
402-228-8258, 800-233-5027 ext. 1258
aerichsen@southeast.edu

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

This certificate program requires one General Education class.

Oral Communication		3.0 hours
SPCH2810	Business and Professional Communication	

Precision Agriculture Certificate Core Classes

Course #	Course title	Credit hrs
AGRI1171	Ag Technology	2.0
AGRI1172	Ag Precision Hardware	2.0
AGRI1378	Electrical and Hydraulic Fundamentals	3.0
AGRI2279	Precision Technology	2.0
AGRI2295	Advanced Precision Technology	3.0
AGRI2296	Advanced Ag Precision Hardware	2.0
GIST1110	Introduction to Geospatial Technology	3.0
		17.0 hours

Program Total: 20.0 hours

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

50.Auto Collision Repair Technology

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 65.0

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

Welcome to SCC's Auto Collision Repair Technology program. This program is located on the Milford Campus and is an introduction to the collision repair industry that includes estimating, metal repair, welding, refinishing, and detailing. Students also have the opportunity to work on their own vehicles, giving them real world, on-the-job experience.

The program is partnered with I-CAR Inter-Industry Conference on Auto Collision Repair (www.i-car.com) following the I-CAR Professional Development Program Education Edition (PDP-EE). Bridging the gap between the classroom and the shop floor efficiently and effectively with a comprehensive curriculum that offers the student the same training that professional technicians receive.

Following the curriculum program as designed the student will graduate with the Platinum designation in non-structural and also refinishing which is the same level of recognition that working technicians receive at no cost to the student or employer.

The student also has the opportunity to complete I-CAR Welding Training & Certification at a reduced rate. Students gain the entry-level basics of auto collision repair and master the skills required for today's structural and nonstructural body components and the advanced refinishing processes.

This program admits students for the Spring and Fall semesters.

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 Director
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

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	3.0
Written Communications	3.0

(Plus three classes from the four areas below; no two classes from the same area.)
Critical Thinking & Problem Solving, Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills.

See catalog for eligible classes.	9.0
	15 hours

Auto Collision Repair Core Courses

Course #	Course title	Credit hrs
AUTB1151	Tools & Equipment/Collision Repair Welding	3.0
AUTB1152	Collision Repair Theory l/Paint Preparation Theory	5.0
AUTB1153	Collision Repair Lab I	6.0
AUTB1250	Collision Repair Theory II	3.0
AUTB1251	Collision Repair Lab II/Estimating	4.5
AUTB1252	Paint Finishes Theory/Refinishing Lab I	5.5
AUTB2350	Automotive Electrical Repair/Safety Systems	3.0
AUTB2352	Refinishing Lab II	3.0
AUTB2353	Collision Repair Lab III	5.0
AUTB2450	Structural Repair	3.0
AUTB2451	Automotive Mechanical Systems Theory	3.0
AUTB2452	Collision Repair Lab IV	6.0
		50.0 hours

Students are required to provide or purchase a basic tool set during the first term. For cost estimates, please go to www.southeast.edu/autocollisionrepair.

More information can be acquired by contacting the program.

51.Automotive Technology

Lincoln and Milford Campuses

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 66.5 – 67.5

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 area include disassembly and reassembly of mechanical and electrical systems, 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:

Barry Smith, Program Director - Lincoln
402-437-2643, (800) 642-4075 ext. 2643
bsmith@southeast.edu

Kevin Uhler, Program Director - Milford
402-761-8367, (800) 933-7223 ext.8367
kuhler@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

Education Foundation

This program is accredited by the ASE Education Foundation, 1503 Edwards Ferry Rd., NE, Ste. 401 Leesburg, VA 20176, 703-669-6650, www.aseeducation.org

The Automotive Technology program is nationally recognized and is certified by the ASE 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

A grade of C or higher in all AUTT courses is needed to progress through the program.

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	3.0
Written Communications	3.0
Critical Thinking & Problem Solving	4.0
PHYS1150 Descriptive Physics	

(Plus two classes from the three areas below; no two classes from the same area.)
Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills.

See catalog for eligible classes.	6.0
	16.0 hours

Automotive Courses

Course #	Course title	Credit hrs
AUTT1102	Basic Automotive Maintenance & Light Repair	6.0
AUTT1126	Automotive Electrical I	6.0
AUTT1214	Steering, Suspension & Brakes	6.0
AUTT1216	Automotive Electrical II & HVAC	6.0
AUTT2103	Drivetrains	3.5
AUTT2112	Automatic Transmission/Transaxle	6.0
AUTT2135	Advanced Control Systems	4.0
AUTT2201	Engine Repair	6.0
AUTT2208	Engine Performance	6.0
WELD 1190	O/A and GMAW Welding (Milford)	1.0
	or	
WELD1176	Automotive and Motorcycle Welding (Lincoln)	2.0
		50.5 – 51.5 hours

Students are required to provide or purchase a basic tool set during the first semester. 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 Campus Store.

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

52. Deere Construction & Forestry Equipment Tech

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 68.5

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 fall semester. In addition to meeting general SCC requirements, students are tested to evaluate potential for success in the program.

The Deere Construction & Forestry Equipment Tech program is a partnership between the student, a sponsoring Deere Construction dealership, John Deere and the College.

The program prepares students to be an entry-level service technician with a Deere Construction & Forestry dealership. Graduates typically continue employment with their sponsoring dealership. Students will take courses through John Deere University and will complete level 1 and 2 Construction & Forestry Equipment classes and successful completion of the courses is a requirement to qualify for graduation. These classes are assigned throughout the students program classes.

For more information contact:
William E. Vocasek, Program Director
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

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	3.0
Written Communications	3.0
Critical Thinking & Problem Solving	4.0
PHYS1150 Descriptive Physics	

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

Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills.	
See catalog for eligible classes.	6.0
	16.0 hours

Deere Construction & Forestry Equipment Tech courses

Course #	Course title	Credit hrs
JDCE1110	Deere Orientation and Fundamentals	2.0
JDCE1120	Deere Electrical/Electronics I	4.0
JDCE1140	Deere Diesel Fuel Systems	2.0
JDCE1150	Deere Theory of Engine Operation and Repair	4.0
JDCE1220	Deere Electrical/Electronics II	4.0
JDCE1240	Deere HVAC	2.0
JDCE1901	Dealer Cooperative Experience	5.0
JDCE2310	Deere Advanced Fuel Systems & Engine Diagnostics	4.0
JDCE2330	Deere Mechanical Power Trains	5.5
JDCE2350	Deere Hydraulics & Hydrostatic Drives	4.5
JDCE2410	Deere Electrical/Electronics III	3.0
JDCE2430	Deere Backhoes, Four-Wheel Drive Loaders, Skid Steer Loaders	4.0
JDCE2440	Deere Excavators, Crawler Dozers, Motor Graders	6.0
WELD1190	O/A and GMAW Welding	1.0
WELD1191	GMAW and SMAW Industrial Welding Practices	1.5
		52.5 hours

Students are required to provide or purchase a basic tool set during the first semester. 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.

53. Diesel Technology-Truck

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 71.5

Types of jobs available

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.

- Diesel truck technician

Program overview

This program is located on the Milford Campus. New students are admitted in the fall and spring semesters. 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 Director
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 ASE Education Foundation, 1503 Edwards Ferry Rd., NE, Ste. 401, Leesburg, VA 20176, 703-669-6650, www.aseeducation.org

The program is certified by the ASE Education Foundation and is led by ASE-certified instructors. The program provides students with skills to become entry-level technicians in the diesel truck service industry.

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	3.0
Written Communications	3.0
Critical Thinking & Problem Solving	4.0
PHYS1150 - Descriptive Physics	

(Plus two classes from the three areas below; no two classes from the same area.)
Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills.

See catalog for eligible classes.	6.0
	16.0 hours

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
DESL1110	Diesel Truck Fundamentals	4.0
DESL1130	Electrical Systems I	4.5
DESL1150	Fuel Systems & Electronic Controls	3.0
DESL1210	Diesel Engines I	5.5
DESL1220	Fuel Systems II	1.5
DESL1240	Hydraulics & Braking Systems	6.0
DESL1901	Cooperative Experience	5.0
DESL2410	HVAC	3.5
DESL2430	Steering and Suspension	3.5
DESL2450	Power Trains	6.0
DESL2510	Automatic Transmissions & Preventative Maintenance	6.0
DESL2530	Electronics & Engine Diagnostics	6.0
WELD1190	O/A and GMAW Welding	1.0
		55.5 hours

Students are required to provide or purchase a basic tool set during the first semester. 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 Campus Store.

This program is affiliated with ASE.

54. Diesel-Ag Equipment Service Tech

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 70.5

Types of jobs available

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.

- Ag Equipment Technician

Program overview

This program is located on the Milford Campus. New students are admitted twice a year, in the fall and spring semesters. 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 Director
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.

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	3.0
Written Communications	3.0
Critical Thinking & Problem Solving	4.0
PHYS1150 Descriptive Physics	

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

Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills.	
See catalog for eligible classes.	6.0
	16.0 hours

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
AGST1110	Shop Process & Safety/Power Trains	4.0
AGST1130	Electrical Systems I	3.5
AGST1140	Electrical Systems II & Fuel Systems I	3.5
AGST1220	Electrical Systems III	3.5
AGST1240	HVAC	3.5
AGST1260	Hydraulic Systems	5.0
AGST1901	Cooperative Experience	5.0
AGST2410	Diesel Engines I	6.0
AGST2420	Engine Overhaul and Inspection	5.5
AGST2430	Spraying Equipment, Precision Guidance & Control Systems	2.0
AGST2510	Power Trains II	4.0
AGST2520	Planting & Seeding Systems	3.5
AGST2530	Harvesting Systems	4.5
WELD1190	OA & GMAW Industrial	1.0
		54.5 hours

Students are required to provide or purchase a basic tool set during the first term. 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 Campus Store.

55. Ford Automotive Student Service Educational Training

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 62.0

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.

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:

Kevin Uhler, Program Director
402-761-8367, (800) 933-7223 ext. 8367
kuhler@southeast.edu

Tim K. McLain, Instructor
402-761-8310, 800-933-7223 ext. 8310
lmclain@southeast.edu

Mark Berggeren, Instructor
402-761-8311, 800-933-7223 ext. 8311
mberggren@southeast.edu

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

Education Foundation

This program is accredited by the ASE Education Foundation, 1503 Edwards Ferry R., NE, Ste. 401, Leesburg, VA 20176, 703-669-6650, www.aseeducation.org

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	3.0
Written Communications	3.0
Critical Thinking & Problem Solving	3.0
MATH1020 Technical Math	

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

Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills.	
See catalog for eligible classes.	6.0
	15.0 hours

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
ASST1101	Ford Safety, Fundamentals & Chassis	6.0
ASST1175	Ford Electrical I & HVAC	6.0
ASST1360	Ford Engine Performance	6.0
ASST1901	Dealer Cooperative Experience	5.0
ASST2363	Ford Engine Repair & Diesel Systems	6.0
ASST2747	Ford Electrical II & New Prod. Updates	6.0
ASST2758	Ford Drivelines	6.0
ASST2901	Dealer Cooperative Experience	5.0
WELD1190	O/A and GMAW Welding	1.0
		47.0 hours

Students are required to provide or purchase a basic tool set during the first semester. 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 has Master Accreditation and is affiliated with ASE Education Foundation.

56. General Motors Automotive Service Educational Program

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation: 66.0

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

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:

Kevin Uhler, Program Director
402-761-8367, (800) 933-7223 ext. 8367
kuhler@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

Education Foundation

This program is accredited by the ASE Education Foundation, 1503 Edwards Ferry Rd., NE, Ste. 401 Leesburg, VA 20176, 703-669-6650, www.aseeducation.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.

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	3.0
Written Communications	3.0
Critical Thinking & Problem Solving	3.0
MATH1020 Technical Math	

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

Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills.	
See catalog for eligible classes.	6.0
	15.0 hours

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
ASEP1101	GM Safety, Fundamentals & MIT	6.0
ASEP1161	GM Electrical I & HVAC	6.0
ASEP1242	GM Chassis	6.0
ASEP1901	Dealer Cooperative Experience	5.0
ASEP2182	GM Engine Performance I	6.0
ASEP2183	GM Engine Performance II	4.0
ASEP2191	GM Diesel Performance & Emissions	1.0
ASEP2212	GM Engine Repair	3.0
ASEP2232	GM Drivelines and New Product Updates	4.5
ASEP2263	GM Electrical II	3.5
ASEP2901	Dealer Cooperative Experience	5.0
WELD1190	O/A and GMAW Welding	1.0
		51.0 hours

Students are required to provide or purchase a basic tool set during the first semester. 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 Education Foundation.

57. John Deere Tech

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation:..... 74.0

The John Deere Tech program is offered jointly by John Deere and SCC in cooperation with John Deere dealers. This model program was the first of its kind in the United States. Students in this program are required to have a sponsoring John Deere dealer. Students are expected to continue employment at the dealership after graduation.

Types of jobs available

John Deere dealership technician who work 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 at their sponsoring dealership between semesters. New students are admitted at the beginning of each semester. 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 Director
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

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	3.0
Written Communications	3.0
Critical Thinking & Problem Solving	4.0
PHYS1150 Descriptive Physics	

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

Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills.	
See catalog for eligible classes.	6.0
	16.0 hours

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
JDAT1110	John Deere Orientation & Fundamentals	3.0
JDAT1120	John Deere Shop Operations	3.0
JDAT1130	John Deere Engines and Fuel Systems	6.0
JDAT1250	John Deere Hydraulic and Power Train Theory	6.0
JDAT1255	John Deere Hydraulic and Power Train Lab	6.0
JDAT1901	John Deere COOP	5.0
JDAT2310	John Deere Electrical and Electronics	6.0
JDAT2330	John Deere Electrical and Electronics Lab	6.0
JDAT2410	John Deere Tillage, Seeding and Harvesting	6.0
JDAT2430	John Deere Tillage, Seeding and Harvesting Lab	4.0
JDAT2440	John Deere HVAC and New Product	3.0
JDAT2450	John Deere Advanced Technologies	3.0
WELD1190	O/A and GMAW Welding	1.0
		58.0 hours

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

58. MOPAR-Chrysler/Dodge/RAM/Jeep College Automotive Program

Milford Campus

Associate of Applied Science Degree

Credit Hours Required for Graduation: 68.0

This program is offered jointly by MOPAR-Chrysler/Dodge/RAM/Jeep and SCC, in cooperation with MOPAR-Chrysler/Dodge/RAM/Jeep dealers. Students in the program are required to have a sponsoring MOPAR-Chrysler/Dodge/RAM/Jeep dealer.

Types of jobs available

- Entry-level technician in a MOPAR-Chrysler/Dodge/RAM/Jeep Dealership

Program overview

This 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:

Kevin Uhler, Program Director
402-761-8367, (800) 933-7223 ext. 8367
kuhler@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

ASE | Education Foundation

This program is accredited by the ASE Education Foundation, 1503 Edwards Ferry R., NE, Ste. 401, Leesburg, VA 20176, 703-669-6650, www.aseeducation.org

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	3.0
Written Communications	3.0
Critical Thinking & Problem Solving	3.0
MATH 1020 Technical Math	

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

Global Awareness and Citizenship, Analytical, Quantitative and Scientific Reasoning, and/or Career and Life Skills.	
See catalog for eligible classes.	6.0
	15.0 hours

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
CAPP1101	FCA Shop Safety, Fundamentals & Brakes	3.5
CAPP1106	FCA Electrical I	5.0
CAPP1116	FCA Electrical II & Climate Controls	5.0
CAPP1208	FCA Fuel Systems & Drivability	6.0
CAPP1218	FCA Diesel Fuel & Emissions	2.5
CAPP1901	Dealer Cooperative Experience	5.0
CAPP2528	FCA Steering & Suspension Systems	2.0
CAPP2531	FCA Engine Repair	5.0
CAPP2703	FCA Manual Drivetrains, Axles & Transfer Cases	3.5
CAPP2748	FCA Automatic Transmissions & Transaxles & New Product Update	4.5
CAPP2901	Dealer Cooperative Experience	5.0
CAPP2902	Dealer Cooperative Experience	5.0
WELD1190	O/A and GMAW Welding	1.0
		53.0 hours

Students are required to provide or purchase a basic tool set during the first semester. 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 has Master Accreditation with and is affiliated with the ASE Education Foundation.

59. Motorcycle, ATV and Personal Watercraft Technology

Lincoln Campus

Diploma

Credit Hours Required for Graduation:.....47.5

Types of jobs available

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

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

Activities in this area include disassembly and reassembly of mechanical and electrical systems, 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 overview

This program is located on the Lincoln Campus with classes beginning in spring and fall semesters.

For more information contact:
Barry Smith, Program Director
402-437-2643, (800) 642-4075 ext. 2643
bsmith@southeast.edu

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

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	3.0
Written Communications	3.0
Critical Thinking & Problem Solving	4.0
PHYS1150 Descriptive Physics	
	10.0 hours

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	3.0
MSTT1028	Suspension, Brakes, Wheels and Tires	4.5
MSTT1040	ATV & UTV Systems	2.0
MSTT1112	Engine Theory	3.0
MSTT1125	Electrical Concepts	3.0
MSTT1126	Electrical Circuits	3.5
MSTT1132	Fuel & Ignition Systems	4.0
MSTT1133	Periodic Maintenance & Emission Systems	3.5
MSTT1138	Personal Watercraft	2.0
MSTT1140	Transmission Repair	2.0
MSTT1143	Engine Machining and Rebuild	5.0
WELD1176	Automotive & Motorcycle Welding	2.0
		37.5 hours
Optional:		
MSTT1113	Metric Measure	2.0

Students are required to provide or purchase a basic tool set during the first semester. 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 Campus Store.

60. Professional Truck Driver Training

Lincoln Campus

Certificate

Credit Hours Required for Graduation:.....8.5

Types of jobs available

- Professional truck driver

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

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 Driver's 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 Director
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 truck driving in both intrastate and interstate commerce.

This is a 8-week intensive truck driving course offered twice a semester. Students learn to operate tractor-trailers in various environments. Training includes driving on the city streets and rural roads, two-lane and interstate highways and multiple backing locations.

Scheduling

Monday through Thursday	7 a.m. to 1:30 p.m.
Friday	7 a.m. to 1 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	4.0
TRUK1120	Professional Truck Driver Training II	4.5
		8.5 hours

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 the Department of Transportation regulations. Must have a certified medical examiner complete the form.
6. Pass a D.O.T. pre-employment drug screen at a SAMHSA approved location.
7. Obtain a CDL Learners Permit by taking three written tests at the DMV. (Combination vehicles, air brakes and general knowledge)
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.
10. *Federal regulations require the applicant to be at least 21 years old to work in Interstate Commerce.

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	1:15 (one hour of credit for every 15 hours of instruction)	45	3.0	ENGL1010 Composition 1 (45 Class hours = 3.0 credits)
Support Lab Hours (Academic Transfer, General Education & Academic Support)	1:30	30	1.0	PHYS1150 Descriptive Physics (45 Class hours (3.0 cr.) + 30 lab hours (1.0 cr.) = 4.0 credits)
Vocational Lab & Clinical Hours	1:45	45	1.0	AGRI1378 Electrical and Hydraulic Fundamentals (30 Class hours (2.0 cr.) + 45 lab hours (1.0 cr.) = 3.0 credits)
Practicum Hours	1:45	90	2.0	PARM1119 Practicum I (90 Practicum hours = 2.0 credits)
Cooperative/Internship Hours	1:60	180	3.0	BSAD2901 Cooperative Experience (180 Co-Op/Intern hours = 3.0 credits)
Credit Hour Computation - Students earn academic credit based on the number of hours spent in a classroom, lab, practicum, or cooperative experience. The number of credits earned corresponds to the number of hours spent in a classroom or lab. By definition, the credit hour is a unit of measurement used to ascertain the educational value of course work offered by the institution to students enrolling in such course work, earned by such students upon successful completion of such course work, and for which tuition is charged. Credit/contact time ratio guidelines for semester 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 & Assessment Centers centers on each of our campuses will proctor exams for SCC students 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 and online per the Virtual Learning Handbook Guidelines. Courses 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.

LOCATIONS: B=Beatrice Campus, **L**=Lincoln Campus, **M**=Milford Campus, **O**=Online, **Q**=Education Square downtown Lincoln location. Please note that many SCC courses are offered in a variety of formats including face-to-face, online, and hybrid (50% or more face-to-face classroom instruction plus 50% or less online). See the Credit Class Schedule or the course listings on WebAdvisor each term for details on the method of delivery. *=Global Education Student World Denizen Course.

PREFIX LISTING

ACCT	Accounting
ACFS	Academic Foundations
AGRI	Agriculture Business & Management Technology, Precision Agriculture
AGST	Diesel-Ag Equipment Service Tech
ANTH	Anthropology
ARTS	Art
ASEP	General Motors Automotive Service Educational Program (ASEP)
ASST	Ford (ASSET) Automotive Student Service Educational Training Program
AUTB	Auto Collision Repair Technology
AUTT	Automotive Technology
BIOS	Bioscience
BIOT	Biotechnology
BSAD	Business
CAPP	MOPAR-Chrysler/Dodge/RAM/Jeep College Automotive Program
CHEM	Chemistry
CHIN	Chinese
CNST	Building Construction Technology
CRIM	Criminal Justice, Adult & Juvenile Services and Corrections, Law Enforcement & Homeland Security
DDRT	Design and Drafting Technology
DENT	Dental Assisting
DESL	Diesel Technology-Truck
ECED	Early Childhood Education
ECON	Economics
EDUC	Education
ELEC	Electrical & Electromechanical Technology and Electronic Systems Technology
ELET	Electrician Construction – IBEW Option
EMTL	Emergency Medical Services
ENER	Energy Generation Operations
ENGL	English
ENGR	Engineering
ENTR	Entrepreneurship
EVOM	Event-Venue Operations Management
FESM	Fire and Emergency Services Management
FINA	Financial Investing
FIRE	Fire Protection Technology
FSDT	Culinary/Hospitality, Dietary Manager
GDMA	Graphic Design|Media Arts
GEOG	Geography
GEOL	Geology
GERM	German
GIST	Geographic Information Systems Technician
GLST	Global Studies
HIMS	Health Information Management Systems
HIST	History
HLTH	Health
HMRS	Human Services
HORT	Horticulture & Turfgrass Management
HUMS	Humanities
HVAC	Heating, Ventilation, Air Conditioning & Refrigeration Technology
INFO	Computer Information Technology
INSU	Insurance
JDAT	John Deere Tech
JDCE	Deere Construction & Forestry Equipment Tech
JOUR	Journalism
LIBR	Library Science
LPNS	Practical Nursing
LSCE	Land Surveying/GIS/Civil Engineering Technology
LTCA	Long Term Care Administration
MACH	Precision Machining and Automation Technology
MATH	Mathematics
MEDA	Medical Assisting
MEDT	Medical Laboratory Technology
MFGT	Manufacturing Engineering Technology
MSTT	Motorcycle, ATV and Personal Watercraft Technology
MUSC	Music
NDTT	Nondestructive Testing Technology
NURS	Associate Degree Nursing
OFFT	Office Professional
PARM	Paramedic
PHED	Physical Education Intercollegiate Athletics
PHIL	Philosophy
PHOT	Photography
PHRM	Pharmacy Technician
PHYS	Physical Science
PLMB	Plumbing
POLS	Political Science
PSGT	Polysomnographic Technology
PSYC	Psychology
PTAS	Physical Therapist Assistant
RADT	Radiologic Technology
RELS	Religious Studies
RESP	Respiratory Care
SIGN	Sign Language
SOCI	Sociology
SPAN	Spanish
SPCH	Speech
SUFA	Surgical First Assist
SURT	Surgical Technology
THEA	Theatre
TRUK	Professional Truck Driver Training
WELD	Welding

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		Location	Class	Lab	Credits

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 — B/L/M — 45 — - — 3

Prerequisite: Accounting Competency recommended.

This course is designed to provide introductory knowledge of financial accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of equity, the statement of cash flows, worksheets, journals, ledgers, accruals, adjusting and closing entries, internal controls, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

ACCT1210 Principles of Accounting II — B/L/M — 45 — - — 3

Prerequisite: "C" or higher in ACCT1200.

This course is a continuation of ACCT1200. Principles of Accounting II includes cost relationship, statement analysis, and other accounting techniques used for management purposes and decision making.

ACCT2050 Payroll Accounting — B/L/M — 45 — - — 3

Prerequisite: "C" or higher in ACCT1200.

Comprehensive course in payroll accounting principles and practices. Includes the evolution of payroll laws and regulations, computation of wages and salaries and related withholdings as well as the filings of payroll reports. From the financial accounting perspective, it will cover the analysis and journalizing of various payroll transactions.

ACCT2090 Cost Accounting — B/L/M — 45 — - — 3

Prerequisite: "C" or higher in ACCT1210.

Overview of the basic concepts and objectives of cost accounting for merchandising and manufacturing companies. Elements of the job order system are presented in depth with emphasis on controlling materials, labor, and factory overhead.

ACCT2100 Individual Income Tax Procedures — B/L/M — 45 — - — 3

Through the Individual Income tax class, students will complete the Form 1040 which includes the various forms and schedules used. In addition to preparation of forms and schedules, students will be introduced to the Internal Revenue Code in relation to form 1040.

ACCT2130 Intermediate Accounting I — B/L/M — 45 — - — 3

Prerequisite: "C" or higher in ACCT1210.

Begins with review of basic accounting principles. Provides transition to more rigorous professional levels of accounting. Topics include extraordinary items, long-term construction contracts, earnings per share, cash and receivables, marketable securities and inventories.

ACCT2230 Computerized Accounting — B/L/M — 45 — - — 3

Prerequisites: "C" or higher in both ACCT1200 and BSAD1010.

Accounting software integrates accounts payable, accounts receivable, payroll, inventory activities and general ledger activities. The accounting cycle is completed using accounting software. Spreadsheets are also used to create financial statements. Instruction on 10-key will also be provided.

ACCT2800 Applied Accounting Capstone — B/L — 45 — - — 3

Prerequisites: "C" or higher in both ACCT2050 and 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.

ACFS • Academic Foundations

ACFS0860 Student Success — B/L/M — 30 — - — 2

This course offers students an array of strategies to help them succeed in college.

ACFS1015 Success@SCC — L/M — 15 — - — 1

This course introduces students to Southeast Community College and the information, skills, and knowledge necessary to be a successful student.

ACFS2020 Career Development — L/M — 15 — - — 1

Overview of career development with emphasis on the skills necessary for a job search, interpersonal skills, and communication.

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AGRI • Agriculture Management & Production

		Location	Class	Lab	Credits
AGRI1010	**Fundamentals of Animal Biology**	**B**	**45**	**45**	**4**

Overview of the animal science industry and the application in the industry. Current issues and trends to the production and consumption of animal products.

AGRI1123	**Agriculture Occupation Exploration**	**B**	**45**	**-**	**3**

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	Agriculture Leadership	B	45	-	**3**

This course provides a solid foundation for students based around Agriculture Leadership. Students will advance both their personal and organizational leadership skills. Topics covered in the course include personal leadership, soft skills, team leadership, community involvement, as well as professional leadership.

AGRI1126	Introduction to Livestock Production	B	45	**-**	3

A comprehensive introduction to livestock production utilizing current literacy and terminology.

AGRI1131	**Crop & Food Science**	**B**	**45**	**-**	**3**

Principles and practices of production of the major agronomic crops of the high plains.

AGRI1135	**Basic Fertilizer Management**	**B**	**23**	**23**	**2**

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**	**45**	**45**	**4**

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**	**23**	**23**	**2**

An introduction to the fundamental aspects of horse management.

AGRI1152	**Crop and Food Science Lab**	**L**	**-**	**45**	**1**

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**	**45**	**45**	**4**

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**	**23**	**23**	**2**

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**	**23**	**23**	**2**

Prerequisites: AGRI1378

Study of agriculture-precision hardware available in the agriculture industry. Install, set-up and troubleshoot field monitors.

AGRI1177	**Companion Animals**	**B**	**45**	**-**	**3**

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.

AGRI1205	**Enterprise Analysis**	**B**	**45**	**-**	**3**

Study of record keeping techniques and processes for horticulture, crop, and livestock production units. Manual and computerized record keeping techniques for production operations used to determine alternatives, effective and efficient cash flow operations and cost accounting with the least amount of additional training.

AGRI1211	**Fundamentals of Ag Marketing**	**B**	**45**	**-**	**3**

Study of new market opportunities in the agriculture industry. Developing a marketing plan and promotional strategies for agriculture products.

AGRI1216	**Agribusiness Management**	**B**	**45**	**-**	**3**

Introduction to management principles in agribusiness. Management simulation and computer systems illustrate the decision-making process.

AGRI1218	**Basic Farm Engines**	**B**	**30**	**45**	**3**

Principles of operation and care of diesel, gasoline, and LP gas engines. Parts identification and analysis of engines and parts failure. Tune-up of engines and familiarity with overhaul procedures. The study of motorized agriculture equipment, pertaining to tractors, forklift, and skid steer. Basic training, operations and safety.

AGRI1219	**Motorized Agriculture Equipment**	**B**	**24**	**21**	**2**

The Study of motorized agriculture equipment, pertaining to tractors, forklifts, and skid steer. Basic training, operations and safety.

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		Location	Class	Lab	Credits
AGRI1221	**Livestock Nutrition**	**B**	**23**	**23**	**2**

Prerequisite: AGRI1141 or instructor permission.
Introduction to animal nutrition and foodstuffs. Feed formulation, feed processing, handling, sales and service.

AGRI1257 Live Animal Selection & Carcass Evaluation — **B** | **23** | **23** | **2**
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** | **23** | **23** | **2**
Prerequisite: AGRI1141 & AGRI1257.
Identification and grading of retail and wholesale cuts of meat of swine, beef and sheep, with emphasis on economic and nutritional value. Carcass grading and processing is covered.

AGRI1378 Electrical and Hydraulic Fundamentals — **B** | **30** | **45** | **3**
The study of how electricity and hydraulic systems integrate into agriculture.

AGRI1505 Introduction to Ag Education & Early Field Experience — **B** | **23** | **30** | **2**
Prerequisite: Second Semester Standing
Introductory course for prospective teachers emphasizing within agriculture education and observation/participation in school, community organizations and programs.

AGRI2202 Farm and Ranch Management — **B** | **45** | **45** | **4**
Prerequisites: AGRI1205 & AGRI1216.
Study of business management systems within the total business operation. Methods of acquiring financial resources for agricultural or any business such as purchasing, leasing, and contractual agreements. Includes developing cash flow, income balance sheets, partial budgets, and developing and utilizing a management plan.

AGRI2204 Cooperative Preparation — **B** | **15** | **-** | **1**
Prerequisite: AGRI1123 or instructor permission.
Guidelines for the Agriculture Program Cooperative. Basic preparation for the cooperative experience and process to be used for supervision and evaluation on the Cooperative.

AGRI2212 Ag Machinery Maintenance — **B** | **23** | **23** | **2**
Study of engines, hydraulics and power trains for use in maintenance of agriculture machinery. Proper maintenance, adjustment, operation and minor repair of agricultural power machinery.

AGRI2219 Pesticide Certification — **B** | **23** | **23** | **2**
Study of the current laws and regulations as they affect the commercial application of pesticides. Serves as preparation for the Nebraska Commercial Pesticide Applicators Examination.

AGRI2220 Ag Chemicals & Equipment Application — **B** | **45** | **45** | **4**
Prerequisite or Corequisite : AGRI1153.
Intensive study of insects, diseases and weed identification and control. Study and application of herbicides, insecticides, fungicides, and fertilizers with emphasis on safety, toxicity, dangers, chemicals, formulation and application procedures. Operational maintenance and application experience with various types of equipment with emphasis on chemical and fertilizer application equipment.

AGRI2223 Principles of Livestock Feeding — **B** | **45** | **45** | **4**
Prerequisite or Corequisite: AGRI1221
Provides a practical background in feed formulation, feed processing, handling, sales and service. Includes a basic study of livestock performance and feed trials.

AGRI2231 Applied Animal Reproduction — **B** | **45** | **45** | **4**
Prerequisites: AGRI1141 or permission.
Anatomy and physiology of breeding animals. Breeding management, pre- and post- natal development of farm animals. Includes principles of artificial insemination and embryo transfer and biotechnology.

AGRI2232 Forage Harvesting & Management — **B** | **45** | **45** | **4**
Prerequisite: AGRI1131.
Operation, adjustment and maintenance of grain, forage and hay harvesting equipment. Hands-on experience with equipment used on the land laboratory in actual cropping situations.

AGRI2233 Planting & Tillage Equipment — **B** | **45** | **45** | **4**
Prerequisite: AGRI1131 or co-enrolled
Study of tillage and planting equipment used in agriculture crop production. Operation, uses, maintenance and field adjustment of equipment.

AGRI2240 Range Management — **B** | **45** | **45** | **4**
Prerequisites: AGRI1131 & AGRI1141.
Study of efficient utilization of range resources. Consolidates the range ecosystem with the utilization systems employed in modern livestock based agriculture. Includes study of production, harvesting, and utilization of forage crops to facilitate a year-round forage plan for livestock management.

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		Location	Class	Lab	Credits
AGRI2245	**Animal Health**	**B**	**45**	**45**	**4**
Prerequisite: AGRI1141 or permission.					
Study of management of current animal health products. Review of common animal health problems and proper use of animal health products and equipment.					
AGRI2253	**Grain Harvesting & Management**	**B**	**45**	**45**	**4**
Prerequisite: AGRI1131.					
Methods of cereal grain crop storage. Maintenance of grain quality in farm and agribusiness storage facilities. Operation and adjustment of grain drying and handling equipment.					
AGRI2254	**Advanced Swine Production**	**B**	**30**	**45**	**3**
Prerequisite: AGRI2231 & AGRI2245					
Study of profitable swine production. Consolidates swine production, marketing, meat processing and sales to consumers of pork products.					
AGRI2255	**Advanced Sheep & Goat Production**	**B**	**30**	**45**	**3**
Prerequisite: AGRI2231 & AGRI2245					
Study of profitable sheep production. Issues facing sheep producers and lamb feeders as a national industry working toward common goals.					
AGRI2256	**Advanced Beef Cattle Production**	**B**	**30**	**45**	**3**
Prerequisite: AGRI2231 & AGRI2245					
Study of beef cattle and the interrelationship in the beef production chain.					
AGRI2258	**Livestock Ultrasound Technology**	**B**	**23**	**23**	**2**
Prerequisites: AGRI2231 & AGRI1257.					
Principles and technology of the use of ultrasound and supporting computer analysis software as it pertains to livestock.					
AGRI2265	**Irrigation & Water Management**	**B**	**45**	**45**	**4**
Prerequisite: AGRI1153.					
Principles of irrigation, soil, water and plant relationships, and operation of irrigation equipment. Irrigation scheduling, chemigation, and management of water to prevent erosion and maintain surface and groundwater quality.					
AGRI2267	**Agriculture Commodity Marketing**	**B**	**45**	**-**	**3**
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.					
AGRI2279	**Precision Technology**	**B**	**23**	**23**	**2**
Prerequisite: AGRI1171 or permission.					
Study of precision agriculture technology using hardware and software applications.					
AGRI2280	**Advanced Crop Production**	**B**	**45**	**-**	**3**
Prerequisites: AGRI1131, AGRI1135, AGRI1153 & AGRI2219					
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.					
AGRI2287	**Advanced Crop Management**	**B**	**45**	**-**	**3**
Prerequisites: AGRI1135, AGRI1131 & AGRI1153					
Study of crop management, including the major elements of hybrid selection, fertilization requirements, pest control strategies for crop grown on the High Plains.					
AGRI2291	**Agribusiness Sales**	**B**	**45**	**-**	**3**
Prerequisite: Third semester or permission					
Exploration of agribusiness sales. Functions and role of sales representatives. Productive relationships between consumers and sales representatives.					
AGRI2295	**Advanced Precision Technology**	**B**	**45**	**-**	**3**
Prerequisite: AGRI1171 & AGRI2279					
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.					
AGRI2296	**Advanced Ag Precision Hardware**	**B**	**23**	**23**	**2**
Prerequisites: AGRI1172					
Install, set-up, and troubleshoot Precision Hardware on machinery. Understanding of the functions of different precision components.					
AGRI2900	**Agribusiness Internship**	**B**	**300**	**-**	**5**
Prerequisites: AGRI 2204, completed 2 semesters or instructor permission					
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".					
AGRI2901	**Cooperative Experience**	**B**	**300**	**-**	**5**
Prerequisite: AGRI 2204, completed 2 semesters or instructor permission.					
Instructor supervised on-the-job training to gain experience in an Agriculture Occupation. Apply skills and principles learned and acquire additional skills for growth and advancement.					

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		Location	Class	Lab	Credits
AGRI2999	**Individual Special Project**	**B**	**-**	**-**	**1 – 3**

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 director.

AGST • Diesel-Ag Equipment Service Tech

AGST1110	**Shop Process & Safety/Power Trains**	**M**	**30**	**90**	**4**

Prerequisites: Program entrance requirements

General shop safety, Hazard Communication, and Forklift Operator Training with certification. Safe and proper use of power tools, hand tools, and common measuring instruments used in the equipment shop. The theory of power transmission from the engine to the drive wheels, power take off and auxiliary drives. Includes power train efforts in engine output, levers, gears, chains, clutches, transmissions, final drives, drive lines, differentials. Procedures for safe disassembly, inspection, adjustment, and reassembly of standard mechanical shift transmissions and differentials will be practiced in the laboratory.

AGST1130	**Electrical Systems I**	**M**	**30**	**68**	**3.5**

Basic principles and applications of electric circuits, magnetism, and the safe use of a Digital Multi-meter when measuring Volts, Amps, Ohms, Circuit theory exercise 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. Basic principles of operation and safe procedures for testing and repairing of electrical charging circuits. Emphasis will be placed on the diagnosis, testing and repair of alternators, wiring, connections, gauges, sensors, and controls.

AGST1140	**Electrical Systems II & Fuel Systems I**	**M**	**30**	**68**	**3.5**

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. 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.

AGST1220	**Electrical Systems III**	**M**	**30**	**68**	**3.5**

Prerequisites: AGST1130, AGST1140

Review of fundamentals and introduction to basic electronics plus procedures and use of digital multi-meter in electrical circuits. An introduction to combine and tractor electrical systems 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.

AGST1240	**HVAC**	**M**	**30**	**68**	**3.5**

Prerequisites: AGST1130, AGST1140

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 AG equipment, use of equipment and shop safety.

AGST1260	**Hydraulic Systems**	**M**	**30**	**135**	**5**

Prerequisites: AGST1130, AGST1140

Introduction to hydraulic 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.

AGST1344	**Fuel Systems II**	**M**	**30**	**45**	**3**

Prerequisites: AGST1125

Theory and design of diesel fuel injection systems, including fuels, 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.

AGST1901	**Cooperative Experience**	**M**	**-**	**300**	**5**

Prerequisites: AGST1220, AGST1240, AGST1260

On-the-job experience with the student's sponsoring Cooperative Experience employer.

AGST2410	**Diesel Engines I**	**M**	**45**	**135**	**6**

Prerequisites: AGST1220, AGST1240, AGST1260

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. Theory of operation, design and construction of the 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. Theory and design of diesel fuel injection systems, including fuels, 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.

AGST2420	**Engine Overhaul and Inspection**	**M**	**45**	**113**	**5.5**

Prerequisites: AGST1220, AGST1240, AGST1260

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.

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AGST2430	**Spraying Equipment, Precision Guidance & Control Systems**	**M**	**15**	**45**	**2**

Prerequisites: AGST1220, AGST1240, AGST1260

Spraying equipment safety, theory, design principles of operation, set-up, operation, calibration, troubleshooting and repair is included. Precision guidance and control systems are included.

AGST2510	**Power Trains II**	**M**	**30**	**90**	**4**

Prerequisites: AGST2410, AGST2420, AGST2430

Advanced study of power trains. 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.

AGST2520	**Planting & Seeding Systems**	**M**	**30**	**68**	**3.5**

Prerequisites: AGST2410, AGST2420, AGST2430

Theory, design, principles of operation, set-up, adjustments, and diagnostics, and repair of row-crop planning 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.

AGST2530	**Harvesting Systems**	**M**	**45**	**68**	**4.5**

Prerequisites: AGST2410, AGST2420, AGST2430

Theory, design, principles of operation, set-up, 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.

ANTH • Anthropology

***ANTH1020**	**Introduction to Cultural Anthropology**	**B/L**	**45**	**-**	**3**

Introduction to the general topics and theoretical perspectives of cultural anthropology including ethnology, linguistics, applied anthropology, ethnicity, race, political organization, gender, kinship and descent, marriage, and religion.

***ANTH1120**	**General Anthropology**	**B/L**	**45**	**-**	**3**

A survey of the study of the races, their characteristics, customs, social relationships and work; the cultural and linguistic diversity of living people.

ARTS • Art

***ARTS1010**	**Introduction to the Visual Arts**	**B/L/M**	**45**	**-**	**3**

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.

***ARTS1050**	**Introduction to Art History & Criticism I**	**B/L/M**	**45**	**-**	**3**

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.

***ARTS1060**	**Introduction to Art History & Criticism II**	**B/L**	**45**	**-**	**3**

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.

ARTS1110	**Beginning Drawing I**	**B/L**	**15**	**60**	**3**

Introduction to drawing. Emphasis on basic techniques and composition. Subjects: still life, figure, landscape. Materials: charcoal, graphite, ink wash.

ARTS1120	**Beginning Drawing II**	**B/L**	**15**	**60**	**3**

Prerequisite: ARTS1110.

Continuation of Beginning Drawing I with an emphasis on advanced studio problems, techniques, materials, and creative solutions.

ARTS1210	**2-Dimensional Design**	**B**	**15**	**60**	**3**

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**	**3**

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**	**3**

Introduction to the construction of pottery and sculptural clay forms. Hand building, wheel-throwing, and glaze application.

ARTS1340	**Beginning Ceramics II**	**B**	**15**	**60**	**3**

Prerequisite: ARTS1330.

Continuation of Beginning Ceramics I with an emphasis on advanced studio problems, techniques, materials and creative solutions.

ARTS2510	**Beginning Painting I**	**B**	**15**	**60**	**3**

Introduction to painting. Emphasis on basic techniques and composition. Subjects: still life, landscape. Materials: alkyds or acrylics.

ARTS2520	**Beginning Painting II**	**B**	**15**	**60**	**3**

Prerequisite: ARTS2510.

Continuation of ARTS2510. Emphasis on advanced studio problems, materials, techniques, and creative solutions.

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		Location	Class	Lab	Credits
***ARTS2650**	**Introduction to Native American Art**	**B/L**	**45**	**-**	**3**

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**	**-**	**3**

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, 2, 3**

Under a cooperative experience, students will earn credit by working a minimum of 45, 90, or 135 hours per semester 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**	**-**	**3**

An introduction to the history of photography, with special attention paid to its many applications, interpretations, meanings, and values as a visual medium.

ASEP • General Motors Automotive Service Educational Program (ASEP)

ASEP1101	**GM Safety, Fundamentals & MIT**	**M**	**30**	**180**	**6**

This course introduces the fundamentals needed to be a productive maintenance technician in the General Motors service department including: automotive shop safety, GM service information, vehicle identification, repair order writing, hand tools, precision measuring, under-hood maintenance, inspection and service, under-vehicle maintenance inspection and service.

ASEP1161	**GM Electrical I & HVAC**	**M**	**30**	**180**	**6**

Prerequisite: ASEP1101

This course covers operating principles, diagnosis, service and repair of GM electrical systems. Study of theory, operation, testing, and service of electrical circuits, wires, terminals, and power sources. Study of theory, operation, testing and service of batteries, starting and charging systems. Study of basic GM scan tool operation. Study of GM heating, ventilation, and air-conditioning systems.

ASEP1242	**GM Chassis**	**M**	**30**	**180**	**6**

Prerequisites: ASEP1101, ASEP1161

This course covers GM base brake, Anti-Lock and traction control systems. Steering, suspension and chassis control systems, four-wheel alignment, front and rear axles and AWD/4WD systems.

ASEP1901	**Dealer Cooperative Experience**	**M**	**-**	**300**	**5**

Prerequisites: ASEP1101 through ASEP1242.

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.

ASEP2182	**GM Engine Performance I**	**M**	**30**	**180**	**6**

Prerequisites: ASEP1101 through ASEP1901

This course covers operating principles, diagnosis, service and repair of GM engine performance systems. Study of theory, operation, testing, and service of powertrain electronic circuits, input sensors, output components, and module controls. Study of theory, operation, testing and service of fuel, ignition and engine mechanical condition.

ASEP2183	**GM Engine Performance II**	**M**	**30**	**90**	**4**

Prerequisites: ASEP1101 through ASEP2182, ASEP2191, ASEP2263, ASEP2901

This course covers advanced level study of theory, operating principles, diagnosis, service and repair of GM powertrain electronic and emission control systems.

ASEP2191	**GM Diesel Performance & Emissions**	**M**	**8**	**23**	**1**

Prerequisites: ASEP1101 through ASEP1901

This course covers operating principles, diagnosis, service and repair of GM diesel engine performance and emission control systems. Study of theory, operation, testing, and service of diesel powertrain electronic circuits, input sensors, output components, and module controls. Study of theory, operation, testing and service of diesel exhaust after treatment systems.

ASEP2212	**GM Engine Repair**	**M**	**23**	**68**	**3**

Prerequisites: ASEP1101 through ASEP2191, ASEP2263, ASEP2901

This course covers theory of engine operation and construction of General Motors gasoline engines. Testing and diagnosis of engine mechanical condition. Complete engine disassembly, component inspection, measurement, and reassembly. Covers principles of vibration (NVH) diagnosis and repair.

ASEP2232	**GM Drivelines & New Product Updates**	**M**	**30**	**113**	**4.5**

Prerequisites: ASEP1101 through ASEP2212, ASEP2263, ASEP2901

This course covers operating principles, diagnosis, service and repair of General Motors vehicles driveline systems including manual transmission/transaxles, clutch and automatic transmission/transaxles. Includes overview of General Motors new product features and information for current model year vehicles.

ASEP2263	**GM Electrical II**	**M**	**23**	**90**	**3.5**

Prerequisites: ASEP1101 through ASEP2182, ASEP2191, ASEP2901

This course covers advanced level study of theory, operating principles, diagnosis, service and repair of GM electrical and electronic systems.

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		Location	Class	Lab	Credits
ASEP2528	**GM Steering & Suspension Systems**	**M**	**30**	**45**	**3**

Prerequisite: ASEP1902.

Principles of operations, disassembly procedures, and repair of General Motors steering and suspension systems. Power and manually controlled Integral and Rack and Pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, both on and off the vehicle.

ASEP2538	**GM Advanced Powertrain Electronic Systems**	**M**	**30**	**45**	**3**

Prerequisite: ASEP1902.

Advanced study of GM ignition systems, fuel delivery systems, emission control systems and diagnostic routines.

ASEP2561	**GM Diesel Fuel & Emission Control System**	**M**	**15**	**23**	**1.5**

Prerequisite: ASEP1902.

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.

ASEP2901	**Dealer Cooperative Experience**	**M**	**-**	**300**	**5**

Prerequisites: ASEP1101 through ASEP2182, ASEP2191.

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.

ASST • Ford (ASSET) Automotive Student Service Educational Training Program

ASST1101	**Ford Safety, Fundamentals & Chassis**	**M**	**30**	**180**	**6**

This course deals with many basic elements of automotive shop procedures and repair. Proper use of hand and power tools, shop safety, OSHA hazard and communications standard/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by professional automotive technicians. Introduction and use of Ford service information, web based training, and repair order completion. Study of operation, diagnosis, and service of disc, drum and electronic brake systems used on late model Ford vehicles. Study of the principles of operations, disassembly procedures, and repair of Ford steering and suspension systems including four wheel alignment and computer wheel balancing off of the vehicle.

ASST1175	**Ford Electrical I & HVAC**	**M**	**30**	**180**	**6**

Prerequisite: ASST1101

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. Meter usage and wiring service. Study of operation, diagnosis and service of air conditioning in heating and ventilation systems on late model Ford vehicles.

ASST1360	**Ford Engine Performance**	**M**	**45**	**135**	**6**

Prerequisite: ASST1101, ASST1175

Study of engine tune-up, oscilloscope use and Ford computer system; computer sensor and actuator operation, diagnosis and service. Theory, principles of operation, diagnosis and service of Ford ignition, emissions control, and fuel systems, including fuel pumps, fuel tanks, and filters. Analysis of OBD II monitors, intermittent problems, I/M testing, and gas emissions using the latest in diagnostic equipment including scopes and scanners.

ASST1901	**Dealer Cooperative Experience**	**M**	**-**	**300**	**5**

Prerequisites: ASST1101 through ASST1360

Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASST2363	**Ford Engine Repair & Diesel Systems**	**M**	**30**	**180**	**6**

Prerequisites: ASST1101 through ASST1901

Operation and construction of Ford 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 Ford gas and diesel engines. Accuracy of measurements, repair decisions and procedures involving correct and safe engine removal and installation. Study of operation, diagnosis, and service of diesel mechanical, electronic and emission systems on late model Ford vehicles.

ASST2747	**Ford Electrical II & New Product Updates**	**M**	**30**	**180**	**6**

Prerequisite: ASST1101 through ASST2363, ASST2901.

Advanced auto electricity course covering theory, testing, diagnosis and repair of body electrical accessories: windows, power seats, windshield wipers, cruise controls and computer controlled body electronics. Advanced drivability diagnosis and service. ABS/TCS/stability control diagnosis and service. Includes overview of Ford new product features and information for current model year vehicles.

ASST2758	**Ford Drivelines**	**M**	**30**	**180**	**6**

Prerequisites: ASST1101 through ASST2747, ASST2901

Operation, diagnosis, and repair of drive shafts, universal joints, axles, axle bearings, seals and differentials on late model Ford vehicles. Operation, diagnosis and service of Ford manual transmissions/transaxles and related drive train components. Operation, diagnosis, adjustment, and repair of the automatic transmissions used in rear-wheel and front-wheel drive Ford vehicles. Removal and installation procedures and safety.

ASST2901	**Dealer Cooperative Experience**	**M**	**-**	**300**	**5**

Prerequisites: ASST1101 through ASST2363

Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

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AUTB • Auto Collision Repair Technology

		Location	Class	Lab	Credits
AUTB1151	**Tools & Equipment/Collision Repair Welding**	**M**	**30**	**45**	**3**

Proper identification, selection, usage, maintenance, and cost of tools and equipment used in the collision repair and maintenance program. Study of welding processes used in the auto collision repair industry. Safety factors and equipment selection, application of the processes used in the collision repair field. Emphasis on the modern automobile utilizing processes and techniques used in collision repair field following I-CAR (Inter-Industry Conference on Auto Collision Repair) welding qualification standards.

AUTB1152	**Collision Repair Theory I/Paint Preparation Theory**	**M**	**75**	**-**	**5**

Theory of repair processes using basic hand tools and progressing into use of power tools, filler materials, to include theory of metal repairs including the study of metal properties and damage classification. Vehicle disassembly, reassembly, and panel adjustment including corrective forces used to restore damaged components to original dimensions and contours. These processes involved in repairing minor non-structural automotive body panels as well as automobile body panel alignment following a sequence to include surface preparation operations needed to acquire a durable, high quality, long lasting topcoat. Paint gun care, troubleshooting and proper usage in applying primer surfacer. Material safety data sheet information to follow EPA and OSHA standards.

AUTB1153	**Collision Repair Lab I**	**M**	**-**	**270**	**6**

Corequisite(s): AUTB1151, AUTB1152

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 to collision repair industry standards.

AUTB1250	**Collision Repair Theory II**	**M**	**45**	**-**	**3**

Prerequisites: AUTB1151, AUTB1152, AUTB1153

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.

AUTB1251	**Collision Repair Lab II/Estimating**	**M**	**15**	**158**	**4.5**

Prerequisites: AUTB1151, AUTB1152, AUTB1153

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. Including estimating principles and procedures of cost accounting, emphasis is based on present day business practices and operations of the automobile collision repair field.

AUTB1252	**Paint Finishes Theory/Refinishing Lab I**	**M**	**30**	**158**	**5.5**

Prerequisites: AUTB1152, AUTB1153

The study of equipment, preparation, material, topcoat selection and application to an overall painting operation will be emphasized. Techniques of spot painting repairs to include color matching and application. 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.

AUTB1350	**Paint Finishes Theory II**	**M**	**30**	**-**	**2**

Prerequisites: AUTB1150–AUTB1260.

The study of equipment, preparation, materials, topcoat selection, and application to an overall painting operation will be emphasized. Techniques of spot painting repairs to include color matching and application.

AUTB1355	**Estimating Theory**	**M**	**15**	**-**	**1**

Prerequisites: AUTB1150–AUTB1260.

Estimating principles and procedures of cost accounting. Emphasis is based on present day business practices and operations of the automobile collision repair field.

AUTB1360	**Electrical Repair II**	**M**	**15**	**-**	**1**

Prerequisites: AUTB1150–AUTB1260.

Introduction to proper usage of diagnostic procedures including flow charts, wiring diagrams, scan tools, digital and analog multimeters. This will include identification of programmable electrical, electronic components, including servicing precautions of body electronic and body computers.

AUTB1365	**Refinishing Lab I**	**M**	**-**	**158**	**3.5**

Prerequisites: AUTB1150–AUTB1260.

Lab experience will include analyzing condition and type of existing finish and determining the sequence of preparation for a high quality, durable finish. The proper use of various refinishing systems and clear top-coatings to perform overall and spot painting tasks will be covered.

AUTB1370	**Collision Repair Lab III**	**M**	**-**	**45**	**1**

Prerequisites: AUTB1150–AUTB1260.

Practical on the job experiences in the proper repair of sheet metal damages on current model vehicles. Some weld-on and bolt-on panel replacement will be included.

AUTB1450	**Structural Repair Theory**	**M**	**30**	**-**	**2**

Prerequisites: AUTB1150–AUTB1365.

This course will cover the study of conventional frame and unitized body construction, body alignment, steering components and how it relates to frame and unitized body construction of modern day vehicles. The proper identification of structural damages and measurement techniques will be covered. Methods of repair and operation of equipment, safety is stressed at all times.

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		Location	Class	Lab	Credits
AUTB1455	**Safety Restraint Systems**	**M**	**30**	**-**	**2**

Prerequisites: AUTB1150–AUTB1365.
Introduction to active and passive restraint systems, operation and basic troubleshooting of restraint systems including air bag supplemental restraint systems.

AUTB1460	**Collision Repair Lab IV**	**M**	**-**	**90**	**2**

Prerequisites: AUTB1150–AUTB1365.
Assigned training projects will include following repair estimates being evaluated by the quality of work and the time taken to complete assigned training projects.

AUTB1465	**Refinishing Lab II**	**M**	**-**	**113**	**2.5**

Prerequisites: AUTB1350, AUTB1365, and AUTB1370.
Advanced practical experiences in spot painting with the concentration on correct color matching and problem solving.

AUTB2350	**Automotive Electrical Repair/Safety Systems**	**M**	**45**	**-**	**3**

Prerequisite: AUTB1151
Theory of the automobile electrical storage, lighting systems, and wiring repairs including proper usage of diagnostic procedures including flow charts, wiring diagrams, scan tools (pre and post scan processes), digital and analog multimeters. This will include identification of programmable electrical, electronic components, including servicing precautions of body electronic and body computers. Introduction of automotive safety systems, operation and basic troubleshooting of safety systems.

AUTB2352	**Refinishing Lab II**	**M**	**-**	**135**	**3**

Prerequisite: AUTB1252
Advanced practical experience in spot painting with the concentration on correct color matching and problem solving.

AUTB2353	**Collision Repair Lab III**	**M**	**-**	**225**	**5**

Prerequisite: AUTB1251
Assigned training projects will include following repair estimates being evaluated by the quality of work and the time taken to complete assigned training projects.

AUTB2450	**Structural Repair**	**M**	**23**	**68**	**3**

Prerequisites: AUTB1151, AUTB1250
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.

AUTB2451	**Automotive Mechanical Systems Theory**	**M**	**45**	**-**	**3**

Prerequisite: AUTB2353; Corequisite: AUTB2450
Evolution and theory of front and rear suspension design. Transaxle and four-wheel alignment and its relationship to collision damaged vehicles. Introduction to drum, disc, manual and power-assisted breaking systems. Theory and operation of the anti-lock brake systems. Operation of the automotive cooling system and theory of air conditioning systems and the repair of damage components after a collision. Refrigerant recovery and recycling is covered.

AUTB2452	**Collision Repair Lab IV**	**M**	**-**	**270**	**6**

Prerequisite: AUTB2353; Corequisite: AUTB2450
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.

AUTB2565	**Collision Repair Lab V**	**M**	**-**	**225**	**5**

Prerequisites: AUTB1150–AUTB1465.
Laboratory on collision repair with comprehensive practice in problem solving in structural analysis and repair of collision damaged vehicles. Estimating, structural alignment, major body repair, panel replacement, refinishing, glass installation, wheel alignment, mechanical and electrical repairs on a production basis.

AUTB2650	**Collision Repair Lab VI**	**M**	**15**	**248**	**6.5**

Prerequisites: AUTB1150–AUTB2565.
Practice in major structural repair operations including body, frame, unitized construction, major panel replacement, mechanical repairs, electrical repairs, paint refinishing, suspension alignment, all of which is based on a production basis following damage reports as used in the collision repair industry. Repairs to vehicles including analysis, through all processes including detailing prior to delivery of the vehicle and will also include delivery to the customer.

AUTT • Automotive Technology

AUTT1003	**Small Engines**	**L**	**30**	**45**	**3**

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.

AUTT1007	**Auto Shop Safety & Repair**	**L**	**30**	**68**	**3.5**

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.

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		Location	Class	Lab	Credits
AUTT1102	**Basic Automotive Maintenance & Light Repair**	**L/M**	**30**	**180**	**6**

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 technicians.

AUTT1110	**Basic Automotive Maintenance**	**L**	**15**	**90**	**3**

Basic automotive class covering automotive maintenance and light repair procedures. This is course used for the SENCAP program.

AUTT1126	**Automotive Electrical I**	**L/M**	**30**	**180**	**6**

This course covers basic electrical and electronic principles and calculations. The use of DVOM meters, the design of storage batteries, starting and charging systems used in automotive systems are covered. Emphasis is placed on practical testing, diagnosing and repairing automotive electrical systems.

AUTT1207	**HVAC II**	**L/M**	**15**	**23**	**1.5**

Advanced theory, operation, and diagnosis of the HVAC systems including automatic HVAC system diagnostics and repair.

AUTT1212	**Steering & Suspension Lab**	**L**	**-**	**68**	**1.5**

Diagnosis and practical experience of automotive steering and suspension applications. This class includes the replacement of suspension components and 4-wheel alignment.

AUTT1214	**Steering, Suspension & Brakes**	**L/M**	**30**	**180**	**6**

Prerequisites: AUTT1102, AUTT1126

Theory, diagnosis and practical experience of automotive steering and suspension systems. This class includes suspension components, wheel and tire service and wheel alignments. Theory, 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.

AUTT1215	**Brake Systems Lab**	**L**	**-**	**68**	**1.5**

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.

AUTT1216	**Automotive Electrical II & HVAC**	**L/M**	**30**	**180**	**6**

Prerequisites: AUTT1102, AUTT1126

Advanced interpretation and use of wiring diagrams, electronic component, body control testing and repair. The use of advanced test equipment is covered. Theory, operation and testing of heating ventilation and cooling systems.

AUTT1221	**Engine Theory**	**L/M**	**45**	**-**	**3**

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**	**60**	**90**	**6**

Advanced automotive engine coursework on removal, disassembly, and machining operations for complete major engine overhaul.

AUTT2103	**Drivetrains**	**L/M**	**30**	**68**	**3.5**

Prerequisites: AUTT1102 through AUTT1216

Theory, operation, diagnosis, evaluation and repair of manual transmission, clutches, front and rear drive axles, transfer cases, drive lines and CV shafts.

AUTT2112	**Automatic Transmission/Transaxle**	**L/M**	**30**	**180**	**6**

Prerequisites: AUTT1102 through AUTT1216

Theory of operation, basic design, components, disassembly, diagnosis and re-assembly of automatic transmissions/transaxles.

AUTT2135	**Advanced Control Systems**	**L/M**	**30**	**90**	**4**

Prerequisites: AUTT1102 through AUTT1216

Theory, diagnosis and practical experience of automotive networking and communication systems, supplemental restraint systems, Blue Tooth communications systems, global positioning systems and other emerging entertainment systems. Hybrid vehicles and their systems diagnosis and practical experience of automotive active braking, traction and stability control systems are also covered.

AUTT2201	**Engine Repair**	**L/M**	**30**	**180**	**6**

Prerequisites: AUTT1102 through AUTT1216

Removal/installation, disassembly/reassembly, and machining operations for engine service and repair.

AUTT2208	**Engine Performance**	**L/M**	**30**	**180**	**6**

Prerequisites: AUTT1102 through AUTT1216

Advanced engine performance includes fuel systems, ignition systems and vehicle drivability. Practical experience is gained through the inspection, service and repair of computer engine control systems.

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BIOS • Bioscience

BIOS1010 **General Biology** — B/L | 45 | 30 | 4

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.

***BIOS1030** **Environmental Biology** — L | 45 | - | 3

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.

***BIOS1090** **General Botany** — B/L | 45 | 30 | 4

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.

BIOS2460 **Microbiology** — B/L/M | 45 | 30 | 4

Prerequisites: BIOS1010 or Department Chair approval

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.

BIOS1120 **Introduction to Zoology** — B/L | 45 | 30 | 4

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.

BIOS1140 **Human Anatomy & Lab** — L/M | 45 | 30 | 4

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.

BIOS1400 **Biology I** — B/L/M | 45 | 30 | 4

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.

BIOS1410 **Biology II** — B/L | 45 | 30 | 4

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.

BIOS2130 **Human Physiology & Lab** — L/M | 45 | 30 | 4

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.

BIOS2200 **Principles of Ecology** — L | 45 | 30 | 4

Prerequisites: BIOS1010 or BIOS1410

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.

BIOS2250 **Human Anatomy & Physiology I** — B | 45 | 30 | 4

Prerequisite: General Biology (BIOS1010) or Department Approval

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.

BIOS2260 **Human Anatomy & Physiology II** — B | 45 | 30 | 4

Prerequisite: BIOS2250 – Human Anatomy & Physiology 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.

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BIOS2410	**General Genetics**	**B/L**	**45**	**30**	**4**

Prerequisites: 1000 level Bioscience course and one year of high school algebra or instructor permission.

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.

BIOT • Biotechnology

BIOT1400	**Introduction to Biotechnology I w/Lab**	**L**	**45**	**30**	**4**

Prerequisites: High school algebra and high school biology suggested

This course introduces students to the fundamental scientific principles of biotechnology, bioethics, the variety of careers in biosciences, as well as the commercial and regulatory characteristics of the biosciences. This course emphasizes how key concepts from biology and chemistry apply to modern applications within the biological sciences. The knowledge and skills gained in this course provide students with a broad understanding of biotechnology and the impact it makes on society. The laboratory section deals with practices, equipment and techniques encountered in a general lab setting. Includes general lab practices, knowledge and practice in handling hazardous materials, data analysis.

BIOT2400	**Introduction to Biotechnology II w/Lab**	**L**	**45**	**30**	**4**

Prerequisite: BIOT1400

This course further expands what was introduced to students in Introduction to Biotechnology I. This course emphasizes how key concepts from biology and chemistry apply to modern applications within the biological sciences. The knowledge and skills gained in this course provide students with a broad understanding of biotechnology and the impact it makes on society. The laboratory section deals with practices, equipment and techniques encountered in a general lab setting. Includes general lab practices, knowledge and practice in handling hazardous materials, data analysis.

BIOT2441	**Quality Assurance for Biosciences**	**L**	**45**	**-**	**3**

Prerequisite: BIOT1400

This course provides and 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.

BIOT2443	**Manufacturing and Production**	**L**	**45**	**-**	**3**

Prerequisite: BIOT2400

This course will provide an understanding of scientific concepts that are important for the manufacturing and production of biotechnology products. This includes the processes used to prepare media, clean and calibrate equipment, maintain and optimize biological cultures in a large-scale production environment. Production methods to recover purify and formulate biotechnology products from biological cultures will be covered along with newer trends in biomanufacturing such as single-use production technology.

BIOT2445	**Molecular Biology Techniques**	**L**	**45**	**30**	**4**

Prerequisite: BIOT2400

This course focuses on fundamental techniques in molecular biology with a focus on advanced methods for manipulating and analyzing nucleic acids and proteins. Documentation and experimental design are also components of the course. This is a hands-on course with significant lab time each week.

BIOT2446	**Cell Culture Techniques**	**L**	**30**	**30**	**3**

Prerequisite: BIOT2400

Theory and applications of cell culture techniques. Laboratory emphasis on the principles and practices of initiation, cultivation, maintenance, preservation of cell lines and applications. A study of cell culture techniques, the laboratory emphasizes the principles and practices of initiation, cultivation, maintenance, and the preservation of cell lines including applications such as transfection and project management. Basic immunology including ELISAs and Western Blots are also taught.

BIOT2450	**Current Topics in Biotech**	**L**	**45**	**-**	**3**

Prerequisite: BIOT1400

An in-depth exploration of emerging technologies, innovations, and new products that are noteworthy to the biotechnology industry. The course will focus on what new scientific discoveries may have an impact on the biotechnology industry. Alternative instruction styles such as a seminar-type atmosphere and student research presentations about current biotechnology topics will be the main method of course instruction. The goal is to give students an opportunity to translate scientific discovery into biotechnology products.

BIOT2452	**Bioinformatics**	**L**	**45**	**-**	**3**

Prerequisite: BIOT1400

This course provides an introduction to computational techniques addressing current biological issues. It will focus on DNA, RNA, and protein sequence analysis, protein structure prediction, biological databases and database searching, genome annotation methods, and microarray technology.

BIOT2454	**Biotechnology in Forensics**	**L**	**30**	**30**	**3**

Prerequisite: BIOT1400

This course is designed to illustrate the uses of biotechnology as applied to the broad field of forensics. Students will gain an appreciation and understanding of the underlying molecular techniques used in a diverse array of settings, including DNA fingerprinting, genetic testing, gene therapy and genetically modified organisms (GMOs). Also, the social, ethical and legal implications of these procedures and applications will be discussed.

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BIOT2500	**Applied Biosciences: Practicum**	**L**	**-**	**135**	**3**

Pre-requisite: Student must be enrolled in the Associate of Science Academic Transfer Program with the Biotechnology concentration and have completed all other program requirements for graduation.

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.

BSAD • Business

BSAD1000 Computer Essentials — **L/M** | **15** | **-** | **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** | **-** | **3**

Prerequisite: Keyboarding skills and prior computer experience recommended.

Use of an Internet browser to work with electronic mail and cloud computing. Use of the Windows operating system and File Explorer to manage folders and files. Use of the Microsoft Office software suite to learn and apply basic features of Word, Excel, Access, and PowerPoint through the creation of various projects.

BSAD1020 Microsoft Applications II — **B/L/M** | **45** | **-** | **3**

Prerequisite: "C" or higher in BSAD1010.

Continues efficient use of cloud computing and File Explorer. Use of the Microsoft Office software suite to learn and apply intermediate features and integration of Word, Excel, Access, and PowerPoint through the creation of various projects.

BSAD1022 MOS Word Prep — **B/L/M** | **8** | **-** | **0.5**

Prerequisites: BSAD1010 and BSAD1020 recommended.

This course prepares students to take the Microsoft Office Specialist (MOS) certification exam for Word. Upon successful completion of this class, students may take the MOS exam. Specialist-level certification is awarded to students who pass the exam. An additional fee may be required to take the MOS exam.

BSAD1024 MOS Excel Prep — **B/L/M** | **15** | **-** | **1**

Prerequisites: BSAD1010 and BSAD1020 recommended.

This course prepares students to take the Microsoft Office Specialist (MOS) certification exam for Excel. Upon successful completion of this class, students may take the MOS exam. Specialist-level certification is awarded to students who pass the exam. An additional fee may be required to take the MOS exam.

BSAD1026 MOS Access Prep — **B/L/M** | **15** | **-** | **1**

Prerequisites: BSAD1010 and BSAD1020 recommended.

This course prepares students to take the Microsoft Office Specialist (MOS) certification exam for Access. Upon successful completion of this class, students may take the MOS exam. Specialist-level certification is awarded to students who pass the exam. An additional fee may be required to take the MOS exam.

BSAD1028 MOS PowerPoint Prep — **B/L/M** | **8.0** | **-** | **0.5**

Prerequisites: BSAD1010 and BSAD1020 recommended.

This course prepares students to take the Microsoft Office Specialist (MOS) certification exam for PowerPoint. Upon successful completion of this class, students may take the MOS exam. Specialist-level certification is awarded to students who pass the exam. An additional fee may be required to take the MOS exam.

BSAD1050 Introduction to Business — **B/L/M** | **45** | **-** | **3**

An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management, and finance. Also a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information.

BSAD1070 Customer Service — **B/L** | **45** | **-** | **3**

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** | **-** | **3**

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** | **-** | **3**

Prerequisite: "C" or higher in BSAD1090.

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.

BSAD2155 Career Transition and Management Strategies — **B/L/M** | **45** | **-** | **3**

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.

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		Location	Class	Lab	Credits
BSAD2170/MATH2170	**Applied Statistics**	**B/L/M**	**45**	**-**	**3**

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.
The course is an introduction to basic probability and statistical methods that are used in a wide variety of disciplines. Topics include descriptive statistics, probability foundations, probability distributions, sampling distributions, methods of statistical inference, and bivariate relationships.

BSAD2200 Global Environments for Business — **L** | **45** | **-** | **3**

Prerequisite: BSAD1050 recommended.
An understanding of international business is essential for students in today's interdependent global world. This course will provide students with the knowledge, skills, and abilities to understand the global operations, economic, cultural and social environment within which firms operate. It aims to highlight the realities of international business including its advantages and problems that come when business is conducted on the international stage.

BSAD2270 Professional Selling — **B/L/M** | **45** | **-** | **3**

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** | **-** | **3**

Prerequisite: Writing/English Competency recommended.
This course explores the challenging world of business ethics. By examining issues and scenarios that relate directly to the work environment, students can develop a clearer sense of how their corporate and personal code of ethics relates to operational decisions made on a daily basis. In addition, the course will allow students to examine their individual ethical standards and how those standards influence personal and work decisions.

BSAD2370 Human Resources Management — **B/L/M** | **45** | **-** | **3**

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** | **-** | **3**

Prerequisites: "C" or higher in ACCT1200, BSAD1010, and math competency met or instructor permission.
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 — **O** | **45** | **-** | **3**

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** | **-** | **3**

Focus on planning for the optimal use of all communication elements: advertising, personal selling, sales promotions, public relations. Combination of these elements must be tightly interwoven for successful management of brand equity, coordinating all aspects to achieve the same goals.

BSAD2460 Electronic Commerce Marketing — **B/L/M** | **45** | **-** | **3**

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.

BSAD2480 Event Marketing — **B/L/M** | **45** | **-** | **3**

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** | **-** | **3**

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** | **-** | **3**

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.

BSAD2560 Project Management — **B/L/M** | **45** | **-** | **3**

Introduction to Project Management with emphasis on each of the 5 phases of a project. Topics will include project phases, key roles, documents with each phase, and best practices to gain a foundational knowledge of the project management lifecycle.

BSAD2800 Introduction to Sustainability — **B/L/M** | **45** | **-** | **3**

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** | **3**

Prerequisite: "C" or higher in OFFT2000 or BSAD2155.
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.

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		Location	Class	Lab	Credits

BSAD2901 Cooperative Experience B/L/M - 180 3

Prerequisite: "C" or higher in OFFT2000 or BSAD2155.

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.

CAPP • MOPAR-Chrysler/Dodge/ RAM/Jeep College Automotive Program

CAPP1101 FCA Shop Safety, Fundamentals & Brakes M 30 68 3.5

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. Theory, diagnosis, and repair procedures of disc, drum and Anti-lock brake systems.

CAPP1106 FCA Electrical I M 45 90 5

Electricity and electronics fundamentals that covers the principles of electricity used in automotive systems, meter usage, and diagnosis and testing. Electrical principles and concepts through automotive semiconductors to microprocessors. Body electronics, body wiring, circuits, batteries, charging systems, starting systems, and ignition systems.

CAPP1116 FCA Electrical II & Climate Controls M 45 90 5

Prerequisite: CAPP1106

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. Automotive heating and air conditioning course with emphasis on diagnosis and repair. Theory and repair of all the automatic and manual air conditioning control systems FCA is using.

CAPP1208 FCA Fuel Systems & Drivability M 60 90 6

Prerequisite: CAPP1901

The study of FCA Fuel control systems. Basic computer operation, input and output devices, fuel system diagnosis. Theory of operation of fuel pumps, fuel tanks, filters, fuel injection systems, and emission control systems. 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 FCA diagnostic equipment.

CAPP1218 FCA Diesel Fuel & Emissions M 23 45 2.5

Prerequisite: CAPP1901

This course provides the theory and operation of FCA diesel fuel injection systems, including pump repair, operation, repair of nozzles, and diagnosis and service of diesel electrical and emission control systems.

CAPP1901 Dealer Cooperative Experience M - 300 5

Prerequisites: CAPP1116.

Coordinated work experience from FCA dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and MCAP coordinator.

CAPP2528 FCA Steering & Suspension Systems M 15 45 2

Prerequisite: CAPP1901

Study of the principles of operations, disassembly procedures, and repair of FCA steering and suspension systems. Power and manually controlled integral and Rack and Pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing both, on and off the vehicle.

CAPP2531 FCA Engine Repair M 45 90 5

Prerequisite: CAPP1901.

Operation and construction of FCA 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 FCA gas and diesel engines. Accuracy of measurements, repair decisions and procedures involving correct and safe engine removal and installation.

CAPP2703 FCA Manual Drivetrains, Axles & Transfer Cases M 30 68 3.5

Prerequisite: CAPP2901

Operating principles and service of FCA manual transmissions, drive axles, transfer cases and related drive train components. Diagnosis and service procedures of these components and systems.

CAPP2748 FCA Automatic Transmissions & Transaxles & New Product Update M 45 68 4.5

Prerequisite: CAPP2901.

Operation, diagnosis, adjustment and repair of automatic transmissions used in rear- wheel and front-wheel drive FCA cars. Removal and installation procedures and safety. Includes overview of FCA new product features and information for current model year vehicles.

CAPP2901 Dealer Cooperative Experience M - 300 5

Prerequisites: CAPP1208, CAPP1218, CAPP2528, CAPP2531

Coordinated work experience from FCA dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and MCAP coordinator.

CAPP2902 Dealer Cooperative Experience M - 300 5

Prerequisites: CAPP2703, CAPP2748

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		Location	Class	Lab	Credits

MCAP coordinator.

CHEM • Chemistry

CHEM1050 Chemistry and the Citizen — B/L/M | 45 | 30 | 4

Prerequisite: MATH1100 or MATH1103 or higher or appropriate math placement score.

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 — B/L | 45 | 30 | 4

Prerequisite: MATH1100 or or appropriate college level math score

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 — B/L | 45 | 30 | 4

Prerequisite: CHEM1090 with a grade of "C" or higher.

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 — B/L | 45 | 30 | 4

Prerequisite: CHEM1100.

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 — B/L | 45 | 30 | 4

Prerequisite: CHEM2510.

Continuation of CHEM2510. Benzene and related compounds, nitro compounds, sulfuric acids, amines, diazonium compounds, phenols, alcohol, acids, dyes, stains and indicators, heterocyclic compounds and applications to biochemistry. Lab must be taken concurrently.

CHEM2550 Biological Organic Chemistry — L | 45 | - | 3

Prerequisites: CHEM1090

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 | - | 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** — L | 75 | - | 5

Prerequisite: CHIN1010 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 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** — L | 45 | - | 3

Prerequisite: CHIN1020 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 low-intermediate level. Emphasizes conversation, vocabulary acquisition, reading, composition, and culture.

***CHIN2020 Second-year Chinese II** — L | 45 | - | 3

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.

CNST • Building Construction Technology

CNST1100 Basic Carpentry — M | 38 | 23 | 3

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.

CNST1101 Basic Woods Manufacturing — M | 30 | 45 | 3

Introduction to woods manufacturing curriculum, lab maintenance, construction curriculum, and instructional practice for students in the 2 + 2 SCC UNL program.

CNST1121 Concrete and Masonry Tools and Materials — M | 45 | - | 3

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.

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		Location	Class	Lab	Credits
CNST1122	**Concrete and Masonry Applications**	**M**	**13**	**5**	**3**

Corequisite: CNST1121

Laboratory application in safety habits and proper use of concrete and masonry tools and materials. Experience in block and brick laying, fireplace construction, concrete forming, and reinforcing and finishing. Safety habits.

CNST1123 Concrete & Masonry Tools & Materials I — **M** | **23** | **-** | **1.5**

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.

CNST1124 Concrete & Masonry Tools & Materials II — **M** | **23** | **-** | **1.5**

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.

CNST1125 Concrete & Masonry Applications I — **M** | **-** | **68** | **1.5**

Corequisite: 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.

CNST1126 Concrete & Masonry Applications II — **M** | **-** | **68** | **1.5**

Prerequisite: CNST1125 Corequisite: 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.

CNST1200 Advanced Carpentry — **M** | **-** | **90** | **2**

Prerequisite: CNST1100 or CNST1201

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.

CNST1201 Construction Basics — **M** | **30** | **45** | **3**

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.

CNST1224 Construction Processes and Practices — **M** | **13** | **5** | **3**

Corequisite: CNST1225

Introduction to hand tools, construction safety, machine woodworking, modern practices, and processes used in the building construction industry. Carpentry techniques, competency in blueprint reading, proper layout practices, parts cutting and assembly procedures.

CNST1225 Construction Tools and Materials — **M** | **45** | **-** | **3**

Introduction to care, use and maintenance of hand tools, portable power, and stationary lab equipment. New construction methods, materials, and concepts. Origin, manufacturing processes, characteristics, and application of materials used in residential and light commercial construction today.

CNST1226 Construction Tools and Materials I — **M** | **23** | **-** | **1.5**

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.

CNST1227 Construction Tools and Materials II — **M** | **23** | **-** | **1.5**

Prerequisites: CNST1226

A continuation of Construction 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, characteristics and application of materials used in residential and light commercial construction today.

CNST1228 Construction Processes & Practices I — **M** | **-** | **68** | **1.5**

Corequisite: CNST1226

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.

CNST1229 Construction Processes & Practices II — **M** | **-** | **68** | **1.5**

Prerequisite: CNST1228Corequisite: CNST1227

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.

CNST1326 Residential Construction Drafting — **M** | **30** | **68** | **3.5**

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.

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CNST1328	**Residential Construction Estimating**	**M**	**30**	**68**	**3.5**

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.

CNST1430	**Cabinetry and Carpentry I**	**M**	**23**	**68**	**3**

Prerequisites: CNST1224

Fundamentals and application of carpentry, emphasizing the process of home building through the study of blueprints and construction texts and references. Framing, roofing, exterior trim, interior trim, and cabinet making.

CNST1433	**Cabinetry and Carpentry II**	**M**	**23**	**68**	**3**

Prerequisite: CNST1430

Fundamentals and application of carpentry, emphasizing the process of home building through the study of blueprints and construction texts and references. Framing, roofing, exterior trim, interior trim and cabinet making.

CNST2532	**House Construction I**	**M**	**23**	**135**	**4.5**

Prerequisites: CNST1433.

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.

CNST2533	**House Construction II**	**M**	**23**	**135**	**4.5**

Prerequisite: CNST2532

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**	**23**	**45**	**2.5**

Prerequisite: CNST1326.

Study of light commercial structures and methods of construction. Requirements of the International 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 International 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**	**45**	**4**

Prerequisite: CNST1328.

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**	**-**	**2**

Introduction to iron and steel making, structural shapes, design and sizing of steel structural systems, joists, beams and columns.

CRIM • Criminal Justice

CRIM1010	**Introduction to Criminal Justice**	**B/Q**	**45**	**-**	**3**

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**	**-**	**3**

Outlines corrections in a systematic process showing the evolving changes within institutional and community based corrections. Topics include, but are not limited to, the history of corrections, the influence of social thought and philosophy on the development of corrections, the rights of the incarcerated inmate, and the duties of the correctional officer.

CRIM1030	**Courts & the Judicial Process**	**B/Q**	**45**	**-**	**3**

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**	**Q**	**45**	**30**	**3.5**

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**	**-**	**3**

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**	**-**	**3**

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.

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		Location	Class	Lab	Credits
CRIM2020	**Legal Issues in Corrections**	**Q**	**45**	**-**	**3**

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**	**-**	**3**

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**	**-**	**3**

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**	**-**	**3**

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**	**Q**	**45**	**-**	**3**

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**	**-**	**3**

Prerequisite: ENGL1010

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**	**Q**	**45**	**-**	**3**

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**	**Q**	**45**	**-**	**3**

Prerequisite: CRIM1010 and CRIM2080

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**	**Q**	**45**	**-**	**3**

Prerequisite: CRIM2265

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**	**Q**	**45**	**-**	**3**

Prerequisites: ENGL1010 and CRIM1010 and CRIM2080 or CRIM2020 or CRIM2470 (depending on focus)

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.

CRIM2330	**Criminal Justice Administration/Supervision**	**Q**	**45**	**-**	**3**

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.

CRIM2340	**Effective Communications in Criminal Justice**	**Q**	**30**	**45**	**3**

Prerequisites: CRIM2290

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.

CRIM2400	**Introduction to Homeland Security**	**Q/O**	**45**	**-**	**3**

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.

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		Location	Class	Lab	Credits

CRIM2410 Critical Infrastructure Security — O | 45 | - | 3

This course provides an overview of modern critical infrastructure security challenges and the methods employed to address these challenges. The course will examine the fundamental role critical infrastructure plays in the U.S. and impact of disruption would have on the economy, safety, and national security of the U.S. The course explores topic associated with critical infrastructure security, to include: defining critical infrastructure, the threats and risks to critical infrastructure security, the crucial need for cooperation and information sharing between government agencies and private owners/operators to ensure critical infrastructure security, and the future of critical infrastructure security. Legal, economic, political, and cultural concerns and impacts associated with critical infrastructure security will be discussed.

CRIM2430 Introduction to Emergency Management — Q/O | 45 | - | 3

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.

CRIM2450 Domestic & International Terrorism — O | 45 | - | 3

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.

CRIM2460 Intelligence in Homeland Security — O | 45 | - | 3

This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. The course will examine the concept of homeland security intelligence; how intelligence is incorporated as part of the overall homeland security strategy; the agencies and individuals involved in the intelligence community; how these agencies and individuals interact to fulfill the intelligence mission; how intelligence needs are determined; how intelligence is gathered, collected, processed, analyzed, disseminated and reviewed; and the evolving nature of homeland security intelligence requirements.

CRIM2465 Cyber Threats in Homeland Security — O | 45 | - | 3

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.

CRIM2470 Constitutional Issues in Homeland Security — O | 45 | - | 3

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.

CRIM2890 Criminal Justice Internship Seminar — Q | 30 | - | 2

Prerequisite: CRIM1010 and ENGL1010 or higher and completion of majority of CRIM courses

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.

CRIM2900 Criminal Justice Internship — Q | - | 180 | 3

Prerequisite: CRIM2890 and on condition of being accepted at the training site.

This course entails a series of planned and supervised activities in actual work situations. The employment must be directly related to the student's program of study. A total of 180 contact hours are required for this course.

CRIM2901 Criminal Justice Coop — Q | - | 180 | 3

Prerequisite: CRIM2890 and on condition of being accepted at the training site.

This course entails a series of planned and supervised activities in actual work situations. The employment must be directly related to the student's program of study. A total of 180 contact ours are required for this course.

CRIM2999 Individual Special Projects — B/Q | 15-45 | - | 1-3

Prerequisite: Must have permission of instructor, program director, and division dean.

Study of selected topic in Criminal Justice by doing additional research and development in an area of interest. Credit hours will vary.

DDRT • Design and Drafting Technology

DDRT1110 Industrial Print Reading — L | 30 | - | 2

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 | 15 | 45 | 2

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 | 45 | | 3

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 — L | 30 | | 2

Methods of calculating heat loss and heat gain for residential buildings according to ACCA Manual J.

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		Location	Class	Lab	Credits
DDRT1220	**Inventor**	**L**	**15**	**45**	**2**

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** — **2**

Prerequisite(s): DDRT1110

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 Architectural Print Reading — **L** — **30** — **2**

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 — **L** — **23** — **68** — **3**

Prerequisite(s): DDRT1120

Methods of the design, layout and sizing of all plumbing systems as required on commercial building projects. The course covers the production of plumbing working drawings for commercial buildings. Production of drawings of the plumbing systems that are acceptable to industry standards.

DDRT1310 3-D Visualization — **L/M** — **15** — **45** — **2**

Prerequisite(s):DDRT1400

Using computer aided design for the creation of illustrations and animations for display and/or print incorporating color, texture, and spatial organization of ideas.

DDRT1320 Heating and Air Conditioning Systems II — **L** — **23** — **68** — **3**

Prerequisite(s): DDRT1120 and DDRT1207

Methods of sizing residential ductwork systems according to ACCA Manual D. Equipment selection is covered in course. The course covers the production of ductwork systems for residential applications. Calculations are based on DDRT1207 information.

DDRT1330 Solid Works — **L** — **15** — **45** — **2**

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 — **L** — **23** — **68** — **3**

Prerequisite(s): DDRT1170 and DDRT1230

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.

DDRT1340 Strength of Materials — **L** — **38** — **-** — **2.5**

Prerequisite(s): MATH1050 or higher

Theories of forces acting on bodies. Moments of forces, formulas for stresses in materials and structural members.

DDRT1350 Estimating for Light Construction — **L** — **30** — **23** — **2.5**

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.

DDRT1400 Virtual Building Design with Revit Architecture — **L** — **15** — **45** — **2**

Prerequisite: DDRT1170

Using Revit Building software to create Building Information Models and using tools to form parametric building design and documentation.

DDRT1420 Advanced Mechanical Systems Theory and Drafting — **M** — **23** — **68** — **3**

Prerequisite(s): DDRT1120, DDRT1207 and DDRT1320

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.

DDRT1500 Advanced Virtual Building Design with Revit — **L** — **30** — **23** — **2.5**

Prerequisite(s): DDRT1400

Using Revit building software to create Building Information Models (BIM) and using tools for parametric building design and documentation at an advanced level.

DDRT2110 Architectural Design — **L** — **15** — **45** — **2**

Prerequisite(s): DDRT1400

A study of a variety of design options and how these options apply to the many different areas and stages of commercial design.

DDRT2130 Industrial Plastics — **L** — **30** — **-** — **2**

Prerequisite(s): DDRT1110

Identification of thermoplastics and thermosetting plastics, their properties, uses and applications. Study of the manufacturing processes associated with the use of plastics products.

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DDRT2140	**Building Utility Design**	**L**	**45**	**15**	**3**

Prerequisite(s): DDRT1500

Electrical, plumbing, mechanical systems, code requirements, calculation methods, related design techniques, symbols, and preparation of working drawings using Revit MEP.

DDRT2150	**Structural Steel Design with SDS/2**	**L**	**15**	**45**	**2**

Prerequisite(s): DDRT1110

Use of SDS/2 software to teach design and detailing of structural steel in a 3-D environment.

DDRT2180	**Professional Practice – Architectural**	**L**	**15**	**45**	**2**

Prerequisite(s): DDRT1500 and DDRT2140

Simulation of circumstances encountered designing and drafting in commercial construction plans.

DDRT2200	**Geometric Dimensioning & Tolerancing**	**L**	**30**	**-**	**2**

Prerequisite(s): DDRT1110

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)

DDRT2210	**Engineering Processes**	**L**	**15**	**45**	**2**

Prerequisite(s): DDRT2200 and DDRT1330 or DDRT1220

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.

DDRT2215	**Plastics Part Design**	**L**	**15**	**45**	**2**

Prerequisite(s): DDRT1330, DDRT2200, DDRT2130

Application of concurrent engineering to solve plastics part design problems from the "Need Recognition" stage through product implementation.

DDRT2220	**Flat Pattern Design**	**L**	**15**	**45**	**2**

Prerequisite(s): DDRT1330 or DDRT1220

Study of flat pattern developments used for consumer products and product packaging and sheet metal design applications.

DDRT2230	**Design Concepts**	**L**	**30**	**-**	**2**

Prerequisite(s): DDRT1110

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.

DDRT2240	**Consumer Product Design**	**L**	**15**	**45**	**2**

Prerequisite(s): DDRT2210 and DDRT2230

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.

DDRT2260	**Jig and Fixture – Design**	**L**	**15**	**45**	**2**

Prerequisite(s): DDRT2210 and DDRT2230

Study of the design and economics of work holding devices. Top-down design layout for product relationship to fixture use.

DDRT2530	**Steel Systems Design and Drafting**	**M**	**23**	**68**	**3**

Prerequisite(s): DDRT1120

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.

DDRT2540	**Building Safety & Design**	**L/M**	**30**	**-**	**2**

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.

DDRT2546	**Site Planning and Surveying**	**M**	**23**	**68**	**3**

Prerequisite(s): DDRT1120

Basic surveying. Practice in running levels and a topographic survey to aid in development of site plan. Computations in determining lot measurements, areas of lots, earth work, excavation quantities, and contours prepare the student for the production of site plan drawings.

DDRT2650	**Fundamentals of Commercial Architecture**	**M**	**23**	**68**	**3**

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.

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		Location	Class	Lab	Credits

DDRT2660 Concrete and Wood Systems Design and Drafting — M | 23 | 68 | 3

Prerequisite(s): DDRT1120

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.

DDRT2750 Electrical Systems Theory and Design — M | 23 | 68 | 3

Prerequisite(s): DDRT1120

Techniques for calculating lighting levels, lighting requirements and circuiting loads required for the building trades. The course covers the production of electrical and lighting working drawings for commercial buildings.

DDRT2839 Commercial Estimating — M | 15 | 45 | 2

Prerequisite: DDRT1350

Methods of performing material takeoff and pricing materials for commercial construction. The commercial estimating process will be covered.

DDRT2901 Cooperative Experience Drafting I — L/M | - | 180 | 3

Prerequisite(s): DDRT1400

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.

DENT • Dental Assisting

Students must be admitted into the program and have completed all General Education course requirements with a minimum of a 2.5 cumulative GPA.

DENT1107 Dental Concepts — L | 30 | - | 2

Prerequisites: FSDT1350, PSYC1810 or PSYC1250, & SPCH1090 or SPCH1110 or SPCH2810

This course introduces the student to the profession of dental assisting, the role of the dental assistant within the dental healthcare team, basic and bloodborne microbiology, OSHA HazComm and Occupational training, nomenclature of dentitions, ethics and the law, credentialing, and professional organizations.

DENT1108 Dental Sciences — L | 45 | 23 | 3.5

Prerequisites: FSDT1350, PSYC1810 or PSYC1250, & SPCH1090 or SPCH1110 or SPCH2810

This course deals with the basic overview of normal structure and function of the ten body systems, thorough study of anatomical concepts including embryology, histology, and morphology related to the head and neck.

DENT1109 Dental Materials — L | 30 | 68 | 3.5

Prerequisites: FSDT1350, PSYC1810 or PSYC1250, & SPCH1090 or SPCH1110 or SPCH2810.

This course is an introduction to physical properties, principles of manipulation and storage of a variety of dental materials. Course includes laboratory projects pertaining to mixing a variety of cements, diagnostic impressions and casts, and manipulation of specific types of dental materials on both manikins and human patients. Fabrication of provisional crowns and bridges, thermoplastics and other laboratory projects.

DENT1114 Dental Procedures 1 — L | 15 | 68 | 2.5

Prerequisites: FSDT1350, PSYC1810 or PSYC1250, & SPCH1090 or SPCH1110 or SPCH2810

This course covers 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, and occupational exposure protocol techniques, vitals and patient documentation and other various skills.

DENT1115 Dental Procedures 2 — L | 23 | 68 | 3

Prerequisites: FSDT1350, PSYC1810 or PSYC1250, & SPCH1090 or SPCH1110 or SPCH2810

This course covers: recognition and management of dental emergencies, preparation and practice of dental procedures including amalgam, composite, and crown prep/seat. The manipulation of various types of dental materials utilized in the procedures.

DENT1220 Oral Prevention and Specialties — L | 30 | 45 | 3

Prerequisites: DENT1114, DENT1115

This course covers and uses study methods and supplemental aids for the control of dental disease and demonstration of oral health instructions to a patient. Coronal polish on manikin and human patient, pit and fissure sealants on a manikin are taught in a lab setting. A variety of principles, procedures and instruments are introduced relating to the specialties in dentistry.

DENT1221 Dental Foundations — L | 30 | 45 | 3

Prerequisites: DENT1114, DENT1115

Principles of the foundation of clinical dentistry, clinical and dental laboratory infection control practices with further development in specialized technical skills, including special patient care practices. Recognition of oral pathology, pharmacology and pain control. Course includes a lab.

DENT1313 Oral Radiography 1 — L | 30 | 23 | 2.5

Prerequisites: DENT1114, DENT1115

Extensive study in oral radiography including: legal and ethical responsibilities, recognizing a diagnostic quality radiograph, production of radiographs, biological effects of radiation, and processing of films. Course includes laboratory emphasis on DXTTR manikin.

DENT1314 Clinical Education 1 — L | 15 | 158 | 4.5

Prerequisites: DENT1114, DENT1115

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. Patient care case studies.

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		Location	Class	Lab	Credits

DENT1410 Business Office Communication — L | 30 | 23 | 2.5

Prerequisites: DENT1114 and DENT115

Principles of dental office procedures, resume and mock interview, letter of application, inventory control and dental insurance. The integration of a current dental software program is utilized throughout the entire course. Course includes a lab.

DENT1411 Dental Assisting Foundations III — L | 45 | - | 3

Principles and techniques associated with the specialties in dentistry. Course includes a lab.

DENT1413 Oral Radiography 2 — L | 15 | 45 | 2

Prerequisites: DENT1114, DENT1115

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 2 — L | 23 | 158 | 5

Prerequisites: DENT1114, DENT1115

Adaptation to a variety of new clinical environments including specialties, and preparation for the Dental Assisting National Board and State licensure exam.

DENT1500 Nitrous Oxide Administration — L | 15 | - | 1

Prerequisite: Proof of Nebraska Licensed Dental Assistant status and current Healthcare Provider CPR or by permission.

This course is to meet the structured education required by the State Board of Dentistry for licensed dental assistants (LDA) seeking expanded scope permit for Nitrous Oxide Administration. Expanded scope in this permit include: administration and monitoring of nitrous oxide. Lab experience and competency testing included in course.

DENT1515 Fixed and Removable Prosthodontics — L | 15 | 23 | 1.5

Prerequisite: Proof of Nebraska Licensed Dental Assistant status and Current Healthcare Provider CPR or by permission.

This course is to meet the structured education required by the State Board of Dentistry for licensed dental assistants (LDA) seeking expanded scope permits for Fixed and Removable Prosthodontics. Expanded scope in these permits include: placement of retraction cord/material, and taking final impressions/records (including digital) for fixed prosthesis (appliances, crowns, and bridges, etc.) and removable prosthesis (dentures and partials), soft-liners, and extra-oral adjustments to prostheses. Lab experience and competency testing included in course.

DENT1530 Pediatric Fixed Prosthodontics — L | 8 | 23 | 1

Prerequisite: Proof of Nebraska Licensed Dental Assistant status and current Healthcare Provider CPR or by permission.

This course is to meet the structured education required by the State Board of Dentistry for licensed dental assistants (LDA) seeking expanded scope permit for Pediatric Fixed Prosthodontics. Expanded scope in this permit include: adaption and cementation of primary prefabricated crown/s. Lab experience and competency testing included in course.

DESL • Diesel Technology-Truck

DESL1110 Diesel Truck Fundamentals — M | 30 | 90 | 4

Prerequisite: Program entrance requirements

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. 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 the disassembly, inspection, adjustment, and reassembly of standard transmissions and differentials.

DESL1130 Electrical Systems I — M | 45 | 68 | 4.5

Basic electrical and electronic principles and applications of magnetism, electromagnetism, and the practice of electrical measurements with analog and digital meters. 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 analog and digital meters. 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 and diagnosis, proper disassembly procedures, alternator component testing, reassembly, and complete system testing with results compared to specifications.

DESL1150 Fuel Systems & Electronic Controls — M | 30 | 45 | 3

The study of fuel manufacturing, testing, octane and cetane numbers, additive, and how fuels react during compression and combustion in gasoline and diesel applications. Theory, construction, and operation of fuel tanks, fuel gauges, fuel lift pumps, air and fuel filtering systems, fuel lines, intake and exhaust manifold systems, heat exchangers, turbochargers, and superchargers. Theory and operation of fuel atomization and vaporization systems is also covered. 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 are included in this course.

DESL1210 Diesel Engines I — M | 45 | 113 | 5.5

Prerequisites: DESL1130, DESL1150

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. Basic theory, construction, and operation of the engines valve trains. Valves, valve seats, camshafts, cam followers, valve springs, rocker arm assemblies, push rods, and related parts. Valve timing and adjustments and basic procedures and operation of valve and seat reconditioning will be performed and proficiency evaluated. Design, construction, operation and servicing of the following engine components; crankshafts, pistons, piston rings, connecting rods, and bearings. Crankcase lubricants, lubrication and filtration systems. Activities include disassembly, inspection, measurements, reassembly, and adjustment.

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		Location	Class	Lab	Credits
DESL1220	**Fuel Systems II**	**M**	**15**	**23**	**1.5**

Prerequisites: DESL1130, DESL1150

Theory of operation and construction of diesel and gasoline fuel injection system nozzles and injectors. Electronic injectors are covered in this course. Lab work consists of testing and service procedures for nozzles/injectors and use of DVOM to check various sensors and circuits. Theory of operation and service procedures for emission control devices used on diesel and gasoline applications is included.

DESL1240	**Hydraulics & Braking Systems**	**M**	**45**	**136**	**6**

Prerequisites: DESL1130, DESL1150

Principles and application of theory design, construction, and testing of hydraulic systems including pumps, actuators, reservoirs, accumulators, lines, fittings, filters, and fluids. 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. Principles, components, operation, service, repair, adjustment and troubleshooting of the air brake systems used on today's trucks, including safety, brake balance and anti-lock brakes.

DESL1901	**Cooperative Experience**	**M**	**-**	**300**	**5**

Prerequisites: DESL1210, DESL1220, DESL1240

On-the-job experience in a diesel truck repair shop. Practice of skills and knowledge acquired in previous terms.

DESL2410	**HVAC**	**M**	**30**	**68**	**3.5**

Prerequisites: DESL1210, DESL1220, DESL1240

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.

DESL2430	**Steering and Suspension**	**M**	**30**	**68**	**3.5**

Prerequisites: DESL1210, DESL1220, DESL1240

Principles, components, operation, service, repair, adjustment and troubleshooting of the steering and suspension systems used on today's trucks, tractor and trailer alignment, use of equipment and shop safety.

DESL2432	**Automatic Truck Transmissions**	**M**	**30**	**45**	**3**

Prerequisite: DESL1231,DESL1385, DESL1451

Principles, design, and construction of Allison automatic truck transmissions. Lab work in disassembly, inspection, reassembly, adjustment, repair, and testing of the automatic transmission.

DESL2450	**Power Trains**	**M**	**45**	**135**	**6**

Prerequisites: DESL1210, DESL1220, DESL1240

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. Lecture, demonstration and laboratory course encompassing the 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.

DESL2510	**Automatic Transmissions & Preventative Maintenance**	**M**	**45**	**135**	**6**

Prerequisites: DESL2410, DESL2430, DESL2450

Principles, design, and construction of Allison automatic truck transmissions. Lab work in disassembly, inspection, reassembly, adjustment, repair and testing of the automatic transmission. Lecture, demonstration, and laboratory course for entry level technician designed to introduce the student to correct procedures and practices of vehicle preventive maintenance and inspection.

DESL2530	**Electronics & Engine Diagnostics**	**M**	**45**	**135**	**6**

Prerequisites: DESL2410, DESL2430, DESL2450

The advanced use of digital multi-meters and circuit diagnostic techniques, including lab scope setup and use. Engine driveability diagnostics, setting customer specified parameters, operation and adjustment of engine overhead systems.

ECED • Early Childhood Education

ECED1050	**Expressive Arts**	**L**	**45**	**-**	**3**

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.

ECED1060	**Observation, Assessment and Guidance**	**L**	**45**	**-**	**3**

This course introduces a variety of observation, assessment and guidance strategies used in an early childhood education setting birth through age 8.

ECED1110	**Infant and Toddler Development**	**L**	**45**	**-**	**3**

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.

ECED1112	**Applied Infant and Toddler Concepts**	**L**	**30**	**-**	**2**

Prerequisite: ECED1110, ECED1610, ECED1620

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.

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		Location	Class	Lab	Credits
ECED1120	**Preschool Child Development**	**L**	**30**	**-**	**2**

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.

ECED1130	**Social-Emotional Development and Behavior Guidance**	**L**	**45**	**-**	**3**

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.

ECED1150	**Introduction to Early Childhood Education**	**L**	**45**	**-**	**3**

An overview of early childhood education, history, trends and the philosophies of various programs, diversity, inclusion, licensing standards, current legislation, professionalism and advocacy are examined.

ECED1160	**Early Language and Literacy**	**L**	**45**	**-**	**3**

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.

ECED1220	**Pre-Practicum**	**L**	**15**	**-**	**1**

This class is a corequisite with the first ECED practicum.

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.

ECED1224	**Preschool Math, Science and Social Studies Curriculum**	**L**	**45**	**-**	**3**

Planning and implementing developmentally appropriate activities for children ages three through five. Gain an understanding of differences between interest centers and specific activities in the areas of math, science and social studies.

ECED1230	**School Age Child Development and Programming**	**L**	**30**	**-**	**2**

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.

ECED1260	**Early Childhood Health, Safety and Nutrition**	**L**	**45**	**-**	**3**

Defines interrelationship of safety, nutritional planning & health and how environmental factors affect young lives.

ECED1340	**How Children Learn**	**L**	**30**	**-**	**2**

Theory, methods, and planning techniques for teaching the young child in relation to thinking patterns and learning styles.

ECED1475	**Professional In-Home Care**	**L**	**45**	**-**	**3**

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.

ECED1560	**Comprehensive Family Child Care Practicum**	**L**	**-**	**45**	**1**

Open only to declared ECED students. Prerequisites: Program permission required. Current First Aid/CPR certification. ECED1110, 1120, , 1060, 1260, .
Pre- OR Corequisite: ECED1475. Co-enrolled in ECED1220 if this is the first practicum.

Supervised experience as an in-home provider using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences.

ECED1570	**Comprehensive Professional Nanny Practicum**	**L**	**-**	**45**	**1**

Open only to declared ECED students. Prerequisites: Program permission required. Current First Aid/CPR certification. ECED1110, 1120, , 1060, 1260, .
Pre- OR Corequisite: ECED1475. Co-enrolled in ECED1220 if this is the first practicum.

Supervised experience as a professional nanny using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences.

ECED1610	**Infant Practicum**	**L**	**-**	**45**	**1**

Prerequisites: ECED 1110 & ECED1060. Co-enrolled in ECED1220 if this is the first practicum.

This course is designed to provide an understanding of the developmental stages of children from six weeks through eighteen months of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for infants are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student.

ECED1620	**Toddler Practicum**	**L**	**-**	**45**	**1**

Prerequisites: ECED 1110 & ECED1060. Co-enrolled in ECED 1220 if this is the first practicum.

This course is designed to provide an understanding of the developmental stages of children from eighteen months through thirty-six months of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for toddlers are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student.

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		Location	Class	Lab	Credits
ECED1630	**Preschool Practicum**	**L**	**-**	**45**	**1**

Pre/Corequisites: ECED 1120, 1060. Co-enrolled in ECED 1220 if this is the first practicum.

This course is designed to provide an understanding of the developmental stages of children from three to five years of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for children 3-5 years of age are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student.

ECED1640 School Age Practicum — **L** — **-** — **45** — **1**

Prerequisite: ECED 1230 & ECED1060. Co-enrolled in ECED 1220 if this is the first practicum.

This course is designed to provide an understanding of the developmental stages of children from five to eight years of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for toddlers are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student.

ECED2050 Children with Exceptionalities — **L** — **41** — **15** — **3**

Prerequisite: ECED 1220 or EDUC 1700

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.

ECED2060 Early Childhood Education Curriculum Planning — **L** — **45** — **-** — **3**

Students will be withdrawn from this class if they have not completed ECED1110, 1120, 1230, 1610, 1620, 1630, 1640 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. ECED1610 or 1620 can be taken as a Corequisite with this class.

This course prepares students to plan a developmentally appropriate curriculum and environments for children ages 3-8 years of age. Topics include writing goals and objectives, lesson plans, daily schedules, working with parents, and inclusionary practices.

ECED2065 Child Care Head Teacher Practicum — **L** — **30** — **135** — **5**
ECED2066 Child Care Head Teacher Practicum (E-Focus) — **L** — **30** — **90** — **4**

Open only to declared ECED students. Prerequisites: Program Permission. Current first aid/CPR certification. ECED1050, 1060, 1110, 1120, 1130, 1160, 1220, 1224, 1230, 1260, 1610, 1620, 1630, 1640, and 2060.

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.

ECED2070 Family and Community Relationships — **L** — **45** — **-** — **3**

This course focuses on the development of skills, techniques, and attitudes needed to form successful collaboration with diverse family systems and communities. Ten hours of volunteer service learning required.

ECED2450 ECED Administration — **L** — **45** — **-** — **3**

Prerequisites: Program Permission, ENGL1010 and ECED2065/2901. Corequisite: ECED2510.

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.

ECED2510 ECED Administration Practicum — **L** — **-** — **45** — **1**

Prerequisite: Program permission required to register. ECED2065 Head Teacher Practicum or ECED2901 Head Teacher Co-Op. Corequisite: ECED2450.

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.

ECED2570 ECED Administration for the Entrepreneur Practicum — **L** — **-** — **90** — **2**

Prerequisite: Program permission required to register. ECED2066 or 2903, 2450 and 2510.

Practical experience in developing and administrating a quality early childhood education program.

ECED2617 Individualized Practicum — **L** — **-** — **45** — **1**
ECED2627 Individualized Practicum — **L** — **-** — **90** — **2**

Prerequisite: Program permission

Practicum experiences designed to meet individual and program needs.

ECED2800 Early Childhood Education Graduation Seminar — **L** — **30** — **-** — **2**

Prerequisite: ECED2065 or ECED2901/ECED2066 Program Permission. Open only to students graduating at the end of the current term.

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.

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		Location	Class	Lab	Credits
ECED2900	**Internship**	**L**	**1**	**240**	**4**

Prerequisite: 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. ECED1112 Applied Infant and Toddler Concept required for internship completion in an infant or toddler setting. ECED1475 Professional In-Home Care required for Internship completion in an in-home child care or nanny setting.

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 terms. Site must be licensed or approved child care setting. A one hour orientation is required at the beginning of the term.

ECED2901	**Child Care Head Teacher Cooperative Experience**	**L**	**30**	**180**	**5**

Program Permission required. ECED 1050, 1060, 1110, 1120, 1130, 1160, 1220, 1224, 1230, 1260, 1610, 1620, 1630, 1640, 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.

ECED2902	**Cooperative Experience**	**L**	**1**	**240**	**4**

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.

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 terms. Work site and job description must meet program standards. A one-hour orientation is required at the beginning of the term.

ECED2999	**Individual Special Project**	**L**	**-**	**-**	**1-4**

Prerequisite: Program Permission.

Selected educational experiences that provide intensive study and research on a topic beyond those included in the regular curriculum. Completed under the direction of a faculty member. Credit hours will vary.

ECON • Economics

ECON1200	**Personal Finance**	**B/L/M**	**45**	**-**	**3**

Prerequisite: Math competency recommended.

Covers the basic principles needed for effective personal financial management, including the practical applications of money management, budgeting, taxes, credit, insurance, housing, investments, and retirement planning.

ECON2110	**Principles of Macroeconomics**	**B/L/M**	**45**	**-**	**3**

It is recommended that students have a strong college level math and accounting background before taking this class.

This course is a study of the "big ideas" of macroeconomics such as GDP, inflation, unemployment, labor, and international trade. A look at public-policy decision making using macro theories such as: monetary policy, fiscal policy and other economic-stabilization theories, is also presented. This course will also examine the economic challenges facing our economy.

ECON2120	**Principles of Microeconomics**	**B/L/M**	**45**	**-**	**3**

It is strongly recommended to complete Macroeconomics ECON2110, and have a strong college level math and accounting background before taking this class.

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.

EDUC • Education

EDUC0940	**Math Praxis Test Prep**	**L**	**15**	**-**	**1**

This course is designed to provide preparation for the math portion of the Praxis exams to students wanting to pursue a teaching career.

EDUC0960	**Reading Praxis Test Prep**	**L**	**15**	**-**	**1**

This course is designed to provide preparation for the reading portion of the Praxis exam to students wanting to pursue a teaching career.

EDUC0980	**Writing Praxis Test Prep**	**L**	**15**	**-**	**1**

This course is designed to provide preparation for the writing portion of the Praxis exam to students wanting to pursue a teaching career.

EDUC1110	**Introduction to Professional Education**	**B/L**	**45**	**-**	**3**

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.

EDUC1610	**Teaching Matters**	**L**	**45**		**3**

This course is designed to introduce critical issues, responsibilities, roles and expectations in secondary education.

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		Location	Class	Lab	Credits
EDUC1700	**Professional Practicum I**	**B/L**	**8**	**23**	**1**

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.

EDUC2160 Children's Literature — **B/L** — **45** — **-** — **3**

(Cross-listed as ENGL2160) Prerequisite: A grade of "C" or higher in ENGL1010.

Survey of the various genres of children's literature with an emphasis on methods of critically evaluating, analyzing, and sharing both traditional and recent selections.

EDUC2165 Young Adult Literature — **B/L** — **45** — **-** — **3**

(Cross-listed as ENGL2165). Prerequisite: A grade of "C" or higher in ENGL1010.

Survey of the various genres of adolescent literature. Emphases on evaluation of quality, thematic study and the inter/cross-disciplinary uses of young adult literature.

EDUC2300 Introduction to Special Education — **L** — **45** — **-** — **3**

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.

EDUC2590 Instructional Technology — **B/L** — **45** — **-** — **3**

This course is an introduction to a variety of technologies and strategies for use in the instructional process to accommodate all learners. The focus will also be on the social, ethical, legal and human issues surrounding the use of technology. NOTE: It is strongly recommended that students complete EDUC1110 prior to taking this class.

EDUC2970 Professional Practicum Experiences II — **B/L** — **15** — **45** — **2**

Prerequisites: EDUC1700.

Guided participation in schools and/or agencies offering programs for children and/or youth. The professional role of the teacher, trends in teaching and certification, and other issues in teacher education will be addressed. Includes seminar component.

ELEC • Electrical & Electromechanical Technology and Electronic Systems Technology

ELEC1100 Introduction to Electronic Engineering — **L** — **30** — **45** — **3**

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.

ELEC1129 Engineering Electronics I — **L** — **53** — **68** — **5**

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.

ELEC1130 Fundamentals of Electronics Circuits — **L** — **68** — **68** — **6**

Fundamentals of Electronic Circuits covers electronic component identification, schematics and the introduction to simulation software, basic electrical concepts, Ohm's Law, Kirchhoff's laws; series, parallel, and combination circuits. Familiarization with VOM, oscilloscope, power supply and other basic lab equipment. Additionally, IPC-J-STD-001 acceptability of electronic assemblies along with standard soldering and ESD training will be taught.

ELEC1131 DC Principles — **M** — **45** — **90** — **5**

Prerequisite: MATH0950

An in-depth study of electrical concepts, using Ohm's Law, Kirchhoff's Voltage and Current laws to understand series, parallel, and combination circuitry. Magnetism is studied to gain knowledge of DC motors, generators and relays. Inductors and capacitors and their operation in DC circuits are also covered. Analyzation, diagnostic and trouble resolution skills are enhanced using the VOM, DMM, oscilloscope, power supplies and other lab test equipment.

ELEC1217 AC Principles — **M** — **45** — **90** — **5**

Prerequisite: ELEC1131 and Corequisite: MATH1050 or higher

A study of AC circuits using passive and reactive components, including series resonance and power factor correction circuitry. Single-phase transformers are introduced, along with power supply rectification and filtering. The oscilloscope is utilized to measure phase shift and to make indirect measurements. Introduction to three-phase systems concepts also are covered.

ELEC1219 Engineering Electronics II — **L** — **53** — **68** — **5**

Prerequisite: ELEC1129 and MATH0950 or equivalent

AC circuits containing resistors, inductors, and capacitors in series and parallel combinations, including resonant and non-resonant circuits; single phase transformers, rectification and filtering. Uses of oscilloscope and familiarization with function generator, frequency counter, and DMM.

ELEC1227 Digital Circuits — **L** — **30** — **45** — **3**

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.

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ELEC1240	**Fundamentals of Electronic Circuits II**	**L**	**68**	**68**	**6**

Prerequisite: ELEC1130

Fundamentals of Electronic Circuits II covers magnetism, transformers, circuits containing reactive components in series and parallel combinations. Topics will include filters, and frequency response. Lab will require use of oscilloscope, function generator, frequency counter, and DMM.

ELEC1245	**Digital Systems**	**L**	**60**	**45**	**5**

Prerequisite: ELEC1130

Digital Systems covers number systems, truth tables, and logic operations. Also includes Flip-Flop, arithmetic operations, digital registers, and analog/digital conversion. Microcontroller internal characteristics, instruction set, bus structures, memory and I/O interfacing, and data manipulation for microcontroller based systems. Programming techniques and concepts using an integrated Development Environment.

ELEC1317	**Active Devices**	**L**	**53**	**68**	**5**

Prerequisite: ELEC1219

Introduction to diodes, transistors, FETs, SCRs and TRIACs which make up complete electronic circuits. Device analysis, basic circuit design, and common troubleshooting practice for these devices.

ELEC1336	**CAD & Electrical Estimating**	**M**	**15**	**45**	**2**

Corequisite: ELEC1366.

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**	**15**	**45**	**2**

Electromechanical students will learn the fundamentals of freehand sketching and computer based drafting for maintenance purposes.

ELEC1356	**Fluid Power**	**M**	**45**	**45**	**4**

Prerequisite: MATH1050.

Study of fluid power (hydraulic and pneumatic) systems. Circuitry and various components, their design, operation, application, and maintenance.

ELEC1366	**Residential & Commercial Wiring I**	**M**	**45**	**90**	**5**

Prerequisite: ELEC1217 or special permission.

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**	**M**	**45**	**90**	**5**

Prerequisite: ELEC1366

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**	**L**	**53**	**68**	**5**

Prerequisite: ELEC1317.

Theory and lab experience in design, testing, troubleshooting, and repair of multistage, small signal and power amplifiers using discrete and integrated circuitry for linear amplifier and oscillator applications. Principles of audio, IF and RF amplifiers are addressed.

ELEC1436	**Power Transmissions & Lubricants**	**M**	**15**	**45**	**2**

Prerequisites: MACH1131

Fundamentals of power transmission equipment including belt drives, chain drives, couplings, bearings, seals, and lubrication.

ELEC1446	**Industrial Machines & Mechanical Systems**	**M**	**30**	**90**	**4**

Prerequisites: ELEC1356, ELEC1337, MACH1131, and WELD1191

The study of troubleshooting, repairing, and installing of mechanical equipment,

ELEC1482	**Advanced Digital Circuits**	**L**	**30**	**45**	**3**

Prerequisite: ELEC1227.

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**	**M**	**30**	**90**	**4**

Prerequisite: ELEC1367

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**	**M**	**30**	**90**	**4**

Prerequisite: ELEC1496

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.

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		Location	Class	Lab	Credits
ELEC2144	**Motors and Controllers**	**M**	**30**	**90**	**4**

Prerequisite(s): ELEC1217 or ELEC1233

An in-depth study into the operation, application, wiring and troubleshooting of a three-phase motor and the controls circuits used in industrial settings. Included are the use of start/stop stations, emergency stop systems, forward and reversing controls, timing devices and relays. Also, included is the study of various types of single phase motors and their particular uses, the use of fused disconnects, thermal overloads, NEMA starters and NEMA enclosures for proper design in given situations.

ELEC2150	**Fundamentals of Electronic Circuits III**	**L**	**68**	**68**	**6**

Prerequisite: ELEC1240

Fundamentals of Electronic Circuits III covers diodes, transistors, SCR's, and TRIAC's and other integrated semiconductor devices. Analysis, basic circuit design, and common troubleshooting practice for these components will be discussed. Experience in testing/troubleshooting audio amplifiers and power supplies using discrete/operational amplifiers will also be covered.

ELEC2155	**Automation, Communications and Alarm Systems**	**M**	**45**	**90**	**5**

Prerequisite: ELEC1217 or ELEC1233

Introduction to automation devices and their applications. Installation and maintenance of data communications systems, and security and fire alarm systems.

ELEC2164	**Transformers, Three-Phase Systems and Predictive Maintenance**	**M**	**45**	**90**	**5**

Prerequisite(s): ELEC1217 or ELEC1233

Study of transformers including three-phase use with balanced and unbalanced loads. Orientation, planning, and practical application of setting up a Predictive Maintenance Program for inspection, testing, cleaning, fabricating and adjusting of equipment.

ELEC2519	**Communications Systems**	**L**	**53**	**68**	**5**

Prerequisites: ELEC1422 and ELEC1482.

Introduction to voice communication principles in electronics. Public and private telephone systems are described including local loops, PBX and long distance techniques. Telephone transmission, switching and signaling systems are covered 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**	**L**	**30**	**45**	**3**

Prerequisite: ELEC1482.

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**	**M**	**30**	**45**	**3**

Prerequisite: ELEC2144 or ELEC1344. Corequisite: ELEC2564.

An introduction to number systems, logic functions, Boolean algebra and the Programmable Logic Controller (PLC).

ELEC2546	**Electrical Machine Controls**	**M**	**15**	**45**	**2**

Prerequisite: ELEC1344

Continuation of ELEC1344 (Motor Controls) with more emphasis on design, troubleshooting and repair of electrical circuits.

ELEC2550	**Fundamentals of Electronic Circuits IV**	**L**	**68**	**68**	**6**

Prerequisite: ELEC2150

Introduction to voice communication principles in electronics. Introduction to data communication covering phone systems, cellular, PBX, and analog/digital modulation schemes. Antenna radiation patterns, impedance matching, and other transmission mediums. Student will use RF generators, Spectrum analyzer, Fiber optics splicer and Wattmeters.

ELEC2555	**Industrial Communications & Alarm Systems**	**M**	**15**	**45**	**2**

Prerequisite: ELEC1233

Installation and maintenance of data communications systems, security/fire alarm systems, and telephone systems.

ELEC2564	**Industrial Electronic Controls**	**M**	**45**	**135**	**6**

Prerequisite: ELEC2144

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**	**L**	**30**	**45**	**3**

Prerequisite: ELEC1422

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**	**M**	**45**	**113**	**5.5**

Prerequisite: ELEC2564, Co-prerequisite: ELEC2624

This course focuses on robotics, servo systems and the integration of automated equipment.

ELEC2624	**Programmable Logic Controllers II**	**M**	**45**	**135**	**6**

Prerequisites: ELEC2534 and ELEC2564. Corequisite: ELEC2614

Programming, wiring, and troubleshooting of Programmable Logic Controller (PLC).

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		Location	Class	Lab	Credits
ELEC2640	**Advanced Communications Systems**	**L**	**30**	**45**	**3**

Prerequisite: ELEC2519.

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**	**L**	**30**	**45**	**3**

Prerequisite: ELEC2530.

Advanced design, circuit construction, and troubleshooting of digital systems such as those encountered in computers, digital communications circuits, and other industrial control applications. Assembly language programming and hardware interfacing techniques will be covered for both microprocessor and microcontroller based systems.

ELEC2750	**Video Systems**	**L**	**45**	**68**	**4.5**

Prerequisite: ELEC2570.

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.

ELEC2751	**A/V Distribution and Surveillance**	**L**	**45**	**23**	**3.5**

Prerequisite: ELEC2150

A/V Distribution and Surveillance covers display technologies, security systems, video surveillance, and access control. A/V distribution, hardware, and software will be discussed. Various troubleshooting projects both in-house and external will be used for practice.

ELEC2753	**PC Operating Systems & Hardware**	**L**	**45**	**23**	**3.5**

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**	**L**	**38**	**23**	**3**

Prerequisite: ELEC1245

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**	**38**	**23**	**3**

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.

ELEC2761	**Routing and Switching Essentials**	**L**	**38**	**23**	**3**

Prerequisite: ELEC2760.

This course describes the architecture, components and operations of routers and switches in a small network. How to configure a router and a switch for basic functionality. Configuration of Static and Dynamic routing (RIP), how to read routing tables, configuration of switches, VLANs, Access Control List (ACL) Dynamic Host Control Protocol (DHCP), Network Address Translation protocol (NAT), device discovery, management and maintenance of routers and switches.

ELEC2823	**Network Operating Systems & Administration**	**L**	**30**	**45**	**3**

Prerequisites: ELEC2753 and ELEC2760.

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**	**L**	**30**	**23**	**2.5**

Prerequisite: ELEC1130

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**	**L**	**30**	**45**	**3**

Prerequisite: ELEC2760 and ELEC2761

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**	**L**	**30**	**45**	**3**

Prerequisites: ELEC2760, ELEC2761 and ELEC2860.

This course describes the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network.

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		Location	Class	Lab	Credits
ELEC2863	**Programmable Logic Controllers in Automation Systems**	**L**	**30**	**45**	**3**

Prerequisite: ELEC1245 or Program Director Approval

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.

ELEC2864	**Advanced Programmable Logic Controllers in Automation Systems**	**L**	**23**	**45**	**2.5**

Prerequisites: ELEC2863 or Program Director Approval

An in-depth study of programming techniques used with Programmable Logic Controllers (PLC's) systems and of the configurations used in Industrial Control systems with supporting labs.

ELEC2865	**Advanced Networking**	**L**	**53**	**45**	**4.5**

Prerequisite(s): ELEC2760, ELEC2761 or Electronics Program Director approval

This course is a combination of CISCO Scaling Networks, Connecting Networks and IP phone configuration. Students will learn how to configure routers, switches advance functionality and troubleshoot. Some of the topics covered are OSPF, EIGRP, STP in both IPv4 and IPv6, DCHIP, DNS, implement IPSec, VPN, WAN configurations, Redundanties and IP voice configurations.

ELEC2883	**Robotics and Vision Systems**	**L**	**23**	**45**	**2.5**

Prerequisite: ELEC2530 or Program Director Approval

Lecture and lab projects featuring an in-depth study of industrial robotic systems and Smart Image Sensor technology programming and interfacing in automation systems.

ELEC2900	**CCNA Security**	**L**	**38**	**23**	**3**

Prerequisite(s): ELEC2761

The CCNA Security course will describe security threats, then implement various security techniques for routers and switches to include AAA, ACLs, IPS, and IDS. Mitigate threats to email, web based and endpoint attacks and common layer 2 attacks. Implement VPNs remote access and site-to-site VPNs.

ELEC2999	**Special Projects**	**L**	**15-45**		**1-3**

Prerequisite: Program Director approval

Special project as assigned by Program Director.

ELET • Electrician Construction – IBEW Option

ELET1710	**DC Theory, Conduit Fab & NEC**		**45**	**45**	**4**

Corequisite: ELET1712

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).

ELET1711	**DC Theory II, Conduit Fab II and Blueprints**		**45**	**45**	**4**

Prerequisite(s): ELET1710 and ELET1712, Corequisite: ELET1713

A more in-depth study of DC theory and the properties of DC electrical circuits. A more comprehensive study of Conduit Bending, the different types of raceways and their applications. The introductory course on blueprint reading will be covered. This will include learning the different scales used, how to identify blueprint symbols used on a residential print and learn about specifications and how they are used. Learn how to accurately take electrical measurements using a digital multimeter.

ELET1712	**Electrical Wiring Applications I**		**-**	**90**	**2**

Corequisite: ELET1710

On the Job Training (OJT) to apply construction electrician principles covered in ELET1710.

ELET1713	**Electrical Wiring Applications II**		**-**	**90**	**2**

Prerequisite(s): ELET1710 and ELET1712, Corequisite: ELET1711

On the Job Training (OJT) to apply construction electrician principles covered in ELET1711.

ELET1716	**AC Theory, NEC, NFPA 70E and Blueprint Reading**		**45**	**45**	**4**

Prerequisite(s): ELET1711 and ELET1713, Corequisite: ELET1718

The theory of Alternating Current (AC) circuits are analyzed and calculated. Learn how to properly use test instruments through lab exercises. An in-depth study of how the NEC is constructed along with a study of what each chapter covers. Wire sizing for branch circuits and Feeders are analyzed and calculations made. The next level of Blueprint Reading is covered, and Electrical Safe Work Practices are introduces.

ELET1717	**AC Theory II, Test Inst. and Blueprint Reading II**		**45**	**45**	**4**

Prerequisite(s): ELET1716 and ELET1718, Corequisite: ELET1721

The theory of Alternating Current (AC) circuits are studied further and multiple exercises are completed to reinforce the concepts. Learn how to properly use test instruments for AC circuits through lab exercises. The fundamentals of Specifications and Blueprint Reading is discussed further. Several job application exercises are completed including, but not limited to: conductor splicing, installing different types of luminaires in ceilings, installing different raceway systems both exposed and concealed, installing boxes in existing walls and terminating CAT 5 & 6 wall jacks.

ELET1718	**Electrical Wiring Applications III**		**-**	**90**	**2**

Prerequisite(s): ELET1711 and ELET1713, Corequisite: ELET1716

On the Job Training (OJT) to apply construction electrician principles covered in ELET1716.

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	Location	Class	Lab	Credits

ELET1721 Electrical Wiring Applications IV - 90 2

Prerequisite(s): ELET1716 and ELET1718, Corequisite: ELET1717

On the Job Training (OJT) to apply construction electrician principles covered in ELET1717.

ELET1722 AC Theory III, Haz. Loc. and Fire Alarm 45 45 4

Prerequisite(s): ELET1717 and ELET1721, Corequisite: ELET1726

The theory of Alternating Current (AC) circuits are studied further and multiple exercises are completed to reinforce the concepts. A review and use of the various test instruments. Hazardous Locations is covered in detail along with the articles in the NEC that deal with those classified areas. The concepts of fire alarm systems and the devices used in conjunction with them is covered. Several hands-on fire alarm labs accompany this training.

ELET1723 NFPA 70E, OCPD's & Grd and Bond 45 45 4

Prerequisite(s): ELET1722 and ELET1726, Corequisite: ELET1727

NFPA 70E is discussed further and an arc flash risk assessment and a hazard risk assessment are completed. The study of the various Overcurrent Protection Devices (OCPD) are covered in detail. The concepts of Grounding and Bonding are covered along with the types of grounding electrodes, their connections and how to properly calculate their sizes. The understanding of the total costs involved with a project are covered along with the importance of planning and communication.

ELET1726 Electrical Wiring Applications V - 90 2

Prerequisite(s): ELET1717 and ELET1721, Corequisite: ELET1722

On the Job Training (OJT) to apply construction electrician principles covered in ELET1722.

ELET1727 Electrical Wiring Applications VI - 90 2

Prerequisite(s): ELET1722 and ELET1726, Corequisite: ELET1723

On the Job Training (OJT) to apply construction electrician principles covered in ELET1723.

ELET1728 Motors, Lightning Protection, Lighting Fundamentals 45 45 4

Prerequisite(s): ELET1723 and ELET1727, Corequisite: ELET1732

An in-depth study of the general principles of AC and DC motors. The concepts and multiple devices of Motor Controls and the applications used. Lightning protection systems, design and installation requirements. The science of lighting, the various types of lighting, their applications and how they are controlled are covered. The concept of Programmable Logic Controllers, how they function and how to program a PLC using ladder logic. A study of building automation concepts are covered.

ELET1731 Motor Controls, VFD and PLC 45 45 4

Prerequisite(s): ELET1728 and ELET1732, Corequisite: ELET1733

The concepts of Motor controls, the devices used and applications are covered in detail. Different types of motors and how they can be controlled using a Variable Frequency Drive (VFD). In depth study of Programmable Logic Controllers (PLC) and how they are utilized in today's electrical industry. The concept of Building Automation and the components that make up those systems are covered.

ELET1732 Electrical Wiring Applications VII - 90 2

Prerequisite(s): ELET1723 and ELET1727, Corequisite: ELET1728

On the Job Training (OJT) to apply construction electrician principles covered in ELET1728.

ELET1733 Electrical Wiring Applications VIII 90 2

Prerequisite(s): ELET1728 and ELET1732, Corequisite: ELET1731

On the Job Training (OJT) to apply construction electrician principles covered in ELET1731.

ELET1736 TeleComm, Power Qual., UPS and EVITP 45 45 4

Prerequisite(s): ELET1731 and ELET1733, Corequisite: ELET1738

Structured Cabling systems are discussed in detail and certification testing is completed. The concepts of Uninterruptible Power Supply (UPS) systems and Fuel Cells, their components and applications. The fundamentals of Power Quality and its effects on an electrical system are covered in detail. Electric Vehicle Infrastructure Training Program (EVITP) is covered and a certification exam is given. The theory of Torque and the real world electrical torque applications is covered.

ELET1737 PV, Rigging, NEC Calculations 45 45 4

Prerequisite(s): ELET1736 and ELET1738, Corequisite: ELET1739

A complete study of Photovoltaic (PV) systems, the fundamentals of solar radiation, site surveys, modules, arrays and much more. How to size the PV systems along with the commissioning, maintenance and troubleshooting of it. How to rig, signal and hoist loads safely and properly. An in-depth study of the calculations used throughout the 2017 NEC. Review key concepts of OCPD's along with protection for motor branch circuits and transformers.

ELET1738 Electrical Wiring Applications IX - 90 2

Prerequisite(s): ELET1731 and ELET1733, Corequisite: ELET1736

On the Job Training (OJT) to apply construction electrician principles covered in ELET1736.

ELET1739 Electrical Wiring Applications X 90 2

Prerequisite(s): ELET1736 and ELET1738, Corequisite: 1737

On the Job Training (OJT) to apply construction electrician principles covered in ELET1737.

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		Location	Class	Lab	Credits

EMTL • Emergency Medical Services

EMTL1265 Emergency Medical Responder — L | 38 | 23 | 3

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.

EMTL1305 EMT-Emergency Medical Technician — L | 90 | 90 | 8

Prerequisite: Student must be at least 16 years of age

This interactive course is designed to teach the foundational aspects of emergency medical care required for an EMT, including airway management, patient communication, trauma and medical patient assessment and care for all sick and injured patient populations. 12-lead ECG placement, hazardous material awareness and major incident operations will also be discussed. At the successful 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 | - | 3

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 | 38 | 23 | 3

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 | 45 | 23 | 3.5

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 refrigeration theory and principles will be covered in detail.

ENER1210 Electrical Power Theory — M | 53 | 23 | 4

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 taken concurrently.

ENER1220 Process Dynamics — M | 38 | 23 | 3

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.

ENER1235 Technical Diagrams — M | 30 | - | 2

This course will cover the symbols and diagrams commonly used on electrical schematics, one line diagrams, 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.

ENER1250 Emission Control Systems — M | 30 | - | 2

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.

ENER1255 Instrumentation and Control Systems — M | 45 | 45 | 4

Prerequisite(s): ENER1115, ENER1235, PHYS1017 or PHYS1150 or PHYS1410 or higher Physics course

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.

ENER1900 Internship — M | 15 | 120 | 3

Prerequisite(s): ENER2120

On-the-job experience as a plant operator with employers. Application of skills and knowledge acquired in previous semesters. This work experience is non-paid employment. Students will meet with Internship Education Coordinator at the beginning of the course for pre-site visit orientation and related activities. Each site visit will consist of approximately 40 hours of on the job experience at various energy generating facilities. Students will maintain a daily record of each work experience.

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		Location	Class	Lab	Credits
ENER2100	**Motor Controls and Switchgear**	**M**	**38**	**23**	**3**

Prerequisite(s): ENER1210

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.

ENER2102	**Nuclear Energy**	**M**	**30**	**-**	**2**

Prerequisite(s): MATH1050

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. 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. 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 technology career pathways will be discussed.

ENER2120	**Boilers and Steam Turbines**	**M**	**45**	**-**	**3**

Prerequisite(s): ENER1235 and ENER1255

This is an introduction to the basic operation and maintenance of boilers and steam turbines. Practical system block diagrams are presented and explained for steam turbine systems as used in industrial processing plants such as biofuels and electricity-generating plants. System flow diagrams and block-level troubleshooting techniques are covered. Emphasis throughout is on the vital interrelationship of operation, maintenance, inspection, controls, and safety devices.

ENER2130	**Green Energy Technologies**	**M**	**45**		**3**

Prerequisite(s): Permission by Program Director

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.

ENER2135	**Atomic Structures**	**M**	**30**	**-**	**2**

Prerequisite(s): ENER2102

Topics include atomic structure, a review of atoms and their fundamental structures, review of the 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.

ENER2140	**Electric Power Transmission Fundamentals**	**M**	**23**	**23**	**2**

Prerequisite(s): ENER1210 or permission by Program Director

This course will introduce the fundamentals of electrical transmission system management. Transmission and substation schematics and control systems are modeled. Inter-relationship of generation, load, voltage, and frequency are demonstrated. Identification of faults within the system, operation of isolating equipment, and recovery strategies by operators will be practiced on a simulated transmission system.

ENER2205	**Nuclear Power Plant Layout**	**M**	**45**	**-**	**3**

Prerequisite(s): ENER2102

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.

ENER2220	**Reactor Plant Materials**	**M**	**30**	**-**	**2**

Prerequisite(s): ENER2102 and ENER2530

This course provides students with an understanding of the various materials used in the operation of a nuclear power plant. Topics include phase balance of materials, mechanical properties and behavior of materials, environmental effects on materials, and nuclear-specific topics such as fuel pellets, fuel rod cladding, control rods, radiation effects on materials, enrichment of radioactive isotopes and fuel pellet fabrication.

ENER2230	**Radiation Detection and Protection**	**M**	**23**	**23**	**2**

Prerequisite(s): ENER2102

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.

ENER2240	**Reactor Safety**	**M**	**30**	**-**	**2**

Prerequisite(s): ENER2102

This course includes an explanation of reactor water chemistry fundamentals. We will cover basic concepts related to nuclear plant protection including administrative controls, procedural concepts and automatic reactor plant protection. Concepts related to accident analysis will be covered. Explanation of basic concepts related to transient prevention and mitigation of core damage and accident management is included.

ENER2300	**Coal Plant Operations & Troubleshooting**	**M**	**38**	**23**	**3**

Prerequisite(s):ENER2120

Introduction to the general layout and system operations of a typical coal-fueled electric generating plant. Coal-handling systems, emission controls, life-cycle parts monitoring, combustion controls, fire systems, steam, water, air systems and general operations of a coal plant are covered. Troubleshooting scenarios are introduced and practiced. Lab must be taken concurrently.

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		Location	Class	Lab	Credits

ENER2400 Gas Turbines & HRSG Systems — M | 23 | 23 | 2

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.

ENER2500 Biofuels Process Fundamentals — M | 45 | - | 3

This advanced process course pulls together the various concepts involved including distillation and evaporation as they are used in a typical biofuels processing plant. Biofuels Process Fundamentals explores principles of life science related to the production of biofuels from diverse sugar, starch, and cellulose feedstocks such as bioethanol, biodiesel, biogas, and algae. Topics include photosynthesis, 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. Microbial metabolic pathways in fermentation are also presented.

ENER2520 Industrial Microbiology — M | 23 | 23 | 2

Introduces students to structure, classification, and ecology of microorganisms, especially as it relates to a biofuels processing plant and other industrial processes. Will include experience in microbiological laboratory practices and techniques, basic microbial metabolism as well as study of the enzymes supporting industrial microbiology facilities.

ENER2530 Process Plant Chemistry — M | 23 | 23 | 2

Introduces students to the science of chemistry and how it relates to process plant operations. Basic concepts of chemistry will be covered including atomic structure, chemical bonding, chemical reactions, water chemistry, pH, oxidation-reduction reactions, biochemistry and topics specifically related to process operations such as corrosion, scaling, reverse osmosis and ion exchange.

ENER2999 Special Project — M | 15-45 | - | 1- 3

Special project as assigned by Program Director.

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 — B/L/M | 15 | - | 1

Prerequisite: Appropriate placement score and recommended concurrent enrollment in 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.

ENGL0960 Beginning College Reading/Writing — L/M | 45 | - | 3

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.)

ENGL0985 Intermediate College Reading/Writing — B/L/M | 45 | - | 3

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.)

ENGL0995 Writing Workshop I — B/L/M | 15 | - | 1

Prerequisite: Appropriate placement in ENGL0960 or higher.

ENGL0995 is one of two supplemental writing support courses for students who are co-enrolled in one of the following or any other writing-intensive courses: ENGL0960, ENGL0985, ENGL1010. Students should elect to take this course or ENGL0996 to get regular, individualized writing support from a faculty member in a small cohort.

ENGL0996 Writing Workshop II — B/L/M | 15 | - | 1

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.)

ENGL0999 College English Studies — L | 75 | - | 5

Prerequisite: Appropriate writing placement score.

This is a developmental English course that covers reading, writing, and critical thinking along with skill building in the areas of technology, study skills, and academic resources. (Note: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL1010 English Composition I — B/L/M | 45 | - | 3

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.

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		Location	Class	Lab	Credits
ENGL1020	**English Composition II**	**B/L/M**	**45**	**-**	**3**

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.

ENGL1110	**Business Communications**	**B/L/M**	**45**	**-**	**3**

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.

ENGL1510	**Introduction to Creative Writing**	**B/L/M**	**45**	**-**	**3**

Prerequisite: A grade of "C" or higher in ENGL1010.

Study and practice of the techniques of creative writing of both fiction and poetry.

***ENGL2050**	**Modern Fiction**	**B/L/M**	**45**	**-**	**3**

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.

***ENGL2100**	**Introduction to Literature**	**B/L/M**	**45**	**-**	**3**

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.

ENGL2140	**Introduction to Shakespeare**	**B/L**	**45**	**-**	**3**

Prerequisite: Eligible for 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.

***ENGL2150**	**Introduction to Women's Literature**	**B/L**	**45**	**-**	**3**

Prerequisite: A grade of "C" or higher in ENGL1010.

An examination of women's writing within the contexts of history, culture, environment, and media. Through critical reading, analysis, and writing, students will more fully understand the relevance of women's perspectives to literature and society.

ENGL2160	**Children's Literature**	**B/L**	**45**	**-**	**3**

(Cross-listed as EDUC2160) 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.

ENGL2165	**Young Adult Literature**	**B/L**	**45**	**-**	**3**

(Cross-listed as EDUC2165) Prerequisite: A grade of "C" or higher in ENGL1010.

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.

ENGL2200	**Science Fiction Literature**	**L**	**45**	**-**	**3**

Prerequisite: A grade of C or higher in ENGL1010.

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.

ENGL2210	**American Literature from 1865**	**L**	**45**	**-**	**3**

Prerequisite: A grade of C or higher in ENGL1010.

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.

ENGL2220	**British Literature Post-1800**	**L**	**45**	**-**	**3**

Prerequisite: A grade of C or higher in ENGL1010.

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.

ENGL2440	**African American Literature**	**B/L**	**45**	**-**	**3**

Prerequisite: A grade of "C" or higher in ENGL1010.

This course provides an introduction to African American poetry, short fiction, essays and autobiographical writings. With an emphasis on historical and social contexts, the course focuses on literature as a means for reseeing the past and, consequently, understanding the present.

***ENGL2450**	**Native American Literature**	**B/L**	**45**	**-**	**3**

Prerequisite: A grade of "C" or higher in ENGL1010.

An introduction to writings by Native Americans to include various 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.

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		Location	Class	Lab	Credits
***ENGL2460**	**Latino/a & Latin American Literature**	**B/L**	**45**	**-**	**3**

Prerequisite: A grade of "C" or higher in ENGL1010.

A study of the relationships and parallel aspects between Latin American and Latino literature in the United States. The course provides a general chronological, and thematic introduction to verse, fiction, travels and memoirs written by Latin American writers and U.S. citizens of Latin American descent and their contribution to U.S. literature. Social, historical, and political backgrounds that have given rise to the literature are also emphasized along with an analysis of the literary techniques and motifs that authors employ in their aesthetic productions.

***ENGL2470**	**Asian American Literature**	**B/L**	**45**	**-**	**3**

Prerequisite: A grade of "C" or higher in ENGL1010

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.

ENGL2520	**Fiction Writing**	**B/L**	**45**	**-**	**3**

Prerequisite: A grade of "C" or higher in ENGL1010.

Designed to teach the fundamentals of writing fiction, both theory and application.

ENGL2530	**Poetry Writing**	**B/L**	**45**	**-**	**3**

Prerequisite: A grade of "C" or higher in ENGL1010.

Designed to teach the fundamentals of writing poetry, both theory and application.

ENGL2560	**Technical Writing**	**B/L**	**45**	**-**	**3**

Prerequisite: A grade of "C" or higher in ENGL1010.

Introduction to design principles, style, and strategies for technical writing. Communication formats and styles for various audiences, purposes, and situations are practiced.

ENGL2980	**Special Topics in Literature**	**B/L/M**	**45**	**-**	**3**

Prerequisite: Grade of "C" or higher in ENGL1010.

Topics vary each term. The purpose of this class is to explore a specific topic or period of literature.

ENGR • Engineering

ENGR1010	**Engineering Design**	**B/L**	**45**	**-**	**3**

Prerequisite: Grade of "C" or higher in MATH1150 or higher or appropriate score on the math placement test, or by permission.

Introduction to the engineering profession, engineering problem solving and engineering design with an emphasis on current topics. Course material will be presented using projects and group learning activities.

ENGR1020	**MATLAB Programming and Problem Solving**	**B/L**	**45**	**-**	**3**

Prerequisite: Grade of "C" or higher in MATH1150 or higher or appropriate score on the math placement test.

This course introduces students to the engineering problem solving process in the context of high level structured computer programming. The course consists of a sequence of programming assignments that require students to write computer programs to solve engineering problems. All of the computer assignments will be written in MATLAB.

ENGR2010	**Introduction to Circuits and Electronics**	**B/L**	**45**	**30**	**4**

Prerequisite: PHYS2120 is recommended

This course covers basic circuit analysis, including direct currents, alternating currents, and operational amplifiers. The course also includes basic digital signals and circuits. The course is taught in an interactive style that integrates lecture, laboratory, and small- group activities into one combined session.

ENGR2020	**Engineering Statics**	**B/L**	**45**	**-**	**3**

Prerequisite: Grade of "C" or higher in MATH1700 and PHYS2110.

Mechanics is the physical science which deals with the effects of forces on objects. The statics portion of mechanics is concerned with the equilibrium of bodies under action of forces. This course is in basic engineering statics and is based on the existing UNL course ENGM 233 Engineering Statics.

ENTR • Entrepreneurship

ENTR1050	**Introduction to Entrepreneurship**	**B/L/M**	**45**	**-**	**3**

The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.

ENTR2040	**Entrepreneurship Feasibility Study**	**B/L/M**	**45**	**-**	**3**

Students will assess the viability of a business idea to determine if the concept is feasible for business startup, expansion or long term growth. The student will identify and analyze through basic research the present climate to determine current trends for their business idea by completing an industry, target market and competitive analysis. The student will begin to assess the financial needs for the business idea in addition to their own skill, strengths and talents to launch a successful business idea.

ENTR2050	**Marketing for the Entrepreneur**	**B/L/M**	**45**	**-**	**3**

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.

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		Location	Class	Lab	Credits

ENTR2060 Entrepreneurship Legal Issues B/L/M 45 - 3

Prerequisite: BSAD1090 recommended.

The student will explore legal issues related to business entities. Students will review contract law, articles of incorporation and the filing process, intellectual property, employment law, personnel policies and procedures, the hiring process, job descriptions, disciplinary actions, and business insurance.

ENTR2070 Entrepreneurship Financial Topics B/L/M 45 - 3

Prerequisite: OFFT1310 or ACCT1200 recommended.

This course will cover financial topics for entrepreneurial businesses. Financial topics include budgeting, financial statements, and learning how to work with an accounting professional. Other topics include funding, income tax, sales and use tax, payroll tax, unemployment tax, employee benefits and retirement planning.

ENTR2090 Entrepreneurship Business Plan B/L/M 45 - 3

Prerequisites: ENTR1050 & ENTR2040 recommended.

The student will evaluate a business concept and create a business plan. Students will assess the strengths and weaknesses of a business concept; apply research data into the plans; and prepare the financial projections for the business concept. Students will identify and evaluate various resources available for funding small businesses.

EVOM • Event-Venue Operations Management

EVOM1060 Customers and the Event Experience O 45 - 3

This course will engage students in all aspects of an event, allowing them to understand the motivations and servicing of visitors to leisure, tourist and event destinations, venues and attractions. The course will focus on the retail elements of events such as ticketing and hospitality, the motivation behind purchases, and the importance of service delivery.

EVOM1150 Venue Operations Management O 45 - 3

This course will examine and explore health, safety, security, risk assessment, and emergency planning for events and venues, as well as their practical implementation. Students will gain technical industry knowledge needed to prepare them to work at venues where licensable activities occur.

EVOM2402 Fundamentals of Event Planning O 45 - 3

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.

FESM • Fire and Emergency Services Management

FESM2700 Fire and Emergency Services Instructor I L 45 - 3

Prerequisites: FIRE1220 or Firefighter II certification or program director approval.

Prepares students to deliver fire and emergency services instruction. Includes planning for instruction, student preparation, lesson delivery, reinforcement through application, student evaluation and summarizing a lesson. Addresses the requirements of NFPA
1041 Standard for Fire Service Instructor Professional Qualifications for Fire Service Instructor I. Upon successful completion students are eligible to apply for Fire Instructor I certification through the Nebraska State Fire Marshal.

FESM2730 Structural Firefighting Strategy and Tactics L 45 - 3

Prerequisites: FIRE1220 or Firefighter II certification or program director approval.

Explains the development and implementation of an initial action plan for structure fires. Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Includes exercises which demonstrate decision making necessary to achieve life safety, incident stabilization and property conservation goals in a safe and effective manner.

FESM2750 Fire and Emergency Services Administration L 45 - 3

Prerequisites: FIRE1220 or Firefighter II certification or program director 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.

FINA • Financial Investing

FINA1130 Fundamentals of Investing L 45 - 3

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.

FINA2100 Principles of Banking B/L/M 45 - 3

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.

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Location	Class	Lab	Credits

FIRE • Fire Protection Technology

FIRE1100 Principles of Emergency Services — L | 45 | - | 3

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.

FIRE1210 Structural Firefighter I — L | 60 | 90 | 6

Prerequisites: At least ENGL0985 or equivalent placement score; MATH0950 or equivalent placement score; and FIRE1100 and FIRE 1310 or program director approval.

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.

FIRE1220 Structural Firefighter II — L | 15 | 50 | 2

Prerequisites: FIRE1210 or Firefighter I certification.

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.

FIRE1230 Structural Firefighting Operations — L | 30 | 68 | 3.5

Prerequisites: FIRE1210 or Program Director approval

Applies Firefighter I and II skills to fireground evolutions as specified in NFPA 1410: Standard on Training for Initial Emergency Scene Operations. Addresses fire dynamics, pre-fire planning, incident management, size-up strategies and tactics.

FIRE1240 Fireground Survival and Rapid Intervention — L | 30 | 68 | 3.5

Prerequisites: FIRE 1210 or Firefighter I Certification or Program Director Approval.

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.

FIRE1310 Hazardous Materials Operations — L | 30 | 45 | 3

Prerequisites: ENGL0985 or equivalent placement score; MATH0950 or equivalent placement score; and FIRE1100 or program director approval.

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.

FIRE1410 Wildland Firefighter Type II — L | 45 | - | 3

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.

FIRE2110 Fire Behavior and Combustion — L | 45 | - | 3

Explores the theories and fundamentals of how and why fires start, spread and are controlled. Addresses physical and chemical properties of fire and thermal dynamics. Explains characteristics of water and other fire extinguishing agents.

FIRE2120 Building Construction for Fire Protection — L | 45 | - | 3

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.

FIRE2140 Fire Protection Systems — L | 45 | - | 3

Provides information relating to the features of design and operation of building fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. Addresses requirements of automatic sprinkler systems, standpipe systems and fire pumps.

FIRE2150 Fire and Emergency Services Safety and Survival — L | 45 | - | 3

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.

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		Location	Class	Lab	Credits
FIRE2230	**Fire Investigation I**	**L**	**45**	**-**	**3**

Prerequisites: FIRE2110 and FIRE2120

Provides the fundamentals and techniques for initial fire scene investigation. Includes fire scene interpretation, identification of point of origin, fire cause determination, detection and preservation of evidence, scene security, and motives of fire setters.

FIRE2510	**Fire Inspector I**	**L**	**45**	**-**	**3**

Prerequisites: FIRE2120 and FIRE2140

Prepares students to conduct fire and life safety inspections based upon NFPA 101 Life Safety Code and the International Fire Code. Includes methods of determining occupancy and occupant load, identification of types of construction, inspection of fire protection systems, identification of hazardous conditions and code enforcement. Addresses requirements of NFPA 1031 Standard for Professional Qualifications for Fire Inspector and Plan Examiner at the Fire Inspector I level.

FIRE2520	**Fire and Life Safety Educator**	**L**	**45**	**-**	**3**

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.

FIRE2900	**Fire Protection Internship**	**L**	**-**	**180**	**3**

Prerequisite: Program Director approval

Structured temporary work-related (on-the-job training) experience. Provides an understanding of employee expectations within an emergency medical, fire protection or public safety agency or organization.

FIRE2999	**Individual Special Topic**	**L**	**-**	**90**	**2**

Prerequisite: Program Director approval.

Study of selected topic in fire protection technology by doing additional research and development in an area of interest.

FSDT • Culinary/Hospitality

FSDT1010	**Introduction to Culinary/Hospitality**	**L**	**30**	**-**	**2**

Prerequisites: Math0950 or equivalent Corequisites: FSDT1020 and FSDT1602

Career options, mission statements and the professional organizations associated with the industry. 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. Course will include work simplification techniques, history of the industry, social issues, other career related topics and portfolio development.

FSDT1020	**Culinary Fundamentals**	**L**	**30**	**90**	**4**

Corequisites: FSDT1010

Basic culinary fundamentals and skills. Industry terminology, equipment identification, science of foods: stock, sauces, soups, meats, poultry and fish, vegetables, eggs and breakfast, starches, fruits, hors d oeuvres, salads, basic baking techniques, garnishing, plating, knife skills, cooking preparation techniques and more.

FSDT1030	**Guest and Beverage Service**	**L**	**30**	**-**	**2**

A study of the server's job, types of establishment, and different types of service. 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. 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.

FSDT1040	**Advanced Culinary Fundamentals**	**L**	**30**	**45**	**3**

Prerequisite: FSDT1010, FSDT1020, and FSDT1602

Advanced techniques and topics related to the Culinary Arts industry. Includes areas of focus and lab work in advanced knife skills, sharpening techniques, terminology, fabrication of poultry/meats/seafood/game, cheese classification, derivative sauces, vegetables, starches, mystery baskets and tableside cooking.

FSDT1050	**Baking and Pastry Fundamentals**	**L**	**15**	**45**	**2**

Prerequisite: FSDT1010, FSDT1020, and FSDT1602

Students will learn various techniques for pastries and prepare quality finished products comparable to those done by professional Bakers and Pastry Chefs in the industry. Formulas and techniques for breads, laminate doughs, quick breads, yeast and cake doughnuts, pies, cake missing and assembling and fancy cookies.

FSDT1060	**Cake Design**	**L**	**15**	**45**	**2**

Prerequisite: FSDT1010, FSDT1020, and FSDT1602

Cake decorating using basic techniques, decorator's icing and royal icing. Including classic and modern techniques. Shaped and carved cakes, fondant, marzipan, pastillage, royal icing and cumulating to a fully design and finished wedding cake.

FSDT1070	**Service Practicum**	**L**	**-**	**90**	**2**

Prerequisite: FSDT1030

Guest service for Restaurant and catering events, and utilizing public relation skills. Practicum students will work in our student-run restaurant serving to the public.

FSDT1080	**Front of the House Supervision**	**L**	**30**	**-**	**2**

Prerequisite: FSDT1020 and FSDT1030

Approaches for effective culinary or hospitality supervision are considered. Methods of selecting, training, and evaluating personnel are covered. Team building and conflict management concepts are examined. Students will accumulate the skills necessary to coordinate all aspects of events.

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		Location	Class	Lab	Credits
FSDT1090	**Hospitality Décor and Design**	**L**	**45**	**-**	**3**

Prerequisite: FSDT1080

Students will accumulate the skills and knowledge necessary to provide prospective clients various table décor/room themes on various budgets. Students will accumulate the skills necessary to coordinate all aspects of events.

FSDT1102	**Sanitation and Safety**	**L**	**45**	**-**	**3**

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.

FSDT1118	**Food Purchasing**	**L**	**45**	**-**	**3**

Corequisites: FSDT1010 and FSDT1020

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. Quality food purchasing practices.

FSDT1130	**Food Service Management**	**L**	**45**	**-**	**3**

Application of management principles to food service operations, regulations governing the operation of a food service establishment and role and function of a leader in food service.

FSDT1150	**Selection of Protein Products**	**L**	**26**	**15**	**2**

Prerequisites: FSDT1020

Coursework in identification, selection and purchasing of primal, subprimal, and retail cuts of meat, poultry, and fish.

FSDT1350	**Basic Nutrition**	**B/L/M**	**45**	**-**	**3**

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.

FSDT1353	**Medical Nutrition Therapy Practices**	**L**	**10**	**41**	**1.5**

Fundamentals of medical nutrition therapy and its importance. Includes working with the healthcare team, nutrition screening and education, menu planning, supplemental feedings, and participation in regulatory agency surveys. 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 will be a Registered Dietitian and will act as a preceptor.

FSDT1524	**Artisan Breads**	**L**	**8**	**23**	**1**

Prerequisites: FSDT1050

Advanced techniques and procedures used for producing quality artisan style breads and bread art.

FSDT1600	**Introduction to Culinary/Hospitality 1**	**L**	**15**		**1**

Prerequisites: MATH0950 or equivalent. Corequisites: FSDT1602 and FSDT1604

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.

FSDT1601	**Introduction to Culinary/Hospitality 2**	**L**	**15**		**1**

Prerequisites: FSDT1600

Career options, mission statements and the professional organizations associated with the industry. Course will include work simplification techniques, history of the industry, social issues, other career related topics and portfolio development.

FSDT1602	**Introduction to Sanitation and Safety**	**L**	**20**	**11**	**1.5**

Corequisites: FSDT1010

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.

FSDT1604	**Culinary Fundamentals 1**	**L**	**15**	**45**	**2**

Corequisite: FSDT1600 and FSDT1602.

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.

FSDT1610	**Culinary Fundamentals 2**	**L**	**15**	**45**	**2**

Prerequisites: FSDT1600, FSDT1602 and FSDT1604

Science of foods. Learn basic cooking skills and techniques for vegetables, eggs and breakfast, starches, fruits, hors d'uoeuvres, 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.

FSDT1618	**Advanced Culinary Fundamentals I with Lab**	**L**	**15**	**25**	**1.5**

Prerequisites: FSDT1610

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.

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		Location	Class	Lab	Credits
FSDT1619	**Advanced Culinary Fundamentals 2**	**L**	**15**	**25**	**1.5**

Prerequisites: FSDT1618

Advanced preparation of specialty food products as extended from FSDT1618, Advanced Culinary Fundamentals 1.

FSDT1620	**Baking and Pastry Fundamentals 1**	**L**	**8**	**23**	**1**

Prerequisites: FSDT1610

Formulas and techniques for breads, laminate doughs, quick breads, yeast and cake doughnuts, pies, cake missing and assembling and fancy cookies.

FSDT1621	**Baking and Pastry Fundamentals 2**	**L**	**8**	**23**	**1**

Prerequisites: FSDT1620

Students will learn various techniques for pastries and prepare quality finished products comparable to those done by professional Pastry Chefs in the industry.

FSDT1701	**Baking/Pastry Restaurant Preparation Lab**	**L**	**-**	**113**	**2.5**

Prerequisite: FSDT1040 and FSDT1050.

Work and understand all capacities of restaurant preparation. Job descriptions include pastry chef/baker, and dishwasher.

FSDT1702	**Culinary Restaurant Preparation Lab**	**L**	**-**	**113**	**2.5**

Prerequisite: FSDT1040 and FSDT1050.

Work and understand all capacities of restaurant preparation. Job descriptions include chef de cuisine, line cook, garde manger and dishwasher.

FSDT1884	**Management of Nutrition and Foodservice**	**L**	**60**	**4**	

Covers a variety of management responsibilities including employment laws, staffing concerns, budgets, writing menus, standardizing and costing recipes, scheduling production of food and employees, food acceptance, quality control, unions, managing change and diversity, communication, staff development and personal professionalism.

FSDT1950	**CDM Cooperative Experience**	**L**	**-**	**120**	**2**

Covers a variety of management responsibilities including employment laws, staffing concerns, budgets, recipe costing, unions, managing change and diversity, communication, staff development, personal professionalism and food safety and sanitation. 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 will be a Registered Dietitian and will act as a preceptor.

FSDT2010	**Menu and Facility Design**	**L**	**30**	**-**	**2**

Prerequisites: FSDT1020 and FSDT1118.

Merchandising, customer relations, menu planning, menu mechanics and a profile of the industry. Development of a restaurant menu. 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.

FSDT2020	**Culinary/Hospitality Operations and Management**	**L**	**45**	**45**	**4**

Prerequisites: FSDT1118, FSDT1040 and FSDT1130.

Course work in menu planning, menu descriptions, recipe writing, waste studies, portion and production controls, inventory, work schedules, standardizing recipes, pricing, converting, forecasting and pricing.

FSDT2030	**Advanced Baking and Pastry Fundamentals**	**L**	**15**	**45**	**2**

Prerequisites: FSDT1050.

Advanced techniques in baking and pastries. Gateau, Fine cakes and pastries, Petit fours, confections, chocolate and chocolate work, frozen desserts, plated desserts, sugar work and other pastry techniques needed by successful Professional Bakers and Pastry Chefs in the industry.

FSDT2060	**Banquet/Buffet Operations and Management**	**L**	**-**	**158**	**3.5**

Prerequisites: FSDT2020, FSDT2010, and FSDT2510 or FSDT1090 or FSDT2228.

The student uses managerial skills they have learned to produce and manage the kitchen for banquets and buffets, for a fine dining experience that are open to the public. Other production areas include positions as Sous Chef, Patisserie Chef, Garden Manger and working the dish room.

FSDT2080	**Culinary/Hospitality Capstone**	**L**	**7**	**30**	**1**

Prerequisite: FSDT2020.

Capstone class for the Culinary/Hospitality Program. Students will discuss current food service topics, create resumes, practice interview skills, complete a portfolio, and complete a written comprehensive exam and a hands-on practical exam. This is used to prove that our students are skilled and prepared to enter the workforce.

FSDT2144	**Banquet/Buffet Front of the House Operations & Management**	**L**	**-**	**90**	**2**

Prerequisites: FSDT2020

Manage the guest service for banquets, catering events and utilize public relation skills.

FSDT2222	**International Cuisine**	**L**	**15**	**45**	**2**

Prerequisites: FSDT1020 Corequisite: FSDT1040 .

Exploration of foods from countries and regions worldwide. History and makeup of these foods and their origins.

FSDT2226	**Culinary Nutrition**	**L**	**10**	**18**	**1**

Prerequisites: FSDT1040

The marriage of gourmet cooking and nutrition. Adopting recipes to meet nutritional modifications. Preparing and evaluating menu items in lab.

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		Location	Class	Lab	Credits
FSDT2228	**Garde Manger**	**L**	**15**	**45**	**2**

Prerequisite: FSDT1040 and FSDT1050.
Students will make cheese, sausages, smoked meats, forcemeats, galantines, terrines, pate and pate en croute, banquet platters.

FSDT2510	**Pastry Design**	**L**	**7**	**30**	**1**

Prerequisites: FSDT2030.
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.

FSDT2701	**Baking/Pastry A La Carte Practicum**	**L**	**-**	**180**	**4**

Prerequisite: FSDT1701
Running a full service restaurant. Work and understand all capacities of a working restaurant. Job descriptions include pastry chef/baker, and dishwasher.

FSDT2702	**Culinary A La Carte Practicum**	**L**	**-**	**180**	**4**

Prerequisite: FSDT1702
Running a restaurant. Work and understand all capacities of restaurant a la carte cooking. Job descriptions include chef de cuisine, line cook, garde manger and dishwasher.

FSDT2703	**FOH Management A La Carte Practicum**	**L**	**-**	**180**	**4**

Prerequisites: FSDT1090
Manage guest service for restaurant, catering events and utilize public relation skills.

FSDT2900	**Culinary/Hospitality Internship Experience**	**L**	**-**	**60**	**1**

Pre-req: Special permission of program chair or co-op director
Students work in an approved food service operation providing experiences in production, management, purchasing, and hands-on skills and techniques that will reinforce learning.

FSDT2901	**Culinary/Hospitality Cooperative Experience**	**L**	**-**	**60**	**1**

Pre-req: Special permission of program director or coop director
Students work in an approved food service operation providing experiences in production, management, purchasing, and hands-on skills and techniques that will reinforce learning.

FSDT2999	**Special Project**	**L**	**-**	**-**	**.5-4**

Prerequisite: Permission of program director and instructor.
Selected educational experiences beyond those included in the regular curriculum. Experiences may include—but are not limited to—advanced study in special areas of interest, workshops, menu courses, conventions, lectures, etc.

GDMA • Graphic Design| Media Arts

GDMA1120	**Drawing/Illustration I**	**Q**	**8**	**90**	**2.5**

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. Illustration work will be discussed for its communicative value and implemented into design work.

GDMA1122	**Introduction to Graphic Design**	**Q**	**30**	**23**	**2.5**

Prerequisite: Program permission.
This course is concerned with the basic principles of graphic design. Emphasis is placed on basic design processes and communication principles. Development of creative ideas, evaluation of diverse methods used to produce functional graphic translations will be explored. An introduction to basic technical procedures will also be studied.

GDMA1126	**Typography I**	**Q**	**30**	**23**	**2.5**

Prerequisite: Program permission.
This course provides a comprehensive introduction to effective type usage. The course builds upon the extensive language and practice of typography and its application. Typographic principles are combined with a general history, both aesthetic and technical. The impact of legibility and readability will be investigated in relation to a student's choice of selecting and applying type and integration with related design elements.

GDMA1136	**Computer Graphics I**	**Q**	**23**	**68**	**3**

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, and Adobe Illustrator. This course teaches page layout, methods of formatting and controlling type, introduces working with color, working with raster-based and vector-based images, plus methods for efficient file management and production.

GDMA1230	**Typography II**	**Q**	**30**	**23**	**2.5**

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.

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		Location	Class	Lab	Credits
GDMA1234	**Computer Graphics II**	**Q**	**23**	**68**	**3**

Prerequisite: GDMA1136.

Computer Graphics II focuses on digital illustration, advanced layout methods, color and image manipulation. Students work with Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Adobe After Effects and Acrobat. Projects include photo retouch, photo correction, compositing, illustration, creating informational charts and graphs, and animating information charts and graphs. Emphasis is placed on color as a tool for use in RGB and CMYK color applications for the graphic designer.

GDMA1240	**Publication Design**	**Q**	**30**	**23**	**2.5**

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, color, typography and image.

GDMA1356	**Photography & Digital Imaging**	**Q**	**23**	**68**	**3**

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.

GDMA1455	**Design Portfolio Development**	**Q**	**30**	**68**	**3.5**

Prerequisite: GDMA1240

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.

GDMA1457	**Interactive Design**	**Q**	**15**	**45**	**2**

Prerequisite: GDMA1485.

Interactive Design focuses on development of strong concepts, user interfaces, and user experience for interactive applications such as kiosks, and native mobile applications. This will include the process of developing and effectively communicating an idea through sketches, storyboards, illustrations, and presentations.

GDMA1460	**3-D Package Design**	**Q**	**15**	**45**	**2**

Prerequisite: GDMA1465.

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).

GDMA1465	**Corporate Identity Design**	**Q**	**30**	**68**	**3.5**

Prerequisite: GDMA1240

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 study color theories of Munsell, Albers and others. Exercises to develop a sensitivity to color phenomena and color characteristics are studied. 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.

GDMA1485	**Web Design I**	**Q**	**38**	**68**	**4**

Prerequisite: GDMA1136.

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.

GDMA2567	**Web Design II**	**Q**	**30**	**68**	**3.5**

Prerequisite: GDMA1485.

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.

GDMA2575	**Graphic Design Portfolio I**	**Q**	**15**	**135**	**4**

Prerequisite: GDMA1455.

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 terms.

GDMA2595	**Professional Design Practices**	**Q**	**30**	**-**	**2**

Prerequisites: GDMA2575

In this course students learn the professional practices, expectations, and standard technical requirements required of qualified entry-level designers. Students will explore topics ranging including client and design team relationships, maintaining schedules and managing budgets, navigating standard agreement forms, and pitching your ideas. The intention of this course is to further students' training through real-world professional scenarios outside of the aesthetic and technical considerations of design work.

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		Location	Class	Lab	Credits

GDMA2662 Web Design III — Q | 23 | 90 | 3.5

Prerequisite: GDMA2567.

Web Design III will familiarize students with working with a client on a web based project while further exploring advanced topics in web design such as the use of frameworks, (CMS) Content Management Systems, plugins, (SEO) Search Engine Optimization and launching websites.

GDMA2664 Graphic Design Portfolio II — Q | 15 | 158 | 4.5

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.

GDMA2665 Web Design IV — Q | 23 | 90 | 3.5

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.

GDMA2900 Graphic Design Internship — Q | - | 90 | 1.5

Prerequisite: Final Semester. 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.

GDMA2999 Special Projects — Q | 15-45 | - | 1-3

Prerequisite: Program Director Approval

Must have permission of Program Director. Credit hours will vary.

GEOG • Geography

GEOG1000/ GIST1000 Exploring Our World: Fundamentals of Geospatial Science — O | 45 | - | 3

Introduction to the fundamental concepts of Geographic Information. Science and Technology including Geographic Information Systems (GIS), Global Positioning Systems (GPS), cartography, remote sensing, geovisualization and interpretation, Internet mapping, and spatial statistics. Exploration of how geospatial technologies are used in addressing human and environmental issues. Explores how geospatial technologies and tools are used in data collection, analysis, presentation, and problem solving.

***GEOG1400 Human Geography** — B/L | 45 | - | 3

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.

***GEOG1420 World Regional Geography** — B/L | 45 | - | 3

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.

***GEOG1500 Physical Geography** — B/L | 45 | 30 | 4

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.

GEOL • Geology

***GEOL1010 Physical Geology** — L | 45 | 30 | 4

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.

***GEOL1060 Environmental Geology** — L | 45 | - | 3

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.

GERM • German

***GERM1010 Beginning German I** — L | 75 | - | 5

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.

***GERM1020 Beginning German II** — L | 75 | - | 5

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.

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		Location	Class	Lab	Credits
***GERM2010**	**Second Year German I**	**L**	**45**	**-**	**3**

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.

***GERM2020**	**Second Year German II**	**L**	**45**	**-**	**3**

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.

***GERM2100**	**Accelerated Second-Year German**	**L**	**90**	**-**	**6**

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.

GIST • Geographic Information Systems Technician

These program courses are only available online.

GIST1000/ GEOG1000	**Exploring Our World: Fundamentals of Geospatial Science**	**O**	**45**	**-**	**3**

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.

GIST1110	**Introduction to Geospatial Technology**	**O**	**45**	**-**	**3**

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.

GIST1120	**Spatial Analysis and Modeling**	**O**	**45**	**-**	**3**

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.

GIST1130	**Data Acquisition & Management**	**O**	**45**	**-**	**3**

Prerequisite: GIST1110

A broad overview of the many capabilities of ArcGIS Pro will be explored. Students will receive a diverse sampling of industries, scenarios, and workflows that highlight the board appeal and many core functions offered by GIS. 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 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.

GIST1140	**GIS Capstone**	**O**	**45**	**-**	**3**

Prerequisite: GIST1110, GIST1120, and GIST1130.

This course employs design principles to create and edit effective visual representations of data 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 capstone project students will create a project proposal, 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.

GIST1150	**Advanced Exploratory GIS**	**O**	**45**		**3**

Prerequisite(s): GIST1110, GIST1120, GIST1130 and GIST1140

In this course students will explore open source GIS applications, web mapping, collaborative mapping, beginning programming and cutting edge digital mapping in the 21st century.

GIST1900	**Internship**	**O**	**-**	**180**	**3**

Prerequisites: GIST1140

Unpaid, on-the job experience with the student's sponsoring Internship employer. The course monitors students as they progress in their GIS Internship and encourages reading and research that may aid in their GIS career development. Students will apply the skills and knowledge acquired in previous terms. Students will initiate the process for securing and scheduling an approved Internship employer.

GIST1901	**Cooperative Experience**	**O**	**-**	**180**	**3**

Prerequisites: GIST1140

Paid, on-the job experience with the student's sponsoring Cooperative Experience employer. The course monitors students as they progress in their GIS Cooperative Experience and encourages reading and research that may aid in their GIS career development. Students will apply the skills and knowledge acquired in previous terms. Students will initiate the process for securing and scheduling an approved Cooperative Experience employer.

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		Location	Class	Lab	Credits

GLST • Global Studies

***GLST2980 Global Studies** — L | 45 | - | 3

This course is for students who will be travelling on a scheduled Study Abroad trip and it to be taken in the term prior to the travel. Grades will be awarded following the trip and completion of related coursework. The course provides an introduction to global education and how it relates to today's students. The course consists of interdisciplinary topics designed to address areas of cultural, historical, and major political concepts and controversies that have developed in the target country(ies). Students will read literature and original documents from the target country and during travel will visit actual sites of historical and cultural significance. Students will be exposed to national, comparative, and international culture and politics. Service learning may be included.

HIMS • Health Information Management Systems

HIMS2510 ICD-10-CM — L | 60 | - | 4

Study of the purpose and use of the ICD-10-CM classification system. An introduction to inpatient and outpatient reimbursement systems, coding conventions and principles, and official inpatient and outpatient coding guidelines. Students will assign ICD-10-CM codes to various clinical diagnoses, scenarios, and patient records.

HIMS2560 CPT/HCPCS — L | 45 | - | 3

The study and practice of the principles of the Current Procedural Terminology (CPT) and HCPCS Level III classification systems, which are used in hospital outpatient, ER departments, physician offices, and stand-alone ambulatory care centers. Students will assign CPT/HCPCS codes to various clinical diagnoses, scenarios, and patient records.

HIST • History

***HIST1000 Western Tradition to 1500** — B/L | 45 | - | 3

Development of Western civilizations from the origins of the human race to the Renaissance, and the discovery of America, including examination of the political, social, economic, cultural, and religious components.

***HIST1010 Western Tradition since 1500** — B/L | 45 | - | 3

Development of Western civilizations from the Reformation to the present, including examination of the political, social, economic, cultural, and religious components.

HIST2010 American History I — B/L/M | 45 | - | 3

A survey of American history from the Age of Discovery through the Civil War and Reconstruction. Emphasis is on the political, economic, cultural, social, and technological issues that arise in the development of the American nation.

HIST2020 American History II — B/L/M | 45 | - | 3

A survey of American history from the end of the Civil War era to the present. Emphasis is on the political, economic, cultural, social, and technological issues that arise in America's development as a global power.

***HIST2100 World History to 1500 CE** — B/L/M | 45 | - | 3

Survey of the major political, social, cultural and economic developments of African, American, Asian, European, and Middle Eastern societies from the origins of civilization to the Early-Modern era (1500). Emphasis is placed on the comparison, interaction, and diversity of the world's major regions.

***HIST2110 World History since 1500 CE** — B/L/M | 45 | - | 3

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 | - | 3

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 | - | 3

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 | - | 3

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 | - | 3

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 | - | 3

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 | - | 4

Overview of the normal structure and function of all human body systems and their interrelationship. There is not a lab with this course.

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		Location	Class	Lab	Credits
HLTH1040	**Medication Aide**	**L**	**30**	**23**	**2.5**

Prerequisite: Successful completion of nursing assistant course

This course prepares participants to assume the role of medication aide in an assisted living and long-term care facility in the State of Nebraska. Successful completion of this course allows you to apply to the state of Nebraska to be placed on the Medication Aide Registry.

HLTH1050 Dental Terminology — **L** | **45** | **-** | **3**

This course is intended for students who are interested in the dental assisting profession either in the exploratory stage or an individual that is currently working in the field and would like to obtain a base knowledge of proper Dental Terminology. The course modular approach ensures that students learn and comprehend the language of dentistry on a much deeper level and build a solid foundation for understanding terms within the profession.

HLTH1060 Comprehensive Medical Terminology — **L** | **45** | **-** | **3**

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.

HLTH1070 Pathophysiology through the Lifespan — **L** | **60** | **-** | **4**

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 life span, including developmental and genetic alterations. Effects of aging are explained. Students will identify common diagnostic and treatment modalities.

HLTH1080 Electrocardiograph (EKG) Technician — **L** | **38** | **45** | **3.5**

The Electrocardiograph (EKG) Technician performs electrocardiographs according to physician's orders and protocols. This course prepares students for the tasks and responsibilities that include: equipment operation, maintaining data reports, performing EKG procedures to assess heart rhythm and rate in patients.

HLTH1090 Personal Care Aide — **L** | **38** | **45** | **3.5**

The Personal Care Aide (PCA) training will prepare students to provide non-medical support services in the homecare and long term care environment. Learn the core competencies to provide care and comfort of disabled, elderly, and chronically ill patients. The course provides behavioral interventions and proactive strategies to assist in daily activities, personal hygiene, and communication with individuals and their families.

HLTH1100 Nutrition for the Healthcare Provider — **L** | **30** | **0** | **2**

This course focuses on basic concepts of nutrition for students pursuing careers in nursing and other health science fields. Students will explore nutrients, digestion, absorption, metabolism, food safety, nutrition through the life cycle, and cultural influences on food selection. The impact of nutrition on health status and in relation to disease is explored.

HLTH1150 Nursing Assistant — **L** | **35** | **77** | **4**

Prerequisite: Must be at least 16 years old

Overview of the health care system and role of the nursing assistant as a health care team member. Discussions on the concepts of basic human needs, professional behavior, communication, legal/ethical issues, and multicultural diversity. Teaches basic nursing skills including bathing, assisting with dining, ambulating, transferring, and toileting. Included in this course are classroom, nursing lab and clinical experiences in a health care setting. Course is approved by the Nebraska Department of Health and Human Services Regulation and Licensure. Upon successful completion of this course, the student is eligible to test for placement on the Nebraska Nursing Assistant Registry.

HLTH1250 Sterile Processing — **L** | **75** | **45** | **6**

This course teaches students to handle medical equipment and surgical instrumentation in a safe and sanitary manner in order to begin to prepare them for work within a sterile processing department.

HLTH1350 Nutrition Aide — **L** | **38** | **45** | **3.5**

This course teaches basic nutrition principles as they relate to menu planning, safe food handling and preparation, and fundamental culinary and baking skills such as knife skills, basic food preparation and service, food safety and sanitation, HACCP, and menu planning. Nutrition aides may work in long-term care facilities, hospitals, home health care, or assisted living facilities.

HLTH1450 Physical Therapy Aide — **L** | **38** | **45** | **3.5**

This course provides the student with the skills and knowledge to work as a physical therapy aide or tech in a variety of physical therapy settings. Students will learn about the history of the physical therapy profession, ethical codes of conduct, and the American Physical Therapy Association. Customer service, HIPAA and privacy, legal issues, and safe patient handling skills will be taught.

HMRS • Human Services

HMRS1100 Communication Skills in Human Services — **L** | **45** | **-** | **3**

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** | **-** | **3**

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** | **45** | **-** | **3**

Prerequisite: HMRS1100

The study of functional theories, principles, and techniques of counseling: active listening, reflective feedback, summarizing, self-disclosing, displaying empathy, confronting, establishing rapport, and problem solving.

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		Location	Class	Lab	Credits

HMRS1105 Critical Thinking in Human Services — L | 45 | - | 3

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.

HMRS1120 Practicum Education — L | 23 | 68 | 3

Prerequisites: HMRS1100, HMRS1105, Current AHA Healthcare Provider CPR, First Aid, TB, Human Services declared and permission.

Methods of approaching clients, basic communication, and employee values and skills. 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 development as it relates 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 communications skills, cultural competency, confidentiality, universal precautions, goal writing, group demonstrations, resume writing and job interviewing skills, role plays, and learn how to work with diverse populations. Students will demonstrate these skills under supervision at a practicum site.

HMRS1112 Practicum 2 — L | - | 135 | 3

Prerequisites: HMRS1120, Current AHA Healthcare Provider CPR, First Aid, TB, Human Services declared and permission. Corequisites: HMRS1122

Under indirect supervision, students work with selected clients and demonstrate acquired skills and principles studied in the classroom and previous practicum experience. Students apply these skills at Human Services agencies.

HMRS1113 Practicum 3 — L | - | 135 | 3

Prerequisites: HMRS1112, Current AHA Healthcare Provider CPR, First Aid, TB, Human Services declared and permission. Corequisites: HMRS1133

Under indirect supervision, students work with selected clients and demonstrate acquired skills and principles studied in the classroom and previous practicum experience. Students apply these skills at Human Services agencies.

HMRS1114 Practicum 4 — L | - | 135 | 3

Prerequisites: HMRS1113, Current AHA Healthcare Provider CPR, First Aid, TB, Human Services declared and permission. Corequisites: HMRS1144

Under indirect supervision, students work with selected clients and demonstrate acquired skills and principles studied in the classroom and previous practicum experience. Students apply these skills at Human Services agencies.

HMRS1115 A&D Practicum 3 — L | - | 158 | 3.5

Prerequisites: HMRS1112, Current AHA Healthcare Provider CPR, First Aid, TB, Human Services declared and permission. Corequisites: HMRS1133

While obtaining the counseling experience in the field of alcohol/drug abuse treatment, 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. 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.

HMRS1116 A&D Practicum 4 — L | - | 158 | 3.5

Prerequisites: HMRS1115, Current AHA Healthcare Provider CPR, First Aid, TB, Human Services declared and permission. Corequisites: HMRS1144

While obtaining the counseling experience in the field of alcohol/drug abuse treatment, 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. Students will discuss the application of theory to practice, co-lead and lead groups, practice writing progress notes/documentation and discuss trends in the field. This practicum experience builds upon previous A&D practicum experience.

HMRS1122 Seminar 2 — L | 15 | - | 1

Prerequisites: HMRS1120, Current AHA Healthcare Provider CPR, First Aid, TB, Human Services declared and permission. Corequisites: HMRS1112

Students and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field. This seminar is a required addendum to the practicum experience.

HMRS1133 Seminar 3 — L | 15 | - | 1

Prerequisites: HMRS1122, Current AHA Healthcare Provider CPR, First Aid, TB, Human Services declared and permission.

Corequisites: HMRS1113 or HMRS1115

Students and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field. This seminar is a required addendum to the practicum experience.

HMRS1144 Seminar 4 — L | 15 | - | 1

Prerequisites: HMRS1133, Current AHA Healthcare Provider CPR, First Aid, TB, Human Services declared and permission.

Corequisites: HMRS1114 or HMRS1116

Students and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field. This seminar is a required addendum to the Practicum experience.

HMRS1202 Behavior Therapy — L | 45 | - | 3

An introduction to the field of behavior therapy including definition, model, process, assessment, reinforcement, and punishment.

HMRS1302 Crisis Intervention — L | 45 | - | 3

Prerequisite: HMRS1102 or HMRS1100.

An introduction to ethical prevention and intervention strategies. Using case studies and scenarios, students will identify risk factors that contribute to crisis situations and distinguish between intervention and prevention strategies.

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		Location	Class	Lab	Credits
***HMRS1320**	**Multicultural Competency**	**L**	**45**	**-**	**3**

Prerequisite: HMRS1105

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** | **-** | **3**

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 resiliency. Students will increase their awareness of their own self care needs.

***HMRS1357 Multicultural Counseling** — **L** | **45** | | **3**

Prerequisites: HMRS1100 or HMRS1102, and HMRS1320.

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** | **-** | **3**

Prerequisite: HMRS1100 or HMRS1102.

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** | **-** | **3**

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** | **-** | **3**

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.

HMRS1405 Case Management & Ethics for Human Services — **L** | **45** | **-** | **3**

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.

HMRS2360 Gender and Society — **L** | **45** | **-** | **3**

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** | **-** | **3**

Prerequisite: Human Services declared and with program permission.

Understanding victim/survivor-centered advocacy, types of domestic violence, community interventions and resources.

HMRS2362 Child Abuse — **L** | **45** | **-** | **3**

Definitions of child maltreatment (emotional, physical, sexual), cultural factors, recognition of abuse/neglect, family dynamics, reporting obligations, treatment interventions and community resources.

HMRS2366 Mental Health & Family Dynamics — **L** | **45** | **-** | **3**

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** | **-** | **3**

Study of characteristics, causes, and factors which influence the delivery of services to people who have intellectual and developmental disabilities.

HMRS2517 Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction — **L** | **45** | **-** | **3**

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** | **-** | **3**

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.

HMRS2521 Applied Behavior Analysis — **L** | **45** | **-** | **3**

Review of Behavior Therapy application includes exposure therapy, modeling and skills training, cognitive restructuring, behavioral medicine, and psychological disorders.

HMRS2523 Human Sexuality — **L** | **45** | **-** | **3**

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.

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HORT • Horticulture & Turfgrass Management

		Location	Class	Lab	Credits
HORT1130	**Introduction to Horticulture**	**B**	**45**	**-**	**3**

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**	**-**	**3**

Principles & Practices of production and maintenance of turf and horticultural plants.

HORT1133	**Horticulture Plant ID and Selection**	**B**	**45**	**-**	**3**

Study and identification of a variety of horticulture plants used in landscape design, greenhouses, and nurseries in the Midwest.

HORT1136	**Plant Propagation**	**B**	**23**	**23**	**2**

Introductory study of plant propagation and reproduction. Areas of focus include vegetative reproduction, cross pollination and grafting procedures.

HORT1150	**Introduction to Viticulture**	**B**	**23**	**23**	**2**

This course is the introduction to general viticulture covering the fundamental principles of the biology and culture of the grapevines. This includes distribution, domestication, utilization, propagation, production systems, harvesting, and storage and processing of grapes. The class explores climate and soil preferences of Vitus vinifera, vineyard establishment, and training young vines. Cultural practice lectures will focus on canopy management disciplines, irrigation strategies, fertilization, pest and disease control, cover cropping and pruning.

HORT1153	**Soils & Plant Nutrition for Horticulture**	**B**	**45**	**45**	**4**

This course will cover the management and properties of soils and rooting media as they pertain to horticulture professions. With discussions on physical, chemical, and biological aspects of soil management. Students will also study soil amendments for fertilization, pH, and salt issues. Students will also gain an understanding for practical fertility management for soils, modified root zones, and potting media that are unique aspects to the horticulture and turfgrass industry.

HORT1154	**Greenhouse Management**	**B**	**23**	**23**	**2**

Study of greenhouse operations including ventilation, lighting, and temperature control. Pest management is not only important in turfgrass management, but also in other horticulture crops. We feel it is important to have a class where all types of pests are taught. On golf courses you won't just be treating turf pests but also pests that affect trees and other ornamentals. We will our students will benefit more to this well rounded approach of Horticulture Pest Management. It is also important for horticulturalists to know turfgrass pests as well. Before, we did not have a class that taught only Horticulture pests, we feel this is a great addition to this course to incorporate all our student's needs.

HORT1190	**Horticulture Pest Management**	**B**	**45**	**-**	**3**

Study of chemical, biological, and cultural methods of managing weeds, diseases, and insect pests of turfgrass plants.

HORT1215	**Horticulture Equipment Maintenance and Operation**	**B**	**15**	**90**	**3**

Basic study of proper maintenance and repair of horticultural equipment including blade sharpening, small engine repair and scheduled maintenance. Course will also introduce students to the operation of equipment that is used daily in the horticulture and turfgrass professions.

HORT1216	**Horticulture Business Management**	**B**	**45**	**-**	**3**

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**	**23**	**23**	**2**

Introduction to the biology of trees, and their selection and placement in a landscaping design. Includes general tree maintenance including planting, pruning, fertilizing and damage repair.

HORT1242	**Turfgrass Management**	**B**	**45**	**-**	**3**

Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn.

HORT1290	**Pesticide Certification & Application**	**B**	**15**	**45**	**2**

A study of the current laws and regulations as they affect the commercial application of pesticides. This course serves as preparation for the Nebraska Commercial Pesticide Applicators Examination. Students will also study pesticides and application procedures. Students will gain valuable experience in operating equipment used for the application of pesticides.

HORT2265	**Irrigation & Water Management**	**B**	**45**	**45**	**4**

Prerequisite: HORT1153

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.

HORT2280	**Landscape Design**	**B**	**23**	**23**	**2**

Prerequisites:HORT1133

Course Description: This course will introduce both basic and advanced landscape design principles and techniques. Students will learn how to combine color, plant species, and into symmetrical and asymmetrical designs. Students will also gain experience designing landscapes using color, form, texture, and mass by using plant material, retaining walls, and structures.

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		Location	Class	Lab	Credits
HORT2288	**Golf and Sports Turf Management**	**B**	**15**	**90**	**3**

Prerequisites: HORT1242, HORT1215

This course will focus on teaching students applied turfgrass techniques used on golf courses and sports fields. Students will be immersed at the Beatrice Country Club where they will gain hands-on experience with the daily operation of an 18-hole private golf club. Students will also learn proper management techniques for sports field, such as: layout, in-field skin preparation, game management, and more.

HORT2290	**Advanced Turfgrass Management**	**B**	**45**	**-**	**3**

Prerequisite: HORT1242

Study of advanced turfgrass management techniques used throughout the turfgrass industry. Topics covered will include fertility management planning, pest management strategies and chemistries, irrigation management and scheduling and cultivation practices. Students will also be immersed into various management scenarios where they will be required to make critical decisions.

HORT2292	**Landscape Maintenance & Construction**	**B**	**23**	**23**	**2**

General understanding of procedures for reviving and maintaining existing landscapes, using annual and perennial plant species

HORT2901	**Cooperative Experience**	**B**	**360**		**6**

Prerequisite: 30 Credit Hours or Advisor Permission

Instructor supervised on-the-job training to gain experience in a horticulture or turfgrass management occupation. Apply skills and principles learned and acquire additional skills for growth and advancement.

HORT2999	**Individual Special Project**	**B**	**-**	**15-45**	**.5-3**

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 director.

HUMS • Humanities

***HUMS1100**	**Introduction to Humanities**	**B/L**	**45**	**-**	**3**

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**	**-**	**3**

Prerequisite: Eligible for ENGL1010 or instructor's approval.

Global and multicultural survey of the literature, philosophy and fine arts of architecture, drama, music, painting, and sculpture from 1550 through the 21st century. Emphasis on the effect of revolutionary artistic styles on society. Includes attendance at live performances and art galleries.

HVAC • Heating, Ventilation, Air Conditioning & Refrigeration Technology

HVAC1109	**Electrical Theory/Lab**	**M**	**45**	**45**	**4**

Study of basic electricity for use in the HVAC/R trades with emphasis on AC voltage, electrical symbols, Ohm law, Kirchhoff's voltage and current laws, capacitors, transformers, contactors, relays, and developing wiring schematics. Hands-on labs constructing various circuits.

HVAC1131	**Refrigeration Systems I**	**M**	**45**	**-**	**3**

Basic refrigeration fundamentals: types of heat energy/transfer, temperature, pressure, refrigerants, refrigerant oils, stratospheric ozone, greenhouse effect, EPA Section 608 guidelines, basic refrigeration system and function.

HVAC1132	**Piping Practices**	**M**	**-**	**90**	**2**

Study of materials and methods used in the installation and service of HVAC/R equipment. Copper, aluminum, and steel pipe soldering/brazing, copper-tube bending, usage of different heat sources, nitrogen purging, hands-on lab projects,HVAC/R safety standards, hazard communications, and use of safety data sheets stressed.

HVAC1226	**Refrigeration Lab I**	**M**	**45**	**68**	**4.5**

Prerequisite: HVAC1109, HVAC1131 AND HVAC1132.

Basic refrigeration service fundamentals with emphasis on students physically constructing, leak checking, evacuating, electrical wiring, refrigerant charging, refrigerant recovery, start up and performing system checks on a basic refrigeration system.

HVAC1237	**Refrigeration Systems II**	**M**	**45**	**23**	**3.5**

Prerequisites: HVAC1109, HVAC1131 and HVAC1226

Emphasis on commercial refrigeration operation: controls, electrical wiring circuits, different refrigeration classifications and systems, methods of defrost, and basic ice making equipment.

HVAC1251	**Hydronic Heating**	**M**	**38**	**23**	**3**

Hot water heating systems emphasizing their classifications, ratings, component requirements, and installation practices for residential/small commercial systems.

HVAC1330	**Residential Controls I**	**M**	**23**	**23**	**2**

Prerequisite: HVAC1109

Basic furnace/central air conditioning control circuits, electrical schematics, equipment components, basic installation, operational sequencing, equipment maintenance, and standard safety requirements.

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		Location	Class	Lab	Credits
HVAC1331	**Manual J/Manual D**	**M**	**23**	**45**	**2.5**

Calculating heat loss/heat gain on residential structures in accordance with ACCA Manual J. Design/layout using ACCA Manual D of heating/air conditioning systems, equipment selection, air distribution, print reading and mechanical code requirements.

HVAC1336	**Sheet Metal Fabrication**	**M**	**-**	**90**	**2**

Laboratory application to pattern development and fabrication of sheet metal fittings used in the HVAC/R industry. Layout techniques include radial line development and triangulation.

HVAC1363	**Heat Pump Systems**	**M**	**23**	**23**	**2**

Prerequisite: HVAC1109

The study of components, controls, system design, installation, troubleshooting, start-up, standard service procedures, wiring diagrams and annual operating costs.

HVAC1434	**Refrigeration Lab II**	**M**	**8**	**90**	**2.5**

Prerequisite: HVAC1237

Laboratory exposure to different refrigeration systems, their electrical and mechanical operation while operating walk-in coolers/freezers, open case freezer, ice machines, reach-in coolers/freezers, computer diagnostic programs, and electrical wiring panels.

HVAC1450	**EPA Refrigerant Certification**	**M**	**15**	**23**	**1.5**

Study of the EPA HVAC/R requirements and procedures for Type I, II, III, and Universal Certification. Upon completion, each student will be required to pass to Type I and Type II of an EPA approved test. Type III is optional.

HVAC1452	**Residential Install Lab**	**M**	**15**	**68**	**2.5**

Prerequisites: HVAC1132 and HVAC1336

Application of previous HVAC theory and technical courses toward installation sheet metal duct work, heating and air conditioning equipment on a residence constructed on or off the College campus, and/or other assigned projects.

HVAC1461	**Residential Controls II**	**M**	**23**	**23**	**2**

Prerequisite: HVAC1330.

Study of high efficiency, condensing gas fired furnaces. Includes solid-state controls, special control applications and different mechanical devices such as humidifies, electronic air cleaners, BLUETOOTH and programmable thermostats. Firing rates, efficiency measuring, venting and installation procedures presented with hands-on lab.

HVAC2600	**HVAC/R Lab**	**M**	**8**	**68**	**2**

Prerequisite: HVAC1461.

Application of servicing and troubleshooting residential and light commercial HVAC/R equipment, both mechanically and electrically. Emphasis is placed on "hands-on" use of service instruments, create electrical ladder diagrams, wire training panels and computer troubleshooting fault simulators. Troubleshoot and repair HVAC/R units brought into the shop for production.

HVAC2610	**HVAC Troubleshooting**	**M**	**30**	**45**	**3**

Prerequisite: HVAC1461.

Theory and lab application of operating and service of residential and light commercial heating, A/C and heat pump equipment along with interactive computer programs to acquire experience with wiring, function, operation and troubleshooting various systems.

HVAC2649	**Commercial HVAC Systems**	**M**	**30**	**23**	**2.5**

Prerequisite: HVAC1461

Theory and practices of commercial air conditioning system operation. Basic fundamentals of human comfort, psychrometrics, geothermal systems and applications.

HVAC2900	**Internship**	**M**		**240**	**4**

On-the-job experience performing heating, air conditioning, refrigeration, sheet metal, heat pumps, with HVACR employers. Application of skills and knowledge acquired in previous terms. This work experience is a non-paid employment situation. Contact with supervising instructor two times throughout the term. Daily performance logs, training site appraisals, instructor assessments, student's cooperative experience and self-summary reports required.

HVAC2901	**Cooperative Experience**	**M**	**-**	**240**	**4**

On-the-job experience performing heating, air conditioning, refrigeration, sheet metal, heat pumps, with HVACR employers. Application of skills and knowledge acquired in previous terms. This work experience is paid employment. Contact with supervising instructor two times throughout the semester. Daily performance logs, training site appraisals, instructor assessments, student's cooperative experience and self-summary reports required.

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INFO • Computer Information Technology

		Location	Class	Lab	Credits
INFO1005	**Microsoft Office Applications**	**L**	**30**	**-**	**2**

This course focuses on teaching skills in Microsoft Office Word, Excel, Access, and PowerPoint. The course does not count for SCC General Education requirements or for credit in the Computer Information Technology program. It is intended only for transfer to UNL CBA for a course with a grade of Pass/No Pass.

INFO1151	**Information Technology Fundamentals**	**L**	**45**	**-**	**3**

Prerequisite: Appropriate placement scores or ENGL0960, or by permission

This course cover the fundamentals of computer concepts and terminology for desktop and mobile devices. Topics include hardware components, software overview, business and social aspects of computers, and Internet research.

INFO1171	**PC Operating Systems**	**L**	**45**	**-**	**3**

An introduction to features and capabilities of both Microsoft Windows and Linux operating systems, including disk organization and file management. The course includes extensive use of command line interfaces.

INFO1214	**Programming Concepts**	**L**	**30**	**-**	**2**

Corequisites: INFO1151, INFO1171.

This course is an introduction to problem solving and structured program design. Topics include programming basics, decisions, loops, arrays, data validation, and coding of modules/functions.

INFO1281	**Networking Concepts**	**L**	**30**	**-**	**2**

Corequisites: INFO1151, INFO1171

This course provides an overview of data communications and network concepts and terminology. Students explore hardware, addressing, network topologies, communication protocols, network design, security, and standards.

INFO1411	**Database Concepts**	**L**	**45**	**-**	**3**

Prerequisites: INFO1151, INFO1171, BSAD1010

This course is an introduction to database management. Students gather information and identify business rules, then use this information to develop and normalize data models. Using data models, students use Structured Query Language (SQL) in a variety of Relational Database Management Systems (RDBMS) to implement a database.

INFO1414	**Java**	**L**	**60**	**-**	**4**

Prerequisites: INFO1151, INFO1171, INFO1214, MATH1040 or higher; Corequisite: INFO1411

A course covering the fundamentals of the Java programming language using object-oriented principles as well as advanced concepts such as inheritance, exception handling, graphical user interface design, file processing, database connectivity, and threads.

INFO1428	**JCL & COBOL**	**L**	**60**	**-**	**4**

Prerequisites: INFO1151, INFO1171, INFO1214, MATH1040 or higher

This course is an introduction to the mainframe application development environment. Programming projects and datasets are created and maintained using TSO/ISPF, JCL, various utility programs, and the COBOL programming language.

INFO1431	**Web Page Fundamentals**	**L**	**45**	**-**	**3**

Prerequisites: INFO1151, INFO1171

Students use HTML5 and CSS3 to create web pages including text, images, hyperlinks, tables and forms. Students develop standard-based web pages using basic design principles and explore the concept of responsive web design.

INFO1434	**C#.NET**	**L**	**60**	**-**	**4**

Prerequisites: INFO1151, INFO1171, INFO1214, MATH1040 or higher; Corequisite: INFO1411

A course covering the C# programming language and the .NET framework. Topics focus on object-oriented principles including inheritance, exception handling, delegates, file processing, and database connectivity.

INFO1441	**Advanced Windows Operating System**	**L**	**15**	**45**	**2**

Prerequisite: Permission

This course covers the implementation and use of Windows advanced features to connect, manage, and troubleshoot Windows systems in a workgroup and domain environment.

INFO1443	**Help Desk Concepts**	**L**	**30**	**-**	**2**

Prerequisites: INFO1151, INFO1171

This course covers the terminology, structure, and tools related to help desk operations. Students have hands-on experience with help desk ticketing software.

INFO1445	**Workplace Communication Skills**	**L**	**30**	**-**	**2**

Prerequisites: INFO1151, INFO1171, INFO1214, INFO1281, BSAD1010

This course provides training in workplace skills and techniques essential in an IT environment including communications, teaming, customer service, and conflict management.

INFO1448	**Windows and Hardware Management**	**L**	**60**	**-**	**4**

Prerequisites: INFO1151, INFO1171, INFO1281, MATH1040 or higher

Fundamental concepts related to managing the operating system and hardware in a Windows environment. Students have hands-on experience with hardware installation, maintenance and troubleshooting along with the implementation of advanced Windows features in a workgroup and domain environment.

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		Location	Class	Lab	Credits
INFO1491	**Network Security Fundamentals**	**L**	**45**	**-**	**3**

Prerequisites: INFO1151, INFO1171, INFO1281

Students examine information security basics focusing on the threats, trends, and ramifications related to security practices and procedures. Various methodologies and devices are introduced that are used to secure and defend an enterprise network.

INFO1492	**Linux Network Administration**	**L**	**60**	**-**	**4**

Prerequisites: INFO1151, INFO1171, INFO1281; Corequisite: ELEC2760

This course covers the skills needed for managing a Linux-based network including installation, resource use, security, and user setup. Students create, configure, and manage network web, ftp, mail, DNS, and DHCP services.

INFO1494	**Windows Server Administration**	**L**	**45**	**-**	**3**

Prerequisite: INFO1448; Corequisite: ELEC2760

This course introduces the skills needed for managing a Windows network including configuring, administering, and troubleshooting user accounts, groups, and network security. Students create, configure, and manage network services along with file and web services in an Active Directory environment.

INFO1541	**Social & Ethical Issues in Information Technology**	**L**	**30**	**-**	**2**

Prerequisites: INFO1151, BSAD1010, ENGL1010

Students in this course study ethical and social implications of computer technology. Coursework includes research and writing related to various ethical issues in IT.

INFO2411	**Advanced Database & SQL**	**L**	**45**	**-**	**3**

Prerequisite: INFO1411

Students use graphical and command line interfaces in a variety of enterprise relational database management systems (such as Microsoft SQL Server and MySQL) to create and manage databases. Topics include creating and altering tables, relationships, constraints, indexes, views, stored procedures, and triggers.

INFO2418	**DB2 & SQL**	**L**	**45**	**-**	**3**

Prerequisites: INFO1411, INFO1428

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.

INFO2431	**JavaScript & jQuery**	**L**	**45**	**-**	**3**

Prerequisites: INFO1431 and either INFO1414 or INFO1434

This course covers client-side web programming using JavaScript and the jQuery library. Topics include manipulating the Document Object Model, HTML forms, user interaction, and animation.

INFO2473	**Advanced Excel**	**L**	**23**	**-**	**1.5**

Prerequisite: BSAD1010

Students work with advanced Excel formulas and functions, charts, tables, and formatting to design and manipulate worksheets for business use and analysis.

INFO2493	**Advanced Access**	**L**	**23**	**-**	**1.5**

Prerequisite: BSAD1010

Students use Access to work with advanced database relationships, queries, forms, reports, table design, and macros.

INFO2514	**Java Server Programming**	**L**	**45**	**-**	**3**

Prerequisites: INFO1411, INFO1414, INFO1431

This course covers the development of server-side web applications using the Java programming language. Topics include servlets, Model-View-Controller architecture, and database access.

INFO2523	**Support Techniques**	**L**	**45**	**-**	**3**

Prerequisite: INFO1445

Topics include troubleshooting techniques and support tools used to provide technical assistance to computer users. Students work in teams to solve common IT support issues.

INFO2525	**Web Server Scripting Using PHP**	**L**	**45**	**-**	**3**

Prerequisites: INFO1411, INFO1431 and either INFO1414 or INFO1434

This course covers the development of server-side web applications using the PHP programming language. Topics include Model-View-Controller architecture, database access, regular expressions, and security.

INFO2528	**Advanced COBOL**	**L**	**45**	**-**	**3**

Corequisite: INFO2418

This course covers advanced programming concepts including variable length records, VSAM alternate index processing, sort/merge, DB2 table access and updates with SQL, multi-level tables, copy members, subprograms and an introduction to the CICS environment.

INFO2533	**Collaboration Tools**	**L**	**30**	**-**	**2**

Prerequisites: INFO1151, INFO1171, BSAD1010

An introduction to Microsoft's tools designed for business collaboration. Students work with the Mail, Calendar, People, and Tasks components of Outlook and use SharePoint tools for sharing information and managing documents.

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		Location	Class	Lab	Credits
INFO2534	**ASP.NET Using C#**	**L**	**45**	**-**	**3**

Prerequisites: INFO1411, INFO1431, INFO1434

This course covers server-side object-oriented programming for the web using the C# programming language and the .NET framework. Topics include the use of web forms and the MVC architecture.

INFO2555	**PowerShell Fundamentals**	**L**	**30**	**-**	**2**

Prerequisites: INFO1151, INFO1171, INFO1214, INFO1448

This course provides an overview of PowerShell and common cmdlets. Topics include working with providers and using the pipeline, remote control, module support, and more. Students use basic scripting techniques including parameterized scripts.

INFO2574	**Advanced Programming Using Visual Basic**	**L**	**45**	**-**	**3**

Prerequisites: INFO1411 and either INFO1414 or INFO1434

This is a fast-paced course in developing object-oriented Windows applications using Visual Basic.NET. Applications include file processing, multi-form applications, database programming, report generation, and LINQ.

INFO2575	**Virtualization Management**	**L**	**30**	**-**	**2**

Prerequisite: INFO1494

This course introduces the skills necessary to setup and manage the virtual environment. Students create, setup, and manage host clusters, local and shared datastores, virtual networks, virtual hardware, and virtual machines for different types of guest operating systems.

INFO2581	**Network Security Systems**	**L**	**45**	**-**	**3**

Prerequisites: INFO1491, INFO1494

This course provides in-depth training in deploying and configuring enterprise-level security devices. Students gain an understanding of how Next-Generation Firewall (NGFW)/Unified Threat Management (UTM) defenses and countermeasures are used to protect today's networks and critical information systems.

INFO2584	**Mobile Device Programming**	**L**	**45**	**-**	**3**

Prerequisite: INFO1414 or INFO1434

This course is a basic introduction to the development of mobile apps using both the Android and the iOS platforms.

INFO2586	**Security Operations & Ethics**	**L**	**30**	**-**	**2**

Prerequisite: INFO1214; Corequisites: INFO1411, INFO2581

This course offers a hands-on approach to Security Policy, access control implementation, INFOSEC governance and programs, creation of risk management plans, and applying protection mechanisms. The curriculum also covers the ethics and legal aspects involved in securing computer networks and systems.

INFO2595	**Advanced Windows Server**	**L**	**30**	**-**	**2**

Prerequisite: INFO1494

In-depth coverage of planning, implementing, configuring, maintaining, monitoring, and troubleshooting an Active Directory infrastructure using Windows Server. Topics include WDS, WSUS, Remote Access, Group Policies, and more.

INFO2596	**Computer & Digital Forensics**	**L**	**30**	**-**	**2**

Prerequisite: INFO2581

This course is an introduction to computer forensics providing practical hands-on experience with the tools and techniques used in the investigative process. An emphasis is placed on digital forensic procedures, reporting, digital forensic tools, and legal issues relating to digital forensics.

INFO2638	**Integrated Platforms Capstone**	**L**	**60**	**-**	**4**

Prerequisites: INFO2418, INFO2431, INFO2514, INFO2528

Students work in teams to design and implement an information business system using web and mainframe programming skills. Teams learn to analyze and design the system, code and test the necessary programs, create documentation, provide status reports of their progress, and conduct a formal presentation of their capstone system.

INFO2644	**PC & Web Capstone**	**L**	**60**	**-**	**4**

Prerequisites: INFO1414, INFO2431, INFO2525, INFO2534

Students learn to analyze and design extensible object-oriented software applications by applying various design patterns. Working in teams, students use an iterative approach with ongoing analysis and design as a key focus. In addition, students develop an individual project that can be used to showcase their skills to potential employers.

INFO2670	**Computer Support Capstone**	**L**	**45**	**-**	**3**

Prerequisites: INFO1445, INFO1494

Students work in teams to research, implement, and troubleshoot a variety of projects in a Windows environment. Topics include a help desk ticketing system, dual-boot installation, tablet setup, wireless network configurations, network printing, and workstation security.

INFO2691	**Enterprise Security Capstone**	**L**	**45**	**-**	**3**

Prerequisites: INFO2581, INFO2586; Corequisite: INFO2596

This is a project-based course using cybersecurity techniques and best practices to secure and defend computing systems and network infrastructures. Security is approached from both a red team and blue team aspect.

INFO2697	**Networking Capstone**	**L**	**45**	**-**	**3**

Prerequisites: INFO1492, INFO2595

This is a project-based course focused on designing, implementing, and maintaining network infrastructures using a virtual environment. Different types of servers, clients, and firewall/routers are used.

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		Location	Class	Lab	Credits
INFO2700	**CIT Practicum**	**L**	**-**	**135**	**3**

Prerequisite: Permission of Program Director

This course requires students to spend a minimum of 135 hours at a work site applying IT knowledge and skills in career focus area. The exact nature of the work varies with the individual objectives developed for each student.

INFO2999	**Special Project**	**L**	**15-45**	**-**	**1-3**

Prerequisite: Permission

This course allows students to pursue the study of a selected topic approved by the program. Credit hours will vary.

INSU • Insurance

INSU1100	**Fundamentals of Insurance I**	**L**	**45**	**-**	**3**

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**	**O**	**45**	**-**	**3**

Prerequisite: "C" or higher in INSU1100.

This course is designed to provide a knowledge foundation about insurance underwriting and claims. Students will learn to evaluate information for usefulness and profitability of risk and to select proper underwriting techniques for implementing, monitoring, and correcting decisions. Students will learn the claims investigation process and dispute resolution techniques.

INSU1150	**Fundamentals of Insurance II**	**O**	**45**	**-**	**3**

Prerequisite: "C" or higher in INSU1100.

Focuses on the advance concepts in risk management and insurance to include: employee group life, health and retirement plans and commercial property and liability insurance, financial services and insurance company operations and regulations.

JDAT • John Deere Tech

JDAT1110	**John Deere Orientation & Fundamentals**	**M**	**30**	**45**	**3**

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. The proper use and care of power and hand tools, Encompasses micrometers, dial indicators, torque wrenches, twist drills, tap, dies, screw exactors, 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.

JDAT1120	**John Deere Shop Operations**	**M**	**30**	**45**	**3**

This course deals with basic shop operations. It includes basic electrical theory, basic hydraulic theory, basic powertrain theory, basic service advisor operation, and basic parts advisor operation.

JDAT1130	**John Deere Engines and Fuel Systems**	**M**	**45**	**135**	**6**

Prerequisites: JDAT1110, JDAT1120

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 practices on spark and compression ignition engines. This course also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, exhaust systems, and fuel 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. Also included are design, construction, operation and service methods for the following engine and fuel system components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, fuel injection pumps, fuel injection nozzles 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.

JDAT1250	**John Deere Hydraulic and Power Train Theory**	**M**	**90**	**-**	**6**

Prerequisite: JDAT1130

Introduction to basic hydraulic and power train concepts. Theory of construction, operation, and diagnosis of hydraulic and power train components, systems and assemblies. Subjects include gears, bearings, seals, differentials, clutches, planetary operation, final drives, transmissions, pumps, motors, valves, actuators, circuits, test equipment operation, safety and schematics.

JDAT1255	**John Deere Hydraulic and Power Train Lab**	**M**	**-**	**270**	**6**

Prerequisite: JDAT1130

Practical experience in troubleshooting, testing, and servicing of various hydraulic and power train components and systems used in John Deere Ag equipment. Students are required to disassemble, analyze, measure, troubleshoot, repair, and assemble hydraulic and power train components and systems.

JDAT1901	**John Deere COOP**	**M**	**-**	**300**	**5**

Prerequisite: JDAT1150, JDAT1255.

On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in previous semesters. Supervised by Southeast Community College-Milford Campus John Deere Tech Instructors.

JDAT2310	**John Deere Electrical and Electronics**	**M**	**90**	**-**	**6**

Prerequisites: JDAT1250, JDAT1255

Basic electrical principles and applications of magnetism, electromagnetism, and the safe utilization of electrical meters. Function, operation and testing procedure for a lead acid battery, cranking systems and charging systems. An introduction to combine and tractor electrical systems. Troubleshooting techniques for circuit diagnosis using electrical schematics. CAN BUS function, operation and testing procedure. Introduction to basic electronics, plus the procedures and use of a digital multimeter on how to test electrical circuits. Troubleshooting techniques for circuit diagnosis using electrical schematics is included. The function, operation, and testing procedure of semiconductors and transistors along with microprocessor operation, including inputs and outputs.

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		Location	Class	Lab	Credits
JDAT2330	**John Deere Electrical and Electronics Lab**	**M**	**-**	**270**	**6**

Prerequisites: JDAT1250, JDAT1255; Corequisite: JDAT2310

A practical application of the analysis, repair and testing. This lab involves the use of proper methods, tools and service materials to complete work requirements.

JDAT2410	**John Deere Tillage, Seeding and Harvesting**	**M**	**90**	**-**	**6**

Prerequisites: JDAT2310, JDAT2330

This course covers the theory, design, principles of operation and adjustment, troubleshooting and repair of tillage equipment, planting equipment and harvesting equipment. Primary, secondary and row crop tillage tools will be covered as well as row crop planters and grain drills. Harvesting will cover the inspection and repair of all combine operational systems as well as the header system.

JDAT2430	**John Deere Tillage, Seeding and Harvesting Lab**	**M**	**-**	**180**	**4**

Prerequisites: JDAT2310, JDAT2330; Corequisite: JDAT2410

Practical experience in troubleshooting, testing, and servicing of various tillage, seeding and harvesting equipment. Students are required to disassemble, analyze, measure, troubleshoot, repair, calibrate and assemble components on John Deere tillage, seeding and harvesting equipment.

JDAT2440	**John Deere HVAC and New Product**	**M**	**30**	**45**	**3**

Prerequisites: JDAT2310, JDAT2330

Theory, operation, and repair of John Deere air conditioning, heating and ventilation systems including operation of recovery/recycling 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. New Product will include touring John Deere Head Quarters and manufacturing facilities.

JDAT2450	**John Deere Advanced Technologies**	**M**	**30**	**45**	**3**

Prerequisites: JDAT2310, JDAT2330

Operation, theory, testing and repairs of precision farming tools to include Global Positioning Systems as used for Ag Management Solutions. Included are parallel tracking (guidance systems), yield mapping/monitoring, field documentation (acre counters, fuel consumption, periodical maintenance of machine, etc.), map-based seeding, Accudepth (tillage machines).

JDAT2741	**John Deere Power Trains II**	**M**	**30**	**45**	**3**

Prerequisite: JDAT2901.

This course will cover the complete powertrain system, diagnostics, tests, and adjustments of the John Deere Ag products.

JDAT2743	**John Deere Hydraulics II**	**M**	**38**	**45**	**3.5**

Prerequisite: JDAT2901.

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**	**M**	**15**	**45**	**2**

Prerequisite: JDAT2901.

Review of electrical fundamentals and introduction to basic electronics, plus the procedures and use of a digital multimeter in testing electrical circuits is covered. Troubleshooting techniques for circuit diagnosis using electrical schematics is included. The function, operation, and testing of semiconductors and transistors is covered along with microprocessor operation, including inputs and outputs. Testing of tractor circuits including lighting, accessory, safety, instrumentation and gauges is a part of the lab exercises. Electronic monitoring systems used on planting and harvesting equipment is also covered.

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.

JDCE1110	**Deere Orientation and Fundamentals**	**M**	**15**	**45**	**2**

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 ADVISOR. Also, the proper use and care of power and hand tools will be covered. 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.

JDCE1120	**Deere Electrical/Electronics I**	**M**	**45**	**45**	**4**

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.

JDCE1140	**Deere Diesel Fuel Systems**	**M**	**23**	**23**	**2**

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.

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		Location	Class	Lab	Credits
JDCE1150	**Deere Theory of Engine Operation and Repair**	**M**	**30**	**90**	**4**

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, 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, connection 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 stressed.

JDCE1220	**Deere Electrical/Electronics II**	**M**	**30**	**90**	**4**

Prerequisites: JDCE1110, JDCE1120, JDCE1140, JDCE1150

This course provides a review of electrical fundamentals, and correct and safe operation of multimeters. An introduction to Deere Construction and Forestry electrical systems are included, as well as troubleshooting techniques for circuit diagnosis using electrical wiring diagrams and schematics. Testing electrical circuits with meters is part of the lab exercises. Basic CAN BUS and sensors will be included.

JDCE1240	**Deere HVAC**	**M**	**15**	**45**	**2**

Prerequisites: JDCE1110, JDCE1120, JDCE1140, JDCE1150

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.

JDCE1901	**Dealer Cooperative Experience**	**M**	**-**	**300**	**5**

Prerequisites: JDCE1110, JDCE1120, JDCE1140, JDCE1150

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.

JDCE2310	**Deere Advanced Fuel Systems & Engine Diagnostics**	**M**	**30**	**90**	**4**

Prerequisites: JDCE1220, JDCE1240, JDCE1901

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 repair and/or adjustments to correct these malfunctions. Safety training is included.

JDCE2330	**Deere Mechanical Power Trains**	**M**	**45**	**113**	**5.5**

Prerequisites: JDCE1220, JDCE1240, JDCE1901

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 a 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.

JDCE2350	**Deere Hydraulics & Hydrostatic Drives**	**M**	**45**	**68**	**4.5**

Prerequisites: JDCE1220, JDCE1240, JDCE1901

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 in Deere construction equipment. Safety is stressed.

JDCE2410	**Deere Electrical/Electronics III**	**M**	**23**	**68**	**3**

Prerequisites: JDCE2310, JDCE2330, JDCE2350

Review of electrical fundamentals included 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 CAN system, lighting, accessory, instrumentation, and gauges. Lab projects include the repair procedures and testing of cranking motors and alternators. Safety is stressed in this course.

JDCE2430	**Deere Backhoes, Four Wheel Drive Loaders, Skid Steer Loaders**	**M**	**30**	**90**	**4**

Prerequisites: JDCE2310, JDCE2330, JDCE2350

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere backhoes, Deere four-wheel drive loaders, and skid steer loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.

JDCE2440	**Deere Excavators, Crawler Dozers, Motor Graders**	**M**	**60**	**90**	**6**

Prerequisites: JDCE2310, JDCE2330, JDCE2350

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere excavators, crawler dozers, and motor graders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.

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		Location	Class	Lab	Credits

JOUR • Journalism

JOUR1810 Introduction to Mass Media — B/L | 45 | - | 3

Prerequisite: Eligible for ENGL1010.

Survey of new and traditional media roles and procedures, including social media, film, music, and news. Introduction to newswriting style and new media news production, including writing assignments for campus media outlet.

JOUR1820 Media Writing — B/L | 45 | - | 3

Prerequisite: Eligible for ENGL1010.

Study of basic newsgathering and news writing techniques for a multimedia environment with an emphasis on publishing in campus and other digital and social media outlets.

JOUR1840 Advanced Media Writing — B/L | 45 | - | 3

Prerequisite: Grade of C or higher in JOUR1820.

Study of advanced techniques of news gathering and news writing in a new media environment with an emphasis on investigative reporting to be published in the campus news source and/or other publications as assigned. Emphasis is on publishable work. Includes assigned work in news writing, photography, audio production, video production, and page design and makeup.

JOUR1850/ PHOT1850 Citizen Journalism and Social Media — B/L | 45 | - | 3

Prerequisite: Eligible for ENGL1010.

Citizen Journalism & Social Media will explore social media usage to report ongoing events and document a personal worldview. Students will study the utilization of social media as an agent for personal engagement and social change and learn how to operate as a citizen journalist.

JOUR1860 Sports Journalism — B/L | 45 | - | 3

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.

JOUR2750/ PHOT2750 Photojournalism — B/L | 30 | 30 | 3

Prerequisite: Grade of C or higher in PHOT1760 or instructor permission.

Study and practice of photojournalism for various digital and social media outlets. Areas of focus include news, features, sports, studio photography and photo essays. Technical aspects include screening and editing prints using Photoshop software.

JOUR2780 Public Relations — B/L | 45 | - | 3

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.

LIBR • Library Science

LIBR courses are offered in partnership with Central Community College. Please see the Academic Transfer program for articulated samples and for contact information.

LPNS • Practical Nursing

LPNS1041 Holistic Health Concepts 4 — L | 57 | 10 | 4

Prerequisites: LPNS1031, LPNS1032, LPNS1033.

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.

LPNS1042 Nursing Care Concepts 4 — L | 25 | 110 | 4

Prerequisites: LPNS1031, LPNS1032, LPNS1033.

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.

LPNS1043 Health Systems Concepts 4 — L | 20 | - | 1

Prerequisites: LPNS1031, LPNS1032, LPNS1033.

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.

LPNS1010 Introduction to Practical Nursing — B/L | 15 | 45 | 2

Pre-requisite: Admission to the Practical Nursing Program

Overview of the practical nursing profession in healthcare and introduction to basic skills needed for safe nursing practice. Emphasis is placed on strategies for success in the practical nursing program, medication calculation, basic pharmacology principles, and concepts related to the provision of holistic patient care.

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		Location	Class	Lab	Credits

LPNS1112 Practical Nursing Clinical 1 B/L 90 2

Prerequisite: LPNS1010. Corequisite: LPNS1118

In this course, students will begin to apply nursing knowledge and skills to the care of patients in affiliated facilities throughout the community. Real life and simulation experiences will develop the students' understanding of nursing concepts in preparation for professional practice.

LPNS1113 Professional Nursing 1 B/L 30 - 2

Prerequisite: LPNS1010

In this course, students will explore the legal, ethical, and professional aspects of nursing practice. Emphasis will be placed on understanding why policies, regulations, and practices exist; how they impact patient care and the role of the practical nurse.

LPNS1115 Practical Nursing Lab 1 B/L 60 90 6

Prerequisite: LPNS1010

In this course, students will begin to apply knowledge of anatomy and physiology to nursing practice. Concepts related to physical assessment, medication administration, healing and chronic illness will be introduced.

LPNS1118 Holistic Nursing 1 B/L 60 - 4

Prerequisite: LPNS1010. Corequisite: LPNS1112

In this course, students will explore concepts related to psychological and sociological aspects of patient care. This includes the concepts of culture, family dynamics, sexuality, communication, cognition, and coping.

LPNS1210 Holistic Nursing 2 B/L 60 - 4

Prerequisite: LPNS1118. Corequisite: LPNS1212

In this course, students will expand their knowledge of concepts related to assessment and care of patients with mental health disorders, developmental abnormalities, and sexual issues. Advanced communication and conflict resolution skills will be explored, as well as health promotion from a global perspective.

LPNS1211 Practical Nursing Lab 2 B/L 45 45 4

Prerequisite: LPNS1115

In this course, students will expand their skills in caring for patients across the lifespan. Concepts related to assessment and care of patients with acute, complex, and emerging conditions will be explored.

LPNS1212 Practical Nursing Clinical 2 B/L - 180 4

Prerequisite: LPNS1112. Corequisite: LPNS1210

In this course, students will apply clinical judgment and nursing skills to the care of patients in affiliated facilities throughout the community. Real life and simulation experiences will enhance and deepen the students' understanding of nursing concepts in preparation for professional practice.

LPNS1213 Professional Nursing 2 B/L 30 - 2

Prerequisite: LPNS1113

In this course, students will expand on the knowledge of the legal, ethical, and professional aspects of nursing practice. Emphasis will be placed on licensure, quality improvement, and emerging issues in healthcare.

LSCE • Land Surveying/GIS/Civil Engineering Technology

LSCE1120 Plane Surveying M 30 68 3.5

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 30 68 3.5

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 - 3

This is a course that analyses the basic structure for the land surveying technician in the following areas: Field Data Acquisition to include taping, Electronic Distance Measurement, Leveling and Compass surveying. This course also includes plane surveying to include the basic knowledge of traversing, area of a traverse, partitioning of land, horizontal curves, and vertical curves.

LSCE1220 Engineering Surveying M 45 45 4

Prerequisites: LSCE1120, BSAD1010 and LSCE1130

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 30 68 3.5

Prerequisites: LSCE1126 and LSCE1130

This course examines dimensioning, blocks, attributes, section views, external references, multi-view 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. The basic introduction to AutoCAD Civil 3D is covered in this course. This course also introduces the students into the basic use of the DC50 COGO data collector software.

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		Location	Class	Lab	Credits
LSCE1230	**Earthworks Inspection**	**M**	**45**	**-**	**3**

Study of properties of soils affecting the ability to support structures such as bridges, highways, and building sites. Inspector's duties are studied regarding his/her function to ensure that a quality foundation or embankment is constructed. Areas of study include compaction, soil types, basic geology, and density, and moisture of soils used in construction.

LSCE1232	**Highway Plan Reading**	**M**	**8**	**23**	**1**

Programmed study that teaches the fundamentals of reading and interpreting a complete set of highway plans.

LSCE1320	**Route & Construction Surveying**	**M**	**45**	**45**	**4**

Prerequisites: LSCE1220, LSCE1232; Corequisite: MATH1050 or higher.

Field work for topographic details using total station equipment and electronic data collected. Study of circular and vertical curves as employed in construction projects. Lab work includes setting out circular curves and learning safety practices. Unit of study also covers sanitary sewer networks and principles of hydraulics.

LSCE1324	**Concrete Inspection**	**M**	**45**	**-**	**3**

Study based on the fundamental principles of cement and concrete. Understanding cement, concrete, and concrete products as applied to the job. Reasons behind the "why" of cement and concrete. Study of ingredients, placement, and other factors, which affect the quality of pavement and structures. Role of the inspector in maintaining quality control of concrete construction projects. Includes Concrete Field Testing Technician Grade 1 Certification through the American Concrete Institute.

LSCE1326	**Civil CAD III**	**M**	**30**	**68**	**3.5**

Prerequisite: LSCE1226; Corequisite: MATH1050 or higher

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**		**360**	**6**

Prerequisites: LSCE2520, LSCE2526

On-the-job experience doing surveying, drafting, or materials testing/inspection with employers. Application of skills and knowledge acquired in previous quarters.

LSCE1901	**Cooperative Education**	**M**		**360**	**6**

Prerequisites: LSCE2520, LSCE2526

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**	**30**	**68**	**3.5**

Prerequisites: LSCE1320.

Study of control surveys, state plane coordinates, Photogrammetry, and Global Positioning Systems. Application of field work using GPS for construction staking. Applications of trigonometry are used to solve surveying problems. Continuation of study and application of surveying mathematics.

LSCE2526	**Principles of Land Development**	**M**	**30**	**68**	**3.5**

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.

LSCE2547	**Applied GIS**	**M**	**30**	**68**	**3.5**

This course covers the underlying geographic concepts (world coordinate system and projections, vector map topology, tiled and layered maps, etc.) map design and outputs, geodatabases, importing spatial and attribute data, digitizing, geocoding, spatial data processing, and advanced spatial analysis. Other topics such as raster integration, Internet-enabled GIS, network, and 3D analysis are also addressed. The technical focus of the course includes computer lab tutorials and case studies using the leading desktop GIS software, ArcGIS from ESRI. Application areas covered in this course include city and regional planning, community planning, economic development, and environmental studies, housing and property evaluation, transit and transportation issues, land use, historic studies, emergency management, public works utilities, census population and demographic studies, and business applications. By the end of this course, students will have sufficient background to identify spatial characteristics of diverse application areas, enabling them to integrate spatial thinking and GIS analysis into their research and careers.

LSCE2620	**Boundary Control & Legal Principles**	**M**	**30**	**68**	**3.5**

Prerequisite: LSCE2520

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-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.

LSCE2626	**Advanced Civil CAD**	**M**	**45**	**45**	**4**

Corequisite: LSCE2526

Using AutoCAD Civil 3D software, complete drawings using survey field notes, legal descriptions, and city plat drawings. Draw up a boundary survey.. Continuation in the use of ERSI GIS 10.3xx software and HP50 DC50 software.

LSCE2646	**Civil CAD 3D**	**M**	**30**	**68**	**3.5**

Prerequisite: LSCE1326

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 Magnet Field. Complete Field to Finish Project set of plans.

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		Location	Class	Lab	Credits
LSCE2667	**Public Land Survey Systems**	**M**	**23**	**23**	**2**

Corequisite: LSCE2520

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**	**-**	**3**

An introductory study and overview of the many long-term care service providers, how they fit together to form an overall system and the skills that will be needed to succeed as a manager in this system.

LTCA1020	**Death, Dying and Bereavement**	**O**	**45**	**-**	**3**

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	**Food and Nutrition Services for Long Term Care**	**O**	**45**	**-**	**3**

This course focuses on the administrator's role in planning, organizing and ensuring quality of dietary and dining services in long term care. Topics include the role of the dietitian, director of food and nutrition services (dietary manager), staffing, Food Code compliance, budgeting, purchasing and inventory control, person–centered dining, comprehensive assessment, disaster preparedness and safety, and facility compliance and survey process.

LTCA1040	**Assisted Living Administration I**	**O**	**45**	**-**	**3**

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**	**-**	**3**

This course explores the roles and responsibilities of a long term care administrator. It integrates the National Association of Long Term Care Administrator Boards (NAB) domains of practice: Customer Care, Supports and Services, Human Resources, Finance, Environment, and Management and Leadership.

LTCA1080	**Gerontology**	**O**	**45**	**-**	**3**

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**	**-**	**3**

Prerequisites: LTCA1040

This course is a continuation of Assisted Living Administration I and delves further into management practices related to resident care, human resources, organization, physical environment and business/finance. Case studies and projects are included in each area to help students develop the skills needed to perform tasks of the assisted living administrator/executive director.

LTCA2000	**Physical Environment and Safety in Long Term Care**	**O**	**45**	**-**	**3**

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**	**-**	**3**

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**	**-**	**3**

This course focuses on the unique needs of marketing in healthcare and the basics of developing a healthcare marketing plan. Case studies and projects are included to apply marketing concepts to real-world situations, and to help students gain the knowledge and skills needed for effective marketing of long term care services.

LTCA2030	**Ethics in Health Administration**	**O**	**45**	**-**	**3**

This course defines ethics, ethics theory and application. The principles of autonomy, beneficence, non-maleficence 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**	**-**	**3**

This course provides knowledge of GAAP and financial management practices used in long term care administration. Topics include: Accounts Payable; Inventory; Staffing; Accounts Receivable and Collections; Resident Trust Fund; Operations Planning and Budgeting. Applicable regulations and resources included.

LTCA2050	**Rules, Regulations and Standards for Long Term Care**	**O**	**45**	**-**	**3**

This course is an overview of the Federal Register, legislative process and Medicare and Medicaid fundamentals. It interprets Nursing Facility Standards – the State Operations Manual (SOM) including the Long Term Care Survey Process.

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		Location	Class	Lab	Credits
LTCA2060	**Assisted Living Practicum**	**O**	**-**	**90**	**2**

This course provides students with hands-on experience related to: Customer Care, Supports and Services; Human Resources; Finance; Environment; Management and Leadership 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**	**-**	**3**

This course is designed to help students prepare for the Nursing Home Administrator (NHA) licensing examination offered through the National Association of Long Term Care Administrator Boards (NAB). Test specifications and procedures are reviewed, with practice exams at the beginning and end of the course to help identify areas for further study. Group discussions share knowledge and skills in subject areas including Customer Care, Supports, and Services, Human Resources, Finance, Environment and Management and Leadership.

MACH • Precision Machining and Automation Technology

MACH1100	**Basic Machine Tool**	**M**	**30**	**45**	**3**

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 Precision Machining & Automation Technology

Theory and operation in basic Machine Tool procedures with lathes, milling machines and drill presses.

MACH1121	**Machining Fundamentals**	**M**	**23**	**23**	**2**

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 for Electromechanical**	**M**	**15**	**90**	**3**

The basic operation of the lathe, milling machine, and grinder are explored as they relate to maintenance technicians.. 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**	**45**	**-**	**3**

Basic theory in blueprint reading, drafting, equipment utilization, lettering, and geometric constructions. Shape and size description, section views and freehand sketching.

MACH1173	**Machine Tool Lab I**	**L**	**15**	**68**	**2.5**

Corequisite: MACH1121

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**	**L**	**15**	**68**	**2.5**

Prerequisite: MACH1173.

Continuation of MACH 1173.

MACH1175	**Precision Machine Lab I**	**M**	**31**	**136**	**5**

Corequisite: MACH1121

Basic operation of the lathe, milling machine, and grinder. Experience with hand tools, metrology, metal sawing, drilling and tapping.

MACH1223	**Machine Tool Lab III**	**L**	**8**	**68**	**2**

Prerequisite: MACH1174.

Practice using Machine Tools. Drill press, lathe, milling machine, surface grinder and cylindrical grinder.

MACH1224	**Machine Tool Lab IV**	**L**	**8**	**68**	**2**

Prerequisite: MACH1223.

Continuation of MACH1223.

MACH1225	**Materials of Industry**	**M**	**45**	**-**	**3**

Introduction to materials (steel, irons, etc.) used in industry. Properties, uses, specifications, availability, tool steels and heat treatment.

MACH1226	**Precision Machine Lab II**	**M**	**15**	**136**	**4**

Pre-requisite(s): MACH1175

Practice using machine tools. Drill press, lathe, milling machine, surface grinder and cylindrical grinder.

MACH1241	**Machinery's Handbook**	**M**	**45**	**-**	**3**

Introduction to technical area handbooks and problems of design. Use of Machinery's Handbook for measurement, circle, geometry, allowance and tolerance, keys and key seats, gearing problems, cutting speeds, and threads and bearing problems.

MACH1250	**Computer Aided Drafting (CAD)**	**M**	**23**	**23**	**2**

Fundamentals of Computer Aided Drafting using menus, settings and drawing setup, draw and edit commands, Cartesian coordinate system, practice drawings, symbols, prototype drawings and plotting.

MACH1324	**Precision Machine Lab III**	**M**	**15**	**158**	**4.5**

Prerequisite: MACH1226

Practice using machine tools: lathe, milling machine, surface grinder, and cylindrical grinder. High tolerance tool steel projects for lab work.

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	Location	Class	Lab	Credits
MACH1349 CNC I	**M**	**45**	**45**	**4**
Prerequisite(s): MATH1050, MACH1226				
Basic theory and laboratory work in elementary programming, operation calculations and maintenance of Haas CNC milling machine. Operation and maintenance of Coordinate Measuring Machines (C.M.M.).				
MACH1428 Precision Machine Lab IV	**M**	**15**	**158**	**4.5**
Prerequisite: MACH1324; Corequisite: MACH1455				
Advanced projects to improve proficiency on the various machine tools.				
MACH1455 CNC II & CAM	**M**	**60**	**90**	**6**
Prerequisite: MACH1349; Corequisite: MACH1428				
G and M code programming, operation, and setup of CNC machines. Introduction to Computer Aided Manufacturing utilizing two and three- dimensional software.				
MACH1456 Manufacturing Processes II	**M**	**15**	**68**	**2.5**
Corequisite: MFGT1421				
The basic operation of the lathe, milling machine, and grinder are explored as they relate to manufacturing engineers. The laboratory experience will include metrology, use of basic hand tools, metal sawing, drilling and tapping, milling, turning, thread turning, and grinding.				
MACH2510 Automation Theory	**M**	**23**	**23**	**2**
Fundamentals of mechanical advantage, use of cylinders and motors and learning basics of pneumatic and relay logic.				
MACH2532 Stamping Die Construction	**M**	**8**	**135**	**3.5**
Prerequisites: MACH1428, MACH1455, MACH2547. Corequisite: MACH2539				
Practical experience in construction of metal stamping dies. Two types built, one from the student's own blueprint designed in Die Design. Use of form ground and wire EDM (electric discharge machine) construction methods.				
MACH2535 Mold Theory	**M**	**23**	**23**	**2**
Prerequisites: MACH1428 and MACH1455				
Fundamental processes and basic construction of plastic molds (compression, transfer, and injection), molds for die casting (pressure molding of nonferrous alloys) and rubber molds.				
MACH2536 Automated Equipment Lab	**M**	**8**	**135**	**3.5**
Prerequisites: MACH1428 and MACH1455; Corequisite: MACH2652				
Construct an automated piece of equipment that was designed in the Automated Equipment Design class.				
MACH2538 Injection Mold Construction	**M**	**8**	**135**	**3.5**
Prerequisites: MACH1428 and MACH1455; Corequisite(s): MACH2535 and MACH2539				
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, CNC mills, and CNC EDM (Electric Discharge Machine).				
MACH2539 Mold and Die Design	**M**	**30**	**45**	**3**
Prerequisite(s): MACH1428, MACH1455, MACH2547. Corequisite: MACH2535				
The use of CADD software to create a 3D model, and a working set of drawings for one two stage piercing and blanking Die, and one plastic injection mold that will be constructed in MACH2532 and MACH2538.				
MACH2547 Die Theory	**M**	**23**	**23**	**2**
Corequisites: MACH1428 and MACH1455				
Study of the design and construction of shearing, blanking, piercing, cutoff, bending, and forming. Punch presses and die sets.				
MACH2641 Advanced CNC Theory	**M**	**23**	**23**	**2**
Prerequisites: MACH1349, MACH1455				
Theory class covering advanced CNC process and procedure, and CNC support equipment.				
MACH2652 Advanced CNC and Automation Design	**M**	**30**	**45**	**3**
Prerequisites: MACH1428 and MACH1455; Corequisites: MACH2660 and MACH2641				
Design and program a part per the prescribed parameters that will run fully un-attended on the Fanuc/Haas Robotic load unload cell in class MACH2660. Also, a comprehensive design and full set of working blueprints will be required of a unique piece of automated equipment that the student will build in MACH2536.				
MACH2660 Advanced CNC Lab	**M**	**8**	**135**	**3.5**
Prerequisites: MACH1428, MACH1455; Corequisite: MACH2641, MACH2652				
Program and run a multitude of projects on CNC Mills and CNC Lathes using various accessories such as onboard probing, tooling pre-setters, and Mastercam CAM software.				
MACH2999 Special Projects	**M**	**15-45**	**-**	**1-3**
Prerequisite: Program Director Approval				
Special project as assigned by Program Director				

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		Location	Class	Lab	Credits

MATH • Mathematics

MATH0900 Math Fundamentals — B/L/M — 45 — - — 3

Prerequisite: Appropriate score on math placement test

Review of operations with whole numbers, study of order of operations, exponents, factors and prime factorization, GCF, LCM/LCD, operations with fractions, decimals, operations with mixed numbers, order of operations with fractions and decimals, converting fractions to decimals and decimals to fractions, rates, ratios, proportions, percent's, perimeter, area, volume, simplifying algebraic expressions, exponent rules, solving algebraic equations, and applications of algebraic equations.

MATH0901 Math Fundamentals Module I — B/L/M — 15 — - — 1

Prerequisite: Appropriate score on math placement test

Review of operations with whole numbers, integers, study of order of operations, exponents, factors, GCF, LCM/LCD, and operations with fractions.

MATH0902 Math Fundamentals Module II — B/L/M — 15 — - — 1

Prerequisite: A grade of "B" or higher in MATH0901 OR co-enrollment in MATH0901.The prerequisite must be completed before the current course is completed.

Study of mixed numbers and decimals; order of operations with fractions, mixed numbers, and decimals; converting fractions to decimals and decimals to fractions; operations with positive and negative integers; study of ratios, rates, proportions, and percents.

MATH0903 Math Fundamentals Module III — B/L/M — 15 — - — 1

Prerequisite: A grade of "B" or higher in MATH0902 OR co-enrollment in MATH0902. The prerequisite must be completed before the current course is completed.

Study of basic algebraic expressions, linear equations, and finding perimeter, area, and volume.

MATH0950 Beginning Algebra — B/L/M — 45 — - — 3

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.

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.

MATH0951 Beginning Algebra Module I — B/L/M — 15 — - — 1

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 OR co-enrollment in MATH0903. The prerequisite must be completed before the current course is completed.

Study of operations with real numbers, and solving linear equations and inequalities and their applications.

MATH0952 Beginning Algebra Module II — B/L/M — 15 — - — 1

Prerequisite: A grade of "B" or higher in MATH0951 OR co-enrollment in MATH0951. The prerequisite must be completed before the current course is completed.

Graphing lines and linear inequalities in two variables; finding slope and equations of lines; introduction to polynomial identification, addition, subtraction, and exponent rules.

MATH0953 Beginning Algebra Module III — B/L/M — 15 — - — 1

Prerequisite: A grade of "B" or higher in MATH0952 OR co-enrollment in MATH0952. The prerequisite must be completed before the current course is completed.

Study of scientific notation, multiplying and dividing polynomials, factoring polynomials, solving quadratic equations by factoring, operations with rational expressions and introduction to function notation.

MATH0980 Geometry — B/L — 45 — - — 3

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.

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 — - — 3

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.

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 — - — 3

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.

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 — - — 3

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.

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.

MATH1100 Intermediate Algebra — B/L/M — 45 — - — 3

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.

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.

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		Location	Class	Lab	Credits
MATH1101	**Intermediate Algebra Module I**	**B/L/M**	**15**	**-**	**1**

Prerequisite(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. The prerequisite must be completed before the current course is completed.

Solving systems of linear equations and inequalities, review of operations with polynomial and rational expressions, review of solving polynomial equations by factoring, study of synthetic division, study of simplifying complex rational expressions, and solving rational equations and applications.

MATH1102 Intermediate Algebra Module II **B/L/M** **15** **-** **1**

Prerequisite: A grade of "B" or higher in MATH1101 OR co-enrollment in MATH1101

Study of functions, radical expressions and functions, rational exponents, and solving absolute value equations and inequalities. The prerequisite must be completed before the current course is completed.

MATH1103 Intermediate Algebra Module III **B/L/M** **15** **-** **1**

Prerequisite: A grade of "B" or higher in MATH1102 OR co-enrollment in MATH1102. The prerequisite must be completed before the current course is completed.

Study of complex numbers, solving quadratic equations, graphing quadratic functions, dividing radical expressions, and solving radical equations. The prerequisite must be completed before the current course is completed.

MATH1150 College Algebra **B/L/M** **45** **-** **3**

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.

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** **-** **3**

Prerequisite: "C" or higher in MATH1150 or appropriate score on the math placement test.

A study of trigonometry in preparation for advanced math and science coursework. Use definitions of trigonometric functions to establish properties, create graphs, establish identities and formulae, and define inverse trigonometric functions. Use trigonometric functions and their inverses to solve trigonometric equations, and applications. Graphing in polar coordinates, and vector arithmetic.

MATH1300 Pre-calculus **B/L** **75** **-** **5**

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.

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** **-** **3**

Prerequisite: "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-computer science majors.

MATH1600 Analytic Geometry & Calculus I **B/L** **75** **-** **5**

Prerequisites: A grade of C or higher in MATH1150 and MATH1200 or a C or higher in MATH1300 or appropriate placement score.

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** **-** **5**

Prerequisite: A grade of "C" or higher in MATH1600 or equivalent.

Continuation of MATH1600. Study of antiderivatives, methods of integration; numerical methods, coordinates and conics, differential equations, Taylor series, and an introduction to differentiation and integration of vector valued functions. A graphing calculator or use of mathematical software may be required.

MATH2030 Contemporary Mathematics **B/L** **45** **-** **3**

Prerequisites: A grade of "C" or higher in MATH1100, or a grade of "B" or higher in MATH1103 and one year of geometry or equivalent, or appropriate score on math placement test.

Applications of quantitative reasoning and methods to problems and decision making in the areas of management, statistics, social choice, and size and growth. Topics include networks, critical paths, sampling, central tendency, inference, voting methods, power indices, fair division, growth and form, symmetry and patterns, and tiling.

MATH2080 Calculus & Analytic Geometry III **B/L** **60** **-** **4**

Prerequisite: MATH1700.

Study of calculus and analytic geometry for functions of two or more variables. Coordinates, three-dimensional vectors, three-dimensional analytic geometry, differentiation and integration of functions of many variables, and integration in vector fields. Use of some mathematical software may be required.

MATH2170/BSAD2170 Applied Statistics **B/L/M** **45** **-** **3**

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.

The course is an introduction to basic probability and statistical methods that are used in a wide variety of disciplines. Topics include descriptive statistics, probability foundations, probability distributions, sampling distributions, methods of statistical inference, and bivariate relationships.

MATH2200 Differential Equations **B/L** **45** **-** **3**

Prerequisite: MATH2080.

Introduction to the theory and applications of differential equations using differential equations to model physical problems and techniques to solve linear differential equations, elementary existence theorems, solving systems of linear differential equations, and using Laplace transforms to solve initial value problems.

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		Location	Class	Lab	Credits

MEDA • Medical Assisting

All required courses must be passed with a minimum grade of C+.

MEDA1101 Basic Medical Terminology — L | 23 | - | 1.5

A basic study of word parts, medical terms, and abbreviations as it pertains to all of the body systems.

MEDA1102 Administrative Medical Assisting — L | 30 | - | 2

Study of medical office administrative practices. Includes: Patient scheduling, medical records, billing, collections, and daily financial practices. Incorporates both paper and electronic applications.

MEDA1205 Exam Room 1 — L | 30 | 45 | 3

Prerequisites: HLTH1060.

Content incorporates cognitive knowledge in the performance of psychomotor and affective competencies in the following areas: infection control and medical asepsis, patient history and documentation, vital signs and measurements, physical examination, OB-GYN, pediatrics, male reproductive system, gerontology, examinations and procedures of body systems, assisting with office and ambulatory surgery, rehabilitation and therapeutic modalities, and nutrition and health and disease.

MEDA1206 Medical Law, Ethics, and Cultural Communication — L | 45 | - | 3

Study of medical law, ethics and bioethics for the medical office employee. Incudes verbal and nonverbal, threats and barriers to communication, multicultural differences, and communication across the lifespan.

MEDA1207 Pharmacology and Dosage Calculations — L | 30 | - | 2

Study of the major drug classifications by body systems; includes patient safety and regulations. Includes basic math, conversions among measurement systems, and solving dosage calculation problems.

MEDA1301 Exam Room 2 — L | 30 | 90 | 4

Prerequisites: MEDA1205

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.

MEDA1400 Limited Radiography — L | 45 | - | 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. The course will include a comprehensive exam preparation for the Nebraska Limited Radiographer Examination.

MEDA1401 Practicum — L | - | 225 | 5

Prerequisites: MEDA1301

An unpaid, supervised practicum of 225 hours in an ambulatory healthcare setting, performing psychomotor and affective competencies.

MEDA1402 Senior Seminar — L | 30 | - | 2

Prerequisites: MEDA1301

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 Human Diseases — L | 45 | - | 3

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 Medical Insurance and Coding — L | 30 | - | 2

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.

MEDT • Medical Laboratory Technology

MEDT1100 Procedures in Phlebotomy — L | 30 | - | 2

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.

MEDT1150 Laboratory Methods — L | 30 | 45 | 3

Prerequisite(s): Admission into the MLT Program

Introduction to medical laboratory procedures and laboratory mathematics. Basic laboratory techniques and skills required in the field of medical laboratory technology. Laboratory safety, HIPPA, departments of the laboratory, equipment, quality assurance, and mathematical applications used in the medical laboratory. Laboratory is concurrent with lecture.

MEDT1160 Hematology 1 — L | 15 | 45 | 2

Prerequisite(s): MEDT1150

Study of the cellular constituents of blood, both normal and abnormal hemostasis, including clotting factors, fibrinolysis, and oral anticoagulants. Identification of normal and abnormal cellular constituents of the blood. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture.

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		Location	Class	Lab	Credits
MEDT1170	**Hematology 2**	**L**	**30**	**90**	**4**

Prerequisite: MEDT1160

Study of disorders of hematology and hemostasis. Includes benign and malignant disorder of red blood cells, white blood cells, and platelets. Discussion of disease states involved in blood clotting. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture.

MEDT1180	**Immunology**	**L**	**15**	**-**	**1**

Prerequisite: MEDT1160

Introduction to immunology: immune system, antigens, antibodies, complement, and reactions of antigens and antibodies. Relationships to diseases that are immunologically involved.

MEDT1190	**Medical Microbiology 1**	**L**	**45**	**90**	**5**

Prerequisite: MEDT1160

The study of routine procedures in Medical Microbiology, emphasizing the isolation and identification of common pathogenic bacteria. Course includes the advanced study of Medical Microbiology theory and procedures. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture.

MEDT2100	**Medical Microbiology 2**	**L**	**45**	**90**	**5**

Prerequisite: MEDT1190

Continuation of Medical Microbiology 1. Study of theory and procedures: culturing, isolating and identifying microorganisms, parasites and fungi from human specimens. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture.

MEDT2110	**Medical Laboratory Chemistry 1**	**L**	**45**	**90**	**5**

Prerequisites: CHEM1090 and MEDT1170

Study of theory and application of clinical chemistry normal and disease states, and normal and abnormal constituents of urine. Study of instrumentation methods used in clinical and reference laboratories. Skills and laboratory techniques corresponding to theoretical information presented in lecture. Laboratory is concurrent with lecture.

MEDT2120	**Medical Laboratory Chemistry 2**	**L**	**15**	**45**	**2**

Prerequisite: MEDT2110

Study of theory and application of clinical chemistry normal and disease states and normal and abnormal constituents of urine. Skills and laboratory techniques corresponding to theoretical information presented in lecture. Laboratory is concurrent with lecture.

MEDT2130	**Immunohematology 1**	**L**	**15**	**45**	**2**

Prerequisite: MEDT1180

Study of the basic theories and application of immunohematology (blood banking) practices and procedures. Skills and laboratory techniques corresponding to theoretical information presented in lecture. Laboratory is concurrent with lecture.

MEDT2140	**Immunohematology 2**	**L**	**15**	**45**	**2**

Prerequisite: MEDT2130

Continuation of Immunohematology 1. Theory and application of Immunohematology (blood banking) practices and procedures. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture.

MEDT2150	**Clinical Orientation**	**L**	**45**	**45**	**4**

Prerequisite: MEDT2140

Introduction of hospital and clinic laboratories where students receive their clinical experience. Review of clinical laboratory theory, technical skills, and patient confidentiality.

MEDT2160	**Seminar**	**L**	**30**	**-**	**2**

Prerequisite(s): MEDT2140. Must be taken concurrently with MEDT2200

Critique of clinical experience and review of classroom theory and certification exam content. Overview of professionalism and preparation of professional materials.

MEDT2200	**Clinical Education**	**L**	**-**	**270**	**6**

Prerequisite: MEDT2140. Corequisite: Must be taken concurrently with MEDT2160

Laboratory experience and training opportunities within hospital, clinic, and other laboratories. Rotation throughout the clinical laboratory.

MEDT2512	**Urinalysis**	**L**	**8**	**23**	**1**

Prerequisite: MEDT1432.

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	**Immunohematology I**	**L**	**8**	**23**	**1**

Prerequisite: MEDT1432.

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.

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		Location	Class	Lab	Credits
MEDT2552	**Medical Laboratory Chemistry I**	**L**	**15**	**45**	**2**

Prerequisites: MEDT2125 and MEDT1201.
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**	**L**	**15**	**-**	**1**

Prerequisites: MEDT1413 or by permission.
Introduction to immunology: immune system, antigens, antibodies, complement, and reactions of antigens and antibodies. Relationships to diseases that are immunologically involved.

MEDT2581	**Hemostasis**	**L**	**8**	**-**	**.5**

Prerequisite: MEDT1432.
Principles of blood coagulation and basic coagulation procedures.

MEDT2582	**Immunology/Hemostasis Laboratory**	**L**	**30**	**-**	**2**

Prerequisites: MEDT1413 and MEDT1432. Must be taken concurrently with the lectures. Laboratory which accompanies MEDT2561 and MEDT2581.
Skills and laboratory techniques corresponding to the theoretical information presented in the lectures.

MEDT2632	**Immunohematology II**	**L**	**15**	**45**	**2**

Prerequisite: MEDT2532.
Continuation of immunohematology, including theory and application of blood banking practices and procedures. Compatibility testing, transfusion reactions, and special testing procedures. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture

MEDT2652	**Medical Laboratory Chemistry II**	**L**	**15**	**45**	**2**

Prerequisite: MEDT2552.
Advanced study in the theory and application of clinical chemistry procedures. Manual and automated testing, disease states and quality control. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. Laboratory is concurrent with lecture.

MEDT2681	**Preclinical Orientation 1**	**L**	**15**	**-**	**1**

Prerequisite: Successful completion of prior program courses
Introduction to the hospital and clinic laboratories where the students might receive their clinical experiences. Professional ethics, patient confidentiality, laboratory safety, and phlebotomy skills reviewed.

MEDT2690	**Clinical Education I**	**L**	**-**	**68**	**1.5**

Corequisite: MEDT2681.
Phlebotomy experience and additional learning opportunities within a clinic and/ or hospital laboratory. Application of theory and skills acquired in classroom and laboratory courses. Experience with LIS (Laboratory Information Systems).

MFGT • Manufacturing Engineering Technology

MFGT1125	**Materials of Industry**	**M**	**45**	**-**	**3**

Introduction to materials (steel, irons, etc.) used in industry. Properties, uses, specifications, availability, heat treatment and tool steel.

MFGT1144	**Engineering Drawing & Design I**	**M**	**15**	**90**	**3**

Basic industrial drafting; Drawing instruments, lettering, geometric construction, orthographic projections, dimensioning and sectioning, auxiliary views, detail and assembly drawings.

MFGT1250	**Engineering Drawing & Design II**	**M**	**15**	**68**	**2.5**

Corequisite: MFGT1144, MFGT1350
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**	**M**	**15**	**45**	**2**

Prerequisites: MATH1050, MFGT1250; Corequisite: MFGT1413.
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**	**15**	**45**	**2**

Fundamentals of the proper use of the AutoCAD software using current American Society Mechanical Engineers (ASME) standards; AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting. Students will learn to use the AutoCAD software to explore, document and validate their designs before they are built.

MFGT1354	**Part Design for Blanking Dies**	**M**	**15**	**45**	**2**

Prerequisite: MFGT1250; Corequisite: MFGT2559
Course devoted to the design of parts for 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.

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		Location	Class	Lab	Credits
MFGT1362	**Lean Facilities Planning**	**M**	**15**	**45**	**2**

Prerequisites: MFGT1250, MFGT1350.

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.

MFGT1413	**Electrical Fundamentals for Manufacturing**	**M**	**30**	**45**	**3**

Prerequisite: MATH1050 and MFGT1350

Fundamental concepts of electricity, circuits and devices. Application of Ohm's Law and Power involving basic circuits. Discussion of sources and effects of electric current, magnetism, and electromagnetism. Introduction to industrial electrical controls devices and wiring. Uses American Standard Association and National Electrical Component Association Standards.

MFGT1421	**Manufacturing Processes I**	**M**	**45**	**-**	**3**

The theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

MFGT1429	**CNC for Automation**	**M**	**15**	**45**	**2**

Prerequisites: MFGT1421, MFGT2670.

Basic programming of Computer Numerical Control Machines. Manual programming and programming with Mastercam software (current version) are covered.

MFGT2549	**Quality Assurance and Statistical Process Control (SPC)**	**M**	**45**	**-**	**3**

Prerequisite: MATH1050.

Study of statistical techniques used in the control of the quality requirements of manufactured articles. Sampling, inspection techniques, S.P.C., and the use of inspection tools and instruments.

MFGT2559	**Geometric Dimensioning & Tolerancing**	**M**	**30**	**-**	**2**

Prerequisite: MFGT1144.

Study and application of current methods, symbols, and principles of geometric dimensioning and tolerancing as per ASME Y14.5-2009.

MFGT2566	**Tooling Design**	**M**	**15**	**90**	**3**

Prerequisites: PHYS1017 or PHYS1150, MFGT2559, MFGT2680.

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.

MFGT2620	**Programmable Logic Controllers in Work Cell Design**	**M**	**15**	**45**	**2**

Prerequisite: MFGT1413.

An introduction to logic functions, the programmable logic controller (PLC) and their uses in machine control.

MFGT2625	**Robotics & Industrial Automation**	**M**	**15**	**45**	**2**

Co-Prerequisite: MFGT2620.

Exploration of the general and technical aspects of industrial robots, providing a comprehensive overview of robotics systems and the subsystems that comprise them. 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**	**45**	**-**	**3**

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**	**M**	**45**	**-**	**3**

Co-Prerequisite(s): PHYS1017 or PHYS1150

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**	**M**	**15**	**90**	**3**

Prerequisites: PHYS1017 or PHYS1150, MFGT2559, MFGT2670.

Analysis of practical design and production problems. Development of manufacturing and inspection procedures and the necessary equipment needed to manufacture specific products or components. Previously learned skills and concepts applied in the development of economical designs.

MFGT2670	**Autodesk® Inventor**	**M**	**23**	**68**	**3**

Prerequisite: BSAD1010, MFGT1144, MFGT1350.

Course devoted to the needs of the experienced AutoCAD user. Autodesk Inventor software is used extensively for the creation of adaptive parametric solid model parts and assemblies. Students will become familiar with creating parametric detail and assembly drawings with parts lists, simulating assembly motion for analysis, using Finite Element Analysis to solve stress analysis and using Inventor Studio for photo realistic images.

MFGT2672	**Mechanisms**	**M**	**15**	**45**	**2**

Prerequisites: MFGT1250, MATH1050 or MATH1080

Theory and application of cams and gears, analysis of mechanisms and determination of positions, displacements, velocities, and accelerations of parts. Uses trigonometry for analytical analysis. 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.

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MFGT2680	**Solid Works**	**M**	**15**	**45**	**2**

Prerequisite: MFGT2670.

This course introduces the advanced user to SolidWorks® software. SolidWorks® software is used extensively for the creation of adaptive parametric solid model parts, assemblies, and drawings to industrial standards.

MSTT • Motorcycle, ATV and Personal Watercraft Technology

MSTT1000	**Shop Procedures & Hand Tools**	**L**	**15**	**90**	**3**

Effective use of parts and service information resources. Proper use and care of hand and power tools, machine tools. Shop safety practices and procedures. Use of precision measuring instruments.

MSTT1028	**Suspension, Brakes, Wheels and Tires**	**L**	**38**	**90**	**4.5**

Prerequisite: MSTT1000

Frame geometry, function of the suspension 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 are covered. Theory, operation and proper service procedures of disc and drum brake systems, tires and wheel repair and pre-delivery new model setup is covered.

MSTT1040	**ATV & UTV Systems**	**L**	**15**	**45**	**2**

Prerequisite: MSTT1000

ATV and UTV update and review covering all systems and diagnosis related to ATV and UTV vehicles.

MSTT1112	**Engine Theory**	**L**	**15**	**90**	**3**

Prerequisite: MSTT1000.

Introduction to basic engine design and components in two-cycle and four-cycle engine operation. Hands-on experience in rebuilding two-cycle and four-cycle engines.

MSTT1113	**Metric Measure**	**L**	**30**	**-**	**2**

The study of the Metric System (SI) and the use of precision metric measuring instruments.

MSTT1125	**Electrical Concepts**	**L**	**30**	**45**	**3**

Introduction to electrical/electronic terminology. Application to direct current circuits. Emphasis on safety, schematic reading, components and circuit identification, meter usage and basic troubleshooting skills. Ohm's law and its applications will be emphasized.

MSTT1126	**Electrical Circuits**	**L**	**30**	**68**	**3.5**

Prerequisite: MSTT1125

Theory of electrical starting and changing system circuits for motorcycles, ATV's and personal watercraft. Troubleshooting and repair of electrical circuits are also included.

MSTT1132	**Fuel & Ignition Systems**	**L**	**30**	**90**	**4**

Prerequisite: MSTT1112, MSTT1126

Introduction to specific model ignition systems. Introduction to carburetion and fuel injection systems for motorcycles, ATV's, and personal watercraft.

MSTT1133	**Periodic Maintenance & Emission Systems**	**L**	**30**	**68**	**3.5**

Prerequisite: MSTT1112, MSTT1126.

Proper procedures for diagnosis and troubleshooting of engine performance problems. Procedure for adjustment of chassis, ignition systems, valve trains and fuel delivery systems.

MSTT1138	**Personal Watercraft**	**L**	**23**	**23**	**2**

Prerequisite: MSTT1112, MSTT1126.

Proper repair and maintenance of various types of personal watercraft with special attention to steering, cooling systems, fuel delivery, and propulsion operation and repair.

MSTT1140	**Transmission Repair**	**L**	**15**	**45**	**2**

Prerequisite: MSTT1000, MSTT1112

Theory of clutches, gear ratios, drive trains for constant mesh and automatic transmissions as used on motorcycles and ATV's.

MSTT1143	**Engine Machining and Rebuild**	**L**	**45**	**90**	**5**

Prerequisite: MSTT1112, MSTT1132

Disassembly, machining operations and reassembly procedures of two-cycle and four- cycle motorcycle, ATV and personal watercraft engine.

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		Location	Class	Lab	Credits

MUSC • Music

***MUSC1010 Introduction to Music (Music Appreciation)** — B/L | 45 | - | 3

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.

MUSC1015/1020, 2010/2020, 2030/2040
Individual Instruction in Voice — B/L | - | 30 | 1

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.

MUSC1261 Guitar I — B/L | - | 30 | 1

Beginning fundamentals of guitar playing. Solo and ensemble playing will be covered. The student will learn different picking and strumming patterns, rhythms, and styles, including finger-style. The student will learn chords, scales, fundamental note reading, and basic music theory as is applies to the guitar. Music of classical, folk, and popular styles are included. Assumes no prior knowledge of music.

MUSC1271 Guitar II — B/L | - | 30 | 1

Prerequisite: MUSC1261

Continuation of MUSC 1261 Guitar I. Increase technical facility and functional skills, learn to play by ear with added improvisation and harmonization skills. Learn to play ensemble pieces; develop note-reading skills beyond first position and arpeggio style playing.

MUSC1410/1420, 2390/2400, 2410/2420
College Choir — B/L | - | 30 | 1

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

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 | 4

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 | 23 | 15 | 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 two separate modules (MUSC1611, MUSC1612), taught in an individual lesson format.

MUSC1612 Individual Instruction in Music Theory Module II — B/L | 23 | 15 | 2

Prerequisite: MUSC1611 or instructor permission.

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 two separate modules (MUSC1611, MUSC1612), taught in an individual lesson format.

MUSC1620 Music Theory II — B/L | 45 | 30 | 4

Prerequisite: MUSC1610 or permission of instructor.

Study of basic harmonic techniques of the baroque, classical and romantic periods including chord progressions, cadences, harmonization, completion and composition. Elements of form, such as phrase, period and phrase group. Continued work in sight singing, dictation and keyboarding.

MUSC1630 Music Theory III — B/L | 45 | 30 | 4

Prerequisite: MUSC1620 or permission of instructor.

Subjects covered will be modulation; secondary dominants; diminished sevenths; Neapolitan and augmented sixths; and chords of the ninth, eleventh, and thirteenth. Continued work with sight singing and dictation.

MUSC1640 Music Theory IV — B/L | 45 | 30 | 4

Prerequisite: MUSC1630 or permission of instructor.

Theoretical thinking and aural comprehension covering chromatic harmony and voice leading. Increased chromaticism developed in 19th- and 20th-century popular music. Continued work with sight singing and dictation.

MUSC2520/2530, 2540/2550, 2580/2590
Individual Instruction in Piano — B/L | - | 30 | 1

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 | - | 30 | 1

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.

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		Location	Class	Lab	Credits
***MUSC2750**	**Introduction to American Music**	**B/L**	**45**	**-**	**3**

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**	**-**	**3**

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**	**-**	**3**

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**	**90**	**4**

Study of concepts and applications of visual inspection as it relates to other NDT disciplines. Employ the use of optical devices, precision measurement tools and gauges, as well as various tools in laboratory and field situations.

NDTT1133	**Manufacturing Processes**	**M**	**15**	**45**	**2**

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**	**15**	**45**	**2**

Study of industrial language pertaining to print reading basics, math and measurement, plane geometry, welding fundamentals, types of welds, symbol usage, pictorial drawing (isometric and orthographic) and Computer Aided Design (CAD).

NDTT1236	**Electrical & Electronic Fundamentals**	**M**	**45**	**-**	**3**

Prerequisite: MATH1050

Introduction to electrical and electronic fundamentals. Sources and effects of electric current, magnetism, and electromagnetism. Formulas for problem solving in basic circuitry. Instrumentation used in NDT. System concepts and basic troubleshooting.

NDTT1263	**Metallurgy**	**M**	**30**	**45**	**3**

Prerequisites: MATH1050, NDTT1133; Corequisite: WELD1191

Study of the nature of metals, methods of metallurgical examination, mechanical testing, chemistry, and production of metals.

NDTT1356	**Liquid Penetrant**	**M**	**15**	**45**	**2**

Prerequisites: NDTT1121

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, and job specifications for liquid penetrant inspection.

NDTT1360	**Ultrasonics I**	**M**	**30**	**90**	**4**

Prerequisites: MATH1050 and NDTT1236

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**	**30**	**90**	**4**

Prerequisites: NDTT1236, MATH1050

Study of electromagnetic theory and impedance plane diagrams as it applies to eddy current inspection. Applications and limitations of various test systems, operation of single frequency phase and amplitude analysis instrumentation. Calibration and data collection using various instrumentation/probe configurations.

NDTT1458	**Magnetic Particle**	**M**	**15**	**45**	**2**

Prerequisites: NDTT1236, and MATH1050

Study of magnetic particle testing techniques and applications. Control of inspection variables in all forms of magnetic particle inspection. Study of codes, standards, and job specifications as they relate to magnetic particle inspection.

NDTT1464	**Radiography I**	**M**	**30**	**90**	**4**

Prerequisites: NDTT1236 and MATH1050

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**	**45**	**45**	**4**

Prerequisites: MATH1050

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.

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NDTT2569	**Radiography II & Film Interpretation**	**M**	**30**	**90**	**4**

Prerequisites: NDTT1464 and NDTT1470

Study of industrial radiography with major emphasis on developing skills in technique and procedure development. Code requirements, film interpretation, control of film processing, film reviews and audits, radiation safety administration, and special radiographic techniques. Including lab projects related to interpreting and evaluating radiography of welds, castings, forgings, electrical components and composite materials.

NDTT2570	**Eddy Current II**	**M**	**30**	**90**	**4**

Prerequisite: NDTT1450.

Continued study of electromagnetic testing. Advanced theory and operation of single and multi-frequency, and multi-parameter data acquisition systems. Multi-frequency data collection and evaluation. System calibration and standardization methods related to phase analysis instrumentation. Data analysis concepts and computer based analysis and reporting systems.

NDTT2652	**Ultrasonics II**	**M**	**30**	**90**	**4**

Prerequisite: NDTT1360; Corequisites: NDTT2679.

Continued study of ultrasonic testing. Developing testing techniques and procedures. Instrumentation, calibration methods, code requirements, evaluation procedures. Computer assisted motion control and data acquisition systems.

NDTT2679	**Code Interpretation & Procedure Development**	**M**	**45**	**45**	**4**

Corequisite: NDTT2652

Development of technical skills for writing qualifiable test procedures. Audit and surveillance procedures and implementation. Quality assurance functions.

NURS • Associate Degree Nursing

All NURS courses must be passed with a "C+" or higher.

NURS1400	**Introduction to Professional Nursing**	**B/L**	**23**	**-**	**1.5**

Prerequisite: Admission to the ADN Program

This course is designed as an introduction to the profession of nursing. Orientation to the Associate Degree Nursing Program, including an overview of the program concepts. Emphasis on the nursing profession and role of the nurse within the healthcare team, historical and theoretical development of nursing as a discipline, health illness continuum, legal/ethical concepts, cultural skills, and professional standards in nursing practice.

NURS1410	**Fundamentals of Nursing**	**B/L**	**45**	**45**	**4**

Prerequisite: Admission to the ADN Program. Corequisite: NURS1400

This course provides opportunities to develop competencies necessary to meet basic human needs in a safe, legal, and ethical manner using critical thinking and the nursing process. The course integrates the psychomotor, cognitive and affective domains both in the lab and classroom. Students demonstrate competency in performing basic nursing skills in the program laboratory.

NURS1415	**Fundamentals of Nursing Clinical**	**B/L**	**-**	**90**	**2**

Prerequisite: NURS1400. Corequisite: NURS1410

This course provides opportunities to perform skills necessary to meet basic human needs in a safe, legal, and ethical manner using critical thinking and the nursing process. The course integrates the psychomotor, cognitive and affective domains in the clinical setting. Students will perform skills they have demonstrated competency in while caring for a patient in the clinical setting.

NURS1420	**Transition for the LPN to ADN**	**B/L**	**23**	**23**	**2**

Prerequisite: Admission to the ADN Program

This course provides an introduction to the philosophy, objectives and curriculum framework of the Associate Degree Nursing program and provides opportunities for the licensed practical nurse to begin to develop associate degree level nursing skills, including nursing process, motor skills, dosage calculation and the roles and functions of the Associate Degree Nurse.

NURS1430	**Assessment**	**B/L**	**15**	**45**	**2**

Prerequisite: Admission to the ADN Program. Corequisite: NURS1400

The student will acquire skills to perform a complete health assessment for the child and adult. Introduction to communication skills focus on obtaining a health history and listening to the patient's responses. Emphasis is on normal assessment findings, includes some deviations from normal findings and includes cultural and ethnically specific assessments.

NURS1440	**Pharmacology for Nurses**	**B/L**	**45**	**-**	**3**

Prerequisites: Admission to the Program, NURS1400

Students are introduced to pharmacology and mathematical concepts required to provide safe and effective care for individual patients with various disease processes along the health/illness continuum. State and federal regulations and laws of drugs are studied. Students develop critical thinking skills while learning pharmacokinetics, pharmacotherapy, pharmacodynamics of medications and natural remedies. Nursing process is applied when planning the pharmacological care of patients.

NURS2100	**Medical Surgical Nursing**	**B/L**	**53**	**-**	**3.5**

Prerequisites: NURS1410 or NURS1420. Corequisite: NURS2105

Students learn and apply the principles and skills needed to care for individual patients with selected disease conditions along the health/illness continuum. Understanding of concepts basic to positive adaptation to life-threatening physiologic stress is examined. The nursing process is used to provide understanding of patients' adaptive response to stressors, including hospitalization and disease processes. Related pathophysiology, diagnostic testing, therapeutic nutrition, and pharmacology are integrated. Perioperative nursing principles are included.

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		Location	Class	Lab	Credits
NURS2105	**Medical Surgical Nursing Clinical**	**B/L**	**-**	**113**	**2.5**

Prerequisite: NURS1415. Corequisite: NURS2100

Students learn and apply the principles and skills needed to care of individual patients with common disease conditions in an acute care setting. Understanding of concepts of positive adaptation to life-threatening physiologic stress is examined. The nursing process is used to provide understanding of patients' adaptive response to stressors, including hospitalization, disease processes and traumatic events. Related pathophysiology, diagnostic testing, therapeutic nutrition, and pharmacology are integrated.

NURS2200	**Obstetrics and Gynecological Nursing**	**B/L**	**30**	**-**	**2**

Prerequisite: NURS2100. Corequisite: NURS2205

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.

NURS2205	**Obstetrics and Gynecological Nursing Clinical**	**B/L**	**-**	**45**	**1**

Prerequisite: NURS2105. Corequisite: NURS2200

Students learn and apply the principles and skills needed to care for patients during pregnancy, labor and birth of a child. Students will also care for healthy newborns and have opportunities to observe the care of women in gynecological settings. Cultural considerations will be explored as they relate to the care of women and infants. Student will care for patients in labor and delivery, post-partum, normal newborn nursery and community observational areas. Related pathophysiology, diagnostic testing, therapeutic nutrition, and pharmacology are integrated.

NURS2210	**Pediatric Nursing**	**B/L**	**30**	**-**	**2**

Prerequisite: NURS2100. Corequisite: NURS2215

This course guides students in integrating previously learned knowledge related to cultural skills, nursing theory, pharmacology, and nutrition with current evidence based practice, principles of growth and development and family theories to plan care of the pediatric patient and family. Students will explore providing nursing care in the community and acute care settings.

NURS2215	**Pediatric Nursing Clinical**	**B/L**	**-**	**45**	**1**

Prerequisite: NURS2105. Corequisite: NURS2200

Students learn and apply the principles and skills needed to care for pediatric patients and their families in the community and acute care. Understanding of the principles of growth and development are examined in the understanding of the patient and families' adaptive response to stressors, including hospitalization, disease processes and traumatic events. Related pathophysiology, diagnostic testing, therapeutic nutrition, and pharmacology are integrated.

NURS2220	**Mental Health Nursing**	**B/L**	**30**	**-**	**2**

Prerequisite: NURS2100. Corequisite: NURS2225

A study of behavioral reactions to social, physiological, and emotional stress as seen in patients throughout the health-illness spectrum. Introduces nursing interventions for neuro-unique behavior in all healthcare settings. Further development of the nurse-patient relationship, assessment techniques and therapeutic communication skills are emphasized. An overview of the modes of therapy (including psychopharmacology and nutraceuticals) and intervention in maturational and situational crisis is delineated. Pathophysiology is integrated into a holistic assessment of the individual.

NURS2225	**Mental Health Nursing Clinical**	**B/L**	**-**	**45**	**1**

Prerequisite: NURS2105. Corequisite: NURS2220

A study of behavioral reactions to social, physiological, and emotional stress as seen in patients throughout the health-illness spectrum. Apply nursing interventions for neuro-unique behavior specific to the acute inpatient psychiatric unit. Further development of the nurse-patient relationship, assessment techniques and therapeutic communication skills are emphasized in clinical experiences. Apply of the modes of therapy (including psychopharmacology and nutraceuticals) and intervention in maturational and situational crisis is experienced through nursing care of the individual with mental illness.

NURS2230	**Gerontological Nursing**	**B/L**	**30**	**-**	**2**

Prerequisite: NURS2100 Corequisite: NURS2235

Focuses on the nursing process as a problem-solving tool in assisting older adults' adaptation to stress related to acute, chronic and terminal illness. Physiological aging changes are introduced. Gerontological principles and rehabilitative aspects of nursing are examined. Emphasis on understanding the unique needs of the aging adult population.

NURS2235	**Gerontological Nursing Clinical**	**B/L**	**-**	**45**	**1**

Prerequisite/Corequisite: NURS2230

Focuses on utilizing the nursing process as a problem-solving tool while assisting older adults adapt to stress related to acute, chronic and terminal illness. Identification of aging changes in the clinical setting. Applying gerontological and rehabilitative principles while caring for aging adults. Identification of the aging adults unique needs.

NURS2300	**Advanced Medical Surgical Nursing**	**B/L**	**53**	**-**	**3.5**

Students learn and apply more complex cognitive and psychomotor skills needed to care for individuals with life-threatening and/or critical diseases and traumatic conditions. Understanding of concepts of positive adaptation to life-threatening physiologic stress is examined. The nursing process is used to provide understanding of patients' adaptive response to stressors and plan care, including critical care hospitalization, disease processes and traumatic events. Related pathophysiology, diagnostic testing, therapeutic nutrition, and pharmacology are integrated.

NURS2305	**Advanced Medical Surgical Clinical**	**L**	**-**	**90**	**2**

Students learn and apply more complex cognitive and psychomotor skills needed to care for individuals with life-threatening and/or critical diseases and traumatic conditions. Understanding of concepts of positive adaptation to life-threatening physiologic stress is examined. The nursing process is used to provide understanding of patients' adaptive response to stressors and plan care, including critical care hospitalization, disease processes and traumatic events. Related pathophysiology, diagnostic testing, therapeutic nutrition, and pharmacology are integrated.

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		Location	Class	Lab	Credits

NURS2310 Leadership in Nursing **B/L** **15** **-** **1**

The nursing profession contributes significantly to the world of healthcare. Nurses not only provide management of bedside patient care but also ethical and legal issues, assist with decision making and problem solving within nursing and when collaborating with other healthcare professionals. Nurses provide management and leadership within healthcare organizations in addition to acting on healthcare issues locally, statewide, nationally and globally. Resource management, strategic planning, leading change, team building, management and promotion of quality and safety, and translate research into practice. This course introduces these concepts in addition to developing interpersonal and intrapersonal skills like delegation, conflict management, role transition and management of their own nursing career.

NURS2315 Leadership in Nursing Clinical **B/L** **-** **45** **1**

Prerequisite: NURS2305 Corequisite: NURS2310

The nursing profession contributes significantly to the world of healthcare. Nurses not only provide management of bedside patient care but also consider ethical and legal issues, assist with decision making and problem solving within nursing and when collaborating with other healthcare professionals. Nurses provide management and leadership within healthcare organizations in addition to acting on healthcare issues locally, statewide, nationally and globally. Resource management, strategic planning, leading change, team building, management and promotion of quality and safety, and translate research into practice. The clinical experiences will allow the student to observe, implement and reflect up such skills. In addition students will develop interpersonal and intrapersonal skills like delegation, conflict management, role transition and management of their own nursing career.

NURS2400 Nursing Assessment **B/L** **30** **45** **3**

Prerequisite: NURS1305. Pre or Corequisites: NURS1304/2403/2404.

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.

NURS2403 Gerontological Nursing Concepts **B/L** **23** **91** **3.5**

Prerequisite: NURS1305. Pre or Corequisite: NURS2400.

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.

NURS2404 Nursing Concepts III **B/L** **30** **91** **4**

Prerequisites: NURS1305 and HLTH1070 Corequisites: NURS2400, NURS2403.

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.

NURS2501 Nursing Concepts Related to the Childbearing Family **B/L** **30** **90** **4**

Prerequisite: NURS2404.

Normal psychological and physiological changes/adaptations that occur during the maternity cycle are examined along with pre-, post- and perinatal stressors/adaptations of the maternity 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.

NURS2502 Nursing Concepts Related to Childrearing Family **B/L** **30** **90** **4**

Prerequisite: NURS2404.

The course utilizes the nursing process based on the knowledge of childhood variations to specific pediatric problems while reinforcing normal growth and developmental processes. Concepts of nutrition, pharmacology and pathophysiology are integrated in the course. The student gains insight within the secondary care setting by helping the pediatric patient/child rearing family cope with the stress of illness and by promoting family health.

NURS2503 Nursing Pharmacology **B/L** **15** **-** **1**

Prerequisite: NURS2404

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.

NURS2602 Mental Health Nursing Concepts **B/L** **30** **91** **4**

Prerequisite: NURS2501 or NURS2502, and NURS2503.

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.

NURS2603 Nursing Concepts IV **B/L** **30** **113** **4.5**

Prerequisite: NURS2501 and 2502 and 2503. Pre or Corequisite: NURS2602.

Introduction to more complex cognitive and psychomotor skills needed to care for individuals with more complex disease conditions along the wellness/illness continuum. The clinical course emphasizes setting priorities of needs with emphasis on the distinction between normal and abnormal adaptation to multiple stressors affecting the patient systems. Crisis theory interventions are introduced. Pathophysiology, diet therapy and pharmacology are integrated. Principles of nursing management are introduced. Clinical experience to correlate with theory is provided in a variety of acute health care settings. The clinical portion of this course allows the student to practice decision-making skills for groups of patients in selected health care settings and to further develop communicative and technical skills. Content includes legal/ethical issues in nursing and health care, nursing roles, trends in nursing and transition into a professional role.

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		Location	Class	Lab	Credits

OFFT • Office Professional

All prerequisite courses must be passed with a "C" or higher.

OFFT1150 Basic Keyboarding — B/L | 45 | - | 3

Suitable for beginning students or for review using touch method. Introduces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 30 gross words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass. Introduction and development of techniques using the ten-key pad by touch.

OFFT1160 Intermediate Keyboarding — L | 45 | - | 3

Prerequisite: OFFT1150 or equivalent, 30 NWAM minimum.

Uses a comprehensive diagnostic approach to build keyboarding speed while maintaining a high degree of accuracy. Introduction and development of proficiency in operating the ten-key pad by touch.

OFFT1170 Advanced Keyboarding — L | 45 | - | 3

Prerequisite: OFFT1160 or equivalent, 40 NWAM minimum.

Uses a comprehensive diagnostic approach to increase keyboarding speed while maintaining a high degree of accuracy. Further development of proficiency in operating the ten-key pad by touch.

OFFT1310 Office Accounting — B/L/M | 45 | - | 3

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.

OFFT1715 Word Applications — L | 45 | - | 3

Corequisite: OFFT1160 or OFFT1170.

Create, format, and edit basic and advanced business/office documents such as tables, letters, memos, reports, and merge using Microsoft Word. Emphasis on usable/mailable copy.

OFFT1740 Desktop Publishing Applications — L | 45 | - | 3

Prerequisite: BSAD1010.

Apply basic layout and design concepts in newsletters and other office documents using Microsoft Office applications: Word and Publisher. Emphasize importance of usable/ mailable copy.

OFFT1800 Collaboration Applications — L | 45 | - | 3

Prerequisite: BSAD1010.

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.

OFFT2000 Employment Techniques — B/L | 45 | - | 3

Prerequisites: Declared students only. ENGL1110 or OFFT2120 or HIMS1105 or LTCA1040 or ELEC1432 or INFO1414 or INFO1494 or DDRT1400.

This class should be taken immediately before Cooperative Experience and/or Internship and graduation for associate degree or diploma students.
Development of techniques and skills necessary for students to be successful in seeking or retaining employment within career area.

OFFT2120 Business Communication Strategies — L | 45 | - | 3

Prerequisites: ENGL1010 or ENGL1110. Recommend BSAD1010.

Study of principles of effective written and oral business communication. Communication strategies used in business disciplines.

OFFT2200 Legal Processes — L | 45 | - | 3

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. An introduction to basic legal research and citation rules.

OFFT2410 Administrative Procedures I — B/L | 45 | - | 3

Prerequisite: OFFT1715.

Comprehensive coverage of relevant skills and procedures in the performance of office duties including the role of the administrative assistant, communication skills, and reference sources. Provides the student with the opportunity to apply relevant skills for today's automated work environment.

OFFT2420 Administrative Procedures II — L | 45 | - | 3

Prerequisite: OFFT2410.

Continued coverage of office procedures including information processing procedures, travel and conference arrangements, mail processing procedures, organizational skills, and decision making. Provides students with a strong background in administrative skills and knowledge.

OFFT2650 Computerized Medical Management — L | 45 | - | 3

Prerequisite: OFFT1715.

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.

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OFFT2720	**Microsoft Office Integration**	**L**	**45**	**-**	**3**

Prerequisites: BSAD1010.

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.

OFFT2810	**Advanced Spreadsheet Applications**	**L**	**45**	**-**	**3**

Prerequisites: BSAD1020 or OFFT2720.

Advanced spreadsheet skills needed in the workplace using Microsoft Excel. Topics covered are basic & advanced formulas, financial functions, statistical functions, what-if analysis, sorting and querying a table, extracting records from a table, PivotTable reports & charts, Scenario Manager, templates, data validation and basic macros.

OFFT2820	**Advanced Database Applications**	**L**	**45**	**-**	**3**

Prerequisites: BSAD1020 or OFFT2720.

Advanced database skills needed in the workplace using Microsoft Access. Topics covered are modifying table structure, creating multi-table forms and reports, creating update queries and importing/exporting tables. Validation rules, multivalued fields, referential integrity, input masks, and lookup fields are also covered.

OFFT2830	**Financial Computer Applications**	**L**	**45**	**-**	**3**

Prerequisites: OFFT1310 or ACCT1200 and OFFT2810.

Excel spreadsheet projects from a financial perspective, accounts receivable and accounts payable with subsidiary ledgers, payroll concepts, and computerized accounting software.

OFFT2850	**Office Professional Capstone**	**L**	**45**	**-**	**3**

Prerequisites: OFFT1310 or ACCT1200, ENGL1110, and OFFT2410.

A comprehensive project-based capstone course where students apply business knowledge and skills learned involving accounting, technology, communication, and collaboration/teamwork.

OFFT2900	**Internship**	**L**	**-**	**180**	**3**

Prerequisite: OFFT2000.

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.

OFFT2901	**Cooperative Experience**	**L**	**-**	**180**	**3**

Prerequisite: OFFT2000.

Under the guidance of a cooperative experience coordinator, paid practical work experience for development of marketable skills in an office position. Open to Office Professional students only with a minimum GPA of 2.0.

PARM • Paramedic

PARM1112	**Introduction to Paramedicine**	**L**	**30**	**-**	**2**

Prerequisite: Enrollment in Paramedic program or by instructor approval.

This interactive course will discuss foundational aspects of EMS, while presenting foundational aspects of EMS within the healthcare system. Ethics, medical-legal issues, roles and responsibilities of the Paramedic, healthcare policy and the role of research within EMS will also be discussed.

PARM1115	**Electrophysiology in Paramedicine**	**L**	**30**	**-**	**2**

Prerequisite: Enrollment in Paramedic program or by instructor approval.

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.

PARM1116	**Patient Assessment**	**L**	**30**	**-**	**2**

Prerequisite: Enrollment in Paramedic program or by instructor approval.

This course will present basic and advanced patient assessment concepts.

PARM1117	**Paramedic Lab I**	**L**	**-**	**45**	**1**

Prerequisite: Enrollment in Paramedic program or by instructor approval.

This course is designed to teach, integrate and complement content from concurrent Paramedic lecture courses, specifically PARM1115 & PARM1118.

PARM1118	**Airway Management**	**L**	**30**	**-**	**2**

Prerequisite: Enrollment in Paramedic program or by instructor approval

This course will review basic airway management and introduction of advanced airway management and ventilation.

PARM1119	**Practicum I**	**L**	**-**	**90**	**2**

Prerequisite: Enrollment in Paramedic program or by instructor approval.

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.

PARM1121	**Pharmacology**	**L**	**45**	**-**	**3**

Prerequisite: Enrollment in Paramedic program or by instructor approval.

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.

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PARM1123	**Medical Emergencies in Paramedicine**	**L**	**45**	**-**	**3**

Prerequisite: Enrollment in Paramedic program or by instructor approval.
This course instructs in the recognition and treatment of medical disease 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.

PARM1127 Paramedic Lab II — **L** | **-** | **45** | **1**

Prerequisite:-Enrollment in Paramedic program or by instructor approval.
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.

PARM1129 Practicum II — **L** | **-** | **90** | **2**

Prerequisite: Enrollment in Paramedic program or by instructor approval.
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.

PARM1131 Special Populations — **L** | **30** | **-** | **2**

Prerequisite: Enrollment in Paramedic program or by instructor approval.
A comprehensive approach to the pediatric patient from birth to adolescence. The course shall also include an introduction to obstetrics and gynecology.

PARM1141 Trauma — **L** | **30** | **-** | **2**

Prerequisite: Enrollment in Paramedic program or by instructor approval.
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.

PARM1142 Rescue Operations — **L** | **30** | **-** | **2**

Prerequisite: Enrollment in Paramedic program or by instructor approval.
An introductory course to include: ambulance operations, rescue and extrication techniques, incident command and hazardous materials. The accompanying laboratory portion many be taught in seminar format as necessary.

PARM2900 Paramedic Capstone — **L** | **-** | **360** | **8**

Prerequisite: Enrollment in Paramedic program or by instructor approval
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.

PHED • Physical Education

PHED1000 Lifetime Wellness — **L/M** | **45** | **-** | **3**
Theoretical and practical information on the relationship of lifestyle choices and habits to productivity, quality of life and one's potential. Lecture topics include lifestyle choices and behavior modification, nutrition, physical fitness, and stress management encompassing the mind-body perspective of wellness. Exercise outside of class will be required.

PHED1010 Golf — **B** | **-** | **30** | **1**
Basic skills and fundamentals of golf. Scoring, selection and care of equipment for the beginning golfer.

PHED1015 Introduction to Health — **B/L** | **45** | **-** | **3**
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**
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**
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** | **2**
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** | **-** | **3**
Principles, history and philosophy of recreation and leisure. Introduces recreation as a profession. Explores recreation and leisure studies throughout the life cycle.

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PHED1610	**Standard First Aid**	**B**	**45**	**-**	**3**

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**	**-**	**3**

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**	**-**	**3**

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**	**-**	**2**

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	**Intercollegiate Athletics – Red Shirt**	**B**	**-**	**60**	**1**
PHED1300/2300, 1310/2310	**Intercollegiate Golf**	**B**	**-**	**60**	**1**
PHED1305/2305, 1315/2315	**(Men) Cross Country**	**B**	**-**	**60**	**1**
PHED1320/2320, 1330/2330	**(Men) Intercollegiate Basketball**	**B**	**-**	**60**	**1**
PHED1325/2325, 1335/2335	**(Women) Cross Country**	**B**	**-**	**60**	**1**
PHED1340/2340, 1350/2350	**(Women) Intercollegiate Basketball**	**B**	**-**	**60**	**1**
PHED1360/2360, 1370/2370	**Intercollegiate Volleyball**	**B**	**-**	**60**	**1**
PHED1380/2380, 1390/2390	**Intercollegiate Baseball**	**B**	**-**	**60**	**1**
PHED1385/2385, 1395/2395	**Intercollegiate Softball**	**B**	**-**	**60**	**1**

PHIL • Philosophy

***PHIL1010**	**Introduction to Philosophy**	**B/L**	**45**	**-**	**3**

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.

PHIL1060	**Applied Ethics**	**B/L/M**	**45**	**-**	**3**

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.

PHIL1100	**Introduction to Logic and Critical Thinking**	**B/L/M**	**45**	**-**	**3**

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.

PHIL2110	**Introduction to Modern Logic**	**B/L**	**45**	**-**	**3**

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.

PHIL2130	**Bioethics**	**B/L**	**45**	**-**	**3**

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.

***PHIL2250**	**Environmental Ethics**	**L**	**45**	**-**	**3**

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?

***PHIL2610/ RELS2610**	**Comparative Religions**	**B/L**	**45**	**-**	**3**

Corerequisite: ENGL0985 with a grade of C or higher. .

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.

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		Location	Class	Lab	Credits
***PHIL2650**	**Philosophy of Religion**	**L**	**45**	**-**	**3**

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.

PHOT • Photography

PHOT1750	**Beginning Photography**	**B/L**	**30**	**30**	**3**

Introduction to the fundamentals of black and white photography, composition and lighting. Lecture, text and laboratory with emphasis on use of 35mm camera and developing, enlarging, and printing 35mm negatives.

PHOT1760	**Digital Photography and Creative Imaging**	**B/L**	**30**	**30**	**3**

Introduction to the fundamentals of digital photography. Technical aspects include image editing, layering, and manipulation using Photoshop. Exploration of creative digital processes.

PHOT1850/ JOUR1850	**Citizen Journalism and Social Media**	**B/L**	**45**	**-**	**3**

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.

PHOT/JOUR2750	**Photojournalism**	**B/L**	**30**	**30**	**3**

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.

PHRM • Pharmacy Technician

Pharmacy courses must be taken in sequence.
Please note: Students are required to take labs in-person at the Lincoln Campus. All clinicals must be taken at SCC-approved sites.

PHRM1120	**Calculations for Pharmacy Technicians**	**L**	**60**	**-**	**4**

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, conversions between various systems of measurement, prescription literacy, flow rates, and business math.

PHRM1130	**Operations for Pharmacy Technicians**	**L**	**53**	**113**	**6**

Prerequisite: Admission into the Pharmacy Technician program

The focus of this course is to orient students to the general and specific tasks and responsibilities involved in the practice of pharmacy in institutional as well as community settings. Topics of study will include the process of dispensing a prescription from start to finish, packaging and/or repackaging of pharmaceuticals, stock rotation and expiration, disposal, record keeping, and all the rules and regulations for overall pharmacy operations. This lab course must be taken in person on campus.

PHRM1200	**Pharmacology for Pharmacy Technicians**	**L**	**75**	**-**	**5**

Prerequisite: Admission to the Pharmacy Technician Program

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.

PHRM1231	**Pharmacy Law & Ethical Issues**	**L**	**60**	**--**	**4**

Prerequisite: PHRM1130

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. Topics of current interest in pharmacy practice related to their clinical experience will also be discussed. Students will spend time reviewing the top 200 drugs of the year and prepare for the national exam.

PHRM1251	**Clinical Education for Pharmacy Technicians**	**L**	**-**	**225**	**5**

Prerequisites: PHRM1130

This 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.

PHYS • Physical Science

PHYS1017	**Technical Physics**	**M**	**30**	**30**	**3**

Prerequisite: MATH1050 or equivalent or higher.

Introductory algebra and trigonometry based physics with an emphasis on applied problems. Topics covered includes: properties of matter, forces, vectors, equilibrium, 1-dimensional & 2-dimensional kinematics, rotational motion, simple harmonic motion, simple machines, waves, heat & temperature.

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		Location	Class	Lab	Credits
PHYS1030	**Astronomy**	**L/M**	**45**	**30**	**4**

Prerequisite: MATH0950 or equivalent.

The study of the nature and motions of the night sky, along with the 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. The laboratory allows students to study selected topics in more detail. The course is taught in an interactive style that integrates lecture and laboratory into one combined session.

PHYS1100	**Physical Science**	**B**	**45**	**30**	**4**

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.

PHYS1130	**Selected Topics in Astronomy**	**L**	**45**	**-**	**3**

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.

PHYS1150	**Descriptive Physics**	**B/L/M**	**45**	**30**	**4**

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. The course includes both lecture and laboratory time.

PHYS1410	**Elementary General Physics I**	**B/L**	**60**	**30**	**5**

Prerequisite: High school trigonometry with "B-" or higher, or MATH1200 or equivalent.

Detailed algebra and trigonometry based study of one and two dimensional motion, including kinematics, Newton's Laws, energy, and momentum. Additional topics from the areas of rotational motion, oscillations, waves, fluids, and heat will also be covered. Emphasis will be placed on both concepts and mathematical problem solving. This course is taught in an interactive style that integrates lecture, laboratory and small- group activities into one combined session.

PHYS1420	**Elementary General Physics II**	**B/L**	**60**	**30**	**5**

Prerequisite: PHYS1410 or equivalent.

Continuation of PHYS1410. Topics covered include electricity, magnetism, waves, optics, and modern physics. Emphasis will be placed on both concepts and mathematical problem solving. This course is taught in an interactive style that integrates lecture, laboratory and small-group activities into one combined session.

PHYS2110	**General Physics I**	**B/L**	**60**	**30**	**5**

Prerequisites: High school physics and MATH1600, or by permission, and concurrent with MATH1600.

Detailed calculus-based study of one and two dimensional motion. Topics will include kinematics, Newton's Laws, energy, momentum, and rotational motion. Additional topics from the areas of oscillations and waves, fluids, and heat may also be covered.

PHYS2120	**General Physics II**	**B/L**	**60**	**30**	**5**

Prerequisites: PHYS2110 or equivalent.

Detailed calculus-based continuation of General Physics I. Topics covered will include electricity, magnetism, and optics. Additional topics from the areas of waves and modern physics may also be covered.

PHYS2130	**General Physics III**	**B/L**	**45**	**-**	**3**

Prerequisites: PHYS2120 or equivalent.

Calculus-based continuation of PHYS2120. The course provides a basic introduction to modern physics, including relativity, quantum mechanics, atomic, solid state, and nuclear physics. Emphasis will be placed on both concepts and mathematical problem solving. The course is taught in an interactive style that integrates lecture and small group activities into one combined session.

PLMB • Plumbing

PLMB1010	**Plumbing Concepts I**	**M**	**45**	**-**	**3**

Study of water supply systems, water sources, waste disposal systems, sewage disposal systems, including their components with reference to the Uniform Plumbing Code.

PLMB1015	**Plumbing Processes & Practices**	**M**	**-**	**248**	**5.5**

Introduction of the tools used in plumbing and piping trades and how to use them properly and safely. Experience with the different pipe materials, valves and fixtures used in residential and commercial plumbing systems. Designing and installing different types of plumbing systems.

PLMB1020	**Blueprint Reading for Plumbers**	**M**	**45**	**-**	**3**

Study of the fundamentals of structural, plumbing, electrical, HVAC, and detail plans, rough-in sheets, installation tolerances, and isometric pipe sketches and views.

PLMB1110	**Plumbing Concepts II**	**M**	**45**	**-**	**3**

Prerequisite: PLMB1010

Continuation of the study of plumbing systems design and installation with emphasis on advanced types of fixtures, appliances, water heaters, and hydronic systems.

PLMB1116	**Advanced Plumbing Processes & Practices**	**M**	**-**	**225**	**5**

Prerequisite: PLMB1015

A continuation of Plumbing Processes & Practices. Installation of drainage waste and vent piping and water supply piping for both residential and commercial applications in accordance with the Uniform Plumbing Code.

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		Location	Class	Lab	Credits
PLMB1120	**Fuel Gas System Concepts & Practices**	**M**	**30**	**-**	**2**

Prerequisite: PLMB1010

A review of fuel gas safety precautions, potential hazards, applications, system installation and testing with reference to the Lincoln Gas Code and Standard 54 and Standard 58 of the NFPA.

PLMB1125	**Plumbing Safety**	**M**	**15**	**-**	**1**

A review of OSHA policies, procedures, and standards as applied to the plumbing industry. Students will complete the OSHA 10-Hour Construction Industry training.

POLS • Political Science

POLS1000	**American Government**	**B/L/M**	**45**	**-**	**3**

A study of the functioning of the American political system through an analysis and application of its underlying theories.

***POLS1040**	**Comparative Politics**	**L/M**	**45**	**-**	**3**

Focus on the description and analysis of modern political systems and their respective ideologies. First half of course focuses on broad structural features of government. Second half of course looks at several individual nation states. Final part of course analyses problems facing modern political systems.

***POLS1080**	**Introduction to Political Science**	**L/M**	**45**	**-**	**3**

Introduction to Political Science will address major political concepts and controversies that have developed in the world: liberty, equality, democracy, human nature, among others. The course will provide students with an overview of basic principles, approaches and methods of the discipline representing the social scientific mode of inquiry. Students will be exposed to national, comparative, and international politics as well as political thought.

***POLS1600**	**International Relations**	**L**	**45**	**-**	**3**

Introductory survey of the actors, institutions, processes, and theories of international relations - including a study of contemporary global issues.

POLS2020	**State & Local Government**	**B/L**	**45**	**-**	**3**

Prerequisite: POLS1000 or permission of instructor.

Study of the structure and operation of state and local government with special attention to the direct impact on the individual citizen.

POLS2300	**Political Parties**	**L**	**45**	**-**	**3**

Prerequisite: POLS1000 strongly recommended.

Comprehensive review of party politics and elections in the United States. Emphasis on the historical development of the American party system; political party organization in America; voting and elections; and the activity of parties in government.

POLS2750/ SPCH2750	**Political Communication**	**L**	**45**	**-**	**3**

Prerequisite: A grade of C or higher in ENGL1010 or instructor permission. Corequisite: Completion of SPCH 1090, 1110, or 2810 and POLS1000 is recommended.

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.

POLS2900	**Internship**	**L**	**180**	**-**	**3**

Students will acquire the skills necessary to understand the interaction of legislators, political parties, interest groups, and media. Students will learn practical application of political concepts while observing a real world arena in which this interaction occurs.

PSGT • Polysomnographic Technology

These program courses are only available online.

Please note: Students must identify the Sleep Technologists' licensure guidelines for their state of residence.

PSGT1000	**Polysomnography 1**	**O**	**60**	**-**	**4**

This course includes all aspects of performing polysomnograms. Emphasis on the technologist's role and responsibilities in acquiring accurate and reliable data in accordance with AASM guidelines.

PSGT1010	**Polysomnography 1 Lab**	**O**	**-**	**90**	**2**

This course provides the hands-on application and simulation of scoring and performing a variety of methods to assess sleep and wakefulness. Methods for delivering positive airway pressure will be covered with emphasis on interface fitting and titration. Lab complements material presented in PSGT1000.

PSGT2000	**Polysomnography 2**	**O**	**30**	**45**	**3**

This course provides a foundation for the regulation of the sleep-wake cycle and the associated changes in cardiopulmonary regulation. The effects of disease, medication, and lifestyle on the sleep-wake cycle will be detailed. Emphasis will be placed on sleep disorders, consequences of not treating the disorders, and the management of sleep disorders as a chronic disease.

PSGT2030	**Clinical Education**	**O**	**-**	**135**	**3**

This course provides practical application of theories covered in previous PSGT courses. Emphasis on polysomnography testing and procedures.

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		Location	Class	Lab	Credits

PSYC • Psychology

PSYC1250 Interpersonal Relations — B/L/M | 45 | - | 3

Personal development and adjustment, self-esteem building, values clarification and decision-making, interpersonal communication skills, appreciation of diversity, development of healthy personal and professional relationships.

PSYC1810 Introduction to Psychology — B/L/M | 45 | - | 3

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.

PSYC2630 Cognitive Psychology — L | 45 | - | 3

Prerequisite: PSYC1810An introduction to the science of cognitive psychology from an information processing approach. This course will focus on the core concepts of perception, attention, memory, working memory, decision-making, and problem solving and emphasize their application to student learning experiences.

PSYC2710 Positive Psychology — L | 45 | - | 3

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.

PSYC2730 Brain & Behavior — L | 45 | - | 3

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.

PSYC2870 Psychology of the Personality — B/L | 45 | - | 3

Prerequisite: PSYC1810 or permission of the instructor.

Systematic study of personality theories, the factors influencing personality development and the dynamics of personal adjustment.

***PSYC2880 Social Psychology** — B/L | 45 | - | 3

Prerequisite: PSYC1810 or SOCI1010 or permission of the instructor.

Exploration of human social behavior including development and understanding of the self as a social being; social perception; attitudes and persuasion; social influence; attraction, interactions, and relationships; prosocial and antisocial behavior; and group behavior.

PSYC2900 Adolescent Psychology — B/L | 45 | - | 3

Prerequisite: PSYC1810 or permission of the instructor.

Study of developmental approach to normal adolescence from puberty to young adulthood. Impact of social factors on psychological behavior development.

***PSYC2960 Life-span Human Development** — B/L/M | 45 | - | 3

Prerequisites: PSYC1810 or SOCI1010.

Integration of the basic concepts and principles of physical, cognitive and psychosocial development at each major stage of life. Provides an essential background for students in psychology, nursing, education, social welfare and home economics; for workers in community service; and for parents and prospective parents.

PSYC2970 Introduction to Psychological Research — L | 45 | - | 3

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.

PSYC2980 Abnormal Psychology — B/L | 45 | - | 3

Prerequisite: PSYC1810 or permission of instructor.

Course covers etiology, treatment and prevention of abnormal behavior, use of DSM IV as diagnostic tool, effects of labeling.

PTAS • Physical Therapist Assistant

Please note: Students must be admitted into the program and have completed all General Education requirements and additional required courses with the required grade point averages 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 of applicati0n to the program.

PTAS1101 Kinesiology for PTA — L | 45 | 45 | 4

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.

PTAS1110 Musculoskeletal Conditions and Rehabilitation — L | 45 | 45 | 4

Prerequisite: Admission to the Physical Therapist Assistant Program

This course includes instruction in the theory and clinical application of pathophysiology and therapeutic exercise interventions (range of motion, stretching, resistance and aerobic exercise) for common orthopedic impairments of the spine and upper and lower extremities, gait training strategies and basic skills of orthotic and supportive devices, adaptive and assistive equipment.

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		Location	Class	Lab	Credits
PTAS1112	**Intro to Physical Therapy and Patient Care Techniques**	**L**	**45**	**45**	**4**

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, body mechanics, communication and documentation will be discussed.

PTAS1202	**Physical Therapy Skills and Exercise 2 with Lab**	**L**	**45**	**45**	**4**

Prerequisites: PTAS1103, 1104

This course covers further development of therapeutic exercise and skills related to rehabilitation and function.

PTAS1203	**Therapeutic Modalities 2 with Lab**	**L**	**30**	**45**	**3**

Prerequisites: PTAS1103, 1104

A continuation of studying principles and clinical application for therapeutic modalities and physical agents including electrotherapeutic, hydrotherapy, wound care, edema and compression therapy interventions.

PTAS1204	**Documentation in Clinical Services**	**L**	**30**	**-**	**2**

Prerequisites: PTAS1103, 1104

An in depth practice of documentation in addition to effective verbal communication and ethical and legal issues with documentation are practiced.

PTAS1205	**Advanced Procedures with Lab**	**L**	**30**	**45**	**3**

Prerequisites: PTAS1202, 1203, 1204

Acquaints the student with more advanced rehabilitation techniques for complex patient diagnoses and specialty areas of physical therapy.

PTAS1206	**Health Systems and Issues**	**L**	**30**	**-**	**2**

Prerequisites: PTAS1205,1207

This course familiarizes students with the core values of the profession, communication, conflict resolution and preparation for employment.

PTAS1207	**Professional Issues**	**L**	**30**	**-**	**2**

Prerequisites: PTAS1202, 1203, 1204

This course focuses on various topics related to the clinical practice of a physical therapist assistant including data collection and therapeutic intervention employed, equipment utilized, reimbursement considerations and members of the healthcare team.

PTAS1208	**PTA Seminar 1**	**L**	**45**	**-**	**3**

Prerequisites: PTAS1101, PTAS1110, PTAS1112

This course familiarizes students with the core values of the physical therapy profession and the skills to be part of an effective intra- and interdisciplinary team. Research skills involved in evidence-based medicine will be developed.

PTAS1209	**Neurological Conditions and Rehabilitation**	**L**	**45**	**90**	**5**

Prerequisites: PTAS1101, PTAS1110, PTAS1112

This course includes instruction in the theory and clinical application of therapeutic interventions for neurological conditions commonly seen in physical therapy. Neuroanatomy and physiology, neurological pathologies, and neurological development from birth to adult will be studied.

PTAS1210	**Physical Agents**	**L**	**45**	**90**	**5**

Prerequisites: PTAS1101, PTAS1110, PTAS1112

Study of the principles and clinical application of therapeutic modalities and physical agents including massage, cryotherapy, thermal agents, electromagnetic radiation, ultrasound, traction, electrotherapeutic, hydrotherapy, wound care, edema and compression therapy interventions.

PTAS1301	**Clinical Education 1**	**L**	**-**	**135**	**3**

Prerequisites: PTAS1208, 1209, 1210

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.

PTAS1302	**Clinical Education 2**	**L**	**-**	**270**	**6**

Prerequisite: PTAS1205, 1207, 1301

A clinical experience where the student will have the opportunity to apply classroom theory and laboratory practice to direct patient care in a selected clinical setting. The intent is for the student to provide quality patient care with guidance, cueing and assistance from the clinical instructor. The level of guidance needed will depend on the complexity of the patient and the environment. Course to include pre-clinical orientation and post-clinical debriefing.

PTAS1303	**Clinical Education 3**	**L**	**-**	**270**	**6**

Prerequisite: PTAS1302

A clinical experience where the student will have the opportunity to apply classroom theory and laboratory practice to direct patient care in a selected clinical setting. The intent is for the student to provide quality patient care consistently and efficiently for simple or complex patients with consultation from the clinical instructor (entry-level performance). Course to include pre-clinical orientation, post clinical debriefing, and review in preparation for national licensure exam.

PTAS1304	**Advanced Conditions and Rehabilitation**	**L**	**45**	**45**	**4**

Prerequisites: PTAS1208, PTAS1209, PTAS1210, PTAS1301

Acquaints the student with more advanced rehabilitation techniques for complex patient diagnoses and specialty areas of physical therapy. The pathophysiology of cardiopulmonary, blood, integumentary, endocrine, gastrointestinal, urinary, and immune systems will be studied.

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		Location	Class	Lab	Credits
PTAS1305	**Contemporary Trends in Physical Therapy**	**L**	**45**	**-**	**3**

Prerequisites: PTAS1208, PTAS1209, PTAS1210, PTAS1301

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.

PTAS1306	**PTA Seminar 2**	**L**	**30**	**-**	**2**

Prerequisites: PTAS1304, PTAS1305

This course will include the integration of the skills and techniques from previous clinical experiences and coursework presented throughout the PTA program. The student will present a comprehensive treatment plan and further evolve develop the skills necessary for evidence-based practice. The importance of lifelong learning and preparation for the national licensure exam will be included.

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.

RADT1114	**Principles of Patient Care**	**L**	**23**	**23**	**2**

Prerequisite: Admission to the Radiologic Technology Program

Introduction to the Radiology Program and Healthcare. Discussion of the healthcare environment, patient interactions, transfers; physical evaluation. Application of communication, procedural terminology, clinical data, infection control, law, ethics, and pharmacology in the radiography practice. Psychological, social, and economic needs of diverse populations in healthcare.

RADT1115	**Imaging Procedures 1 with Lab**	**L**	**38**	**23**	**3**

Prerequisite: Admission to the Radiologic Technology Program

Radiographic Terminology. Anatomy, positioning and basic pathology of chest, abdomen, upper extremity, shoulder girdle, lower extremity, pelvic girdle and abdomen with contrast media.

RADT1116	**Image Analysis 1**	**L**	**23**	**-**	**.5**

Prerequisites: Admission to the Radiologic Technology program

Principles of analyzing radiographic images of the chest, abdomen, upper limb, shoulder girdle, lower limb, upper digestive system and urinary system. Optimal imaging standards, problem-solving techniques and image quality factors will be addressed.

RADT1117	**Radiographic Physics 1**	**L**	**38**	**-**	**2.5**

Prerequisites: Admission to the Radiologic Technology Program

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.

RADT1119	**Clinical Education 1**	**L**	**-**	**180**	**4**

Prerequisites: Program Admission

Adaptation to the hospital environment and supervised clinical practice. Rotating shifts and assignments. Correlation of classroom theory with performance of basic radiographic procedures. Performance of venipuncture and vital signs. Active participation radiology department's radiographic and fluoroscopic rooms with radiation safety practices. Competency evaluation of routine exams of the chest, upper extremity, shoulder girdle, lower extremity, pelvis, KUB. Introduction to GI and GU contrast studies.

RADT1125	**Imaging Procedures 2 with Lab**	**L**	**38**	**23**	**3**

Prerequisites: RADT1115 and RADT1116

Radiographic Terminology. Anatomy, positioning and basic pathology of the spine, ribs and bony thorax, skull, facial bones and sinuses. Critical thinking and imaging of trauma, mobile, surgery, pediatrics and other advanced radiographic procedures.

RADT1126	**Imaging Analysis 2**	**L**	**-**	**23**	**.5**

Prerequisites: RADT1115 and RADT1116

Principles of analyzing radiographic images of the spine, sternum, ribs, cranium, facial bones, paranasal sinuses and lower digestive system. Optimal imaging standards, problem-solving technique and image quality factors will be addressed.

RADT1127	**Radiographic Physics 2**	**L**	**38**	**-**	**2.5**

Prerequisites: RADT1117

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 and fluoroscopy equipment. Analysis of basic x-ray circuit. Overview of digital imaging systems. Overview of PACS and networking systems.

RADT1129	**Clinical Education 2**	**L**	**-**	**158**	**3.5**

Prerequisites: RADT1119

Supervised clinical practice and patient care. Rotating shifts and site assignments. Competency evaluation of exams including routine chest, upper limb, lower limb, abdomen, urinary system contrast studies, mobile exams, contrast and GI imaging, spine, bony thorax and ribs, and cranium.

RADT1134	**Radiation Biology**	**L**	**32**	**-**	**2**

Prerequisites: RADT1127

Nature of x-rays. Interaction with matter. Effects of radiation exposure. Review of patient and personnel radiation protection. Limiting standards, units of measurement and regulatory agencies.

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		Location	Class	Lab	Credits
RADT1139	**Clinical Education3**	**L**	**-**	**158**	**3.5**

Prerequisites: RADT1129

Supervised clinical practice and patient care. Rotating shifts and site assignments. Performance of venipuncture, vital signs, and sterile technique. Option for modality rotation. Competency evaluation of exams including routine chest, upper limb, lower limb, abdomen, urinary system contrast studies, surgery, mobile exams, contrast and GI imaging, spine, bony thorax and ribs, and cranial, pediatrics, and advanced contrast procedures.

RADT1147	**Advanced Imaging**	**L**	**15**	**-**	**1**

Prerequisites: RADT1115

Overview of equipment, procedures, techniques, anatomy, sterile technique, and imaging protocols of specialty areas such as sonography, computed tomography MRI, nuclear medicine, radiation therapy, cardiovascular/interventional, mammography and DEXA.

RADT1149	**Clinical Education 4**	**L**	**-**	**225**	**5**

Prerequisites: RADT1139

Clinical practice and patient care with less assistance to foster increased proficiency. Rotating shifts, site assignments, and option for advanced modality rotations. Performance of venipuncture, vital signs, and sterile technique. Competency evaluations of advanced chest and abdomen exams, upper extremity, lower extremity, spine, bony thorax, cranial, pediatric, trauma, mobile, advanced GI and GU contrast procedures, and surgery exams.

RADT2259	**Clinical Education 5**	**L**	**-**	**225**	**5**

Prerequisites: RADT1149

Clinical practice and patient care with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Rotating shifts and site assignments including new clinical rotation sites and advanced modality rotations. Performance of venipuncture, vital signs, and sterile technique. Competency evaluations of advanced chest and abdomen exams, upper extremity, lower extremity, spine, bony thorax, cranial, pediatric, trauma, mobile, advanced GI and GU and orthopedic contrast procedures, and surgery exams.

RADT2265	**Pathology for Radiographers**	**L**	**45**	**-**	**3**

Prerequisites: RADT1115

Introduction to pathologies that are imaged in a Radiology department. Discussion of the anatomy, physiology, additive and destructive pathologies, congenital abnormalities. Application of patient care techniques including communication according to pathology. Review of medical terminology associated with pathological processes.

RADT2269	**Clinical Education 6**	**L**	**-**	**225**	**5**

Prerequisites: RADT2259

Increase proficiency of clinical skills and patient care. Rotating shifts and site assignments and advanced modality rotations. Option for overnight or on call shifts. Performance of venipuncture, vital signs, and sterile technique. Competency evaluations of advanced chest and abdomen exams, upper extremity, lower extremity, spine, bony thorax, cranial, pediatric, trauma, mobile, advanced GI and GU and orthopedic contrast procedures, and surgery exams. Completion of ARRT required competencies.

RADT2276	**Imaging Applications**	**L**	**45**	**-**	**3**

Prerequisites: RADT1127

Exploration of advanced concepts of radiographic production, radiographic processing, conservative use of equipment and quality assurance techniques. Application of critical thinking.

RADT2277	**Radiology Capstone**	**L**	**16**	**-**	**1**

Prerequisites: RADT2276

Creation of a capstone project that encompasses Quality Management and good practice in Radiology.

RADT2288	**Registry Review**	**L**	**15**	**-**	**1**

Prerequisites: RADT2276

Review of course materials to prepare for National Board exam.

RADT2500	**Principles of Computed Tomography**	**L**	**30**	**-**	**2**

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.

RADT2501	**Computed Tomography Procedures**	**L**	**30**	**-**	**2**

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.

RADT2502	**Vascular Interventional Radiography**	**L**	**30**	**-**	**2**

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.

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		Location	Class	Lab	Credits

RELS • Religious Studies

***RELS2610/**
PHIL2610 **Comparative Religions** **B/L** **45** **-** **3**

Prerequisite: Eligible for ENGL1010.

This course will offer a cross-cultural introduction to the world's major religious/ philosophical traditions or faith systems through a comparison of historical origins, rituals, beliefs, practices, worldviews, original religious texts and other important sources. Interdisciplinary approach to study of religion and various approaches to study of religious systems are a part of the world religions traditions assessment.

RESP • Respiratory Care

Please note: Students must be admitted into the program. Each RESP course builds on previous course content and must be completed with a minimum grade of C+ before continuing in the Respiratory Care program.

RESP1111 **Respiratory Anatomy & Physiology** **L** **45** **-** **3**

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.

RESP1114 **Respiratory Care Principles** **L** **45** **-** **3**

Prerequisite: Admitted to the program

Development of assessment skills in regards to patient history, physical exam and laboratory studies with emphasis on proper charting of assessment.

RESP1122 **Respiratory Care Procedures** **L** **45** **90** **5**

Prerequisite: Admitted to the program.

Theory and practice of the fundamentals of medical gases, humidity, bland and therapeutic aerosol application, oxygen therapy, lung volume expansion therapy, airway clearance techniques, basic airway management and arterial blood gas punctures. Lab is concurrent with lecture. Lab complements the material presented in lecture as well as information from Patient Care Principles class.

RESP1148 **Critical Care Management** **L** **60** **-** **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.

RESP1150 **Respiratory Pharmacology and Pathology** **L** **75** **-** **5**

Prerequisite: Admission to the Program

Study of concepts and theory of basic pulmonary diseases to include etiology, pathology, diagnosis, clinical manifestations, radiological and laboratory findings, prevention, prognosis and treatment. Study of drugs affecting the respiratory system. Including drug calculations, administration and clinical side effects.

RESP1160 **Mechanical Ventilation** **L** **60** **90** **6**

Prerequisite: Admission to the Program

Study of adult, pediatric and neonatal mechanical ventilators, ventilation techniques, advanced modes and therapies, and critical care monitoring and management. Lab complements the material presented in lecture by utilizing knowledge from class in a laboratory setting. Ventilator interaction with various ventilators from hospital settings are used for practicing setup, application, and monitoring of patients using case studies and scenarios. Lab is concurrent with lecture.

RESP1170 **Exam Review** **L** **30** **45** **3**

Preparatory course for the NBRC exams. Self-assessment exams for the CRT and RRT will be utilized. Practice information-gathering and decision-making in a variety of selected respiratory care scenarios.

RESP1180 **Chronic Cardiopulmonary Management** **L** **45** **-** **3**

This course is designed to expand the student's understanding of the methods for diagnosing, evaluating severity and managing chronic cardiopulmonary conditions. Evidence based medicine will be emphasized as the basis for students to develop and modify treatment plans for given case studies.

RESP1210 **Clinical Education: General/Progressive Care** **L** **-** **225** **5**

Prerequisite: Successful completion of previous term

Practice of basic respiratory care procedures, including medical gases, aerosol/humidity therapy, aerosolized drug therapy, resuscitation, airway management, arterial punctures, lung volume expansion therapy and bronchial pulmonary hygiene therapy. Includes clinical conferences and case studies.

RESP1220 **Clinical Education: Critical Care/Specialty Rotations 1** **L** **-** **225** **5**

Prerequisite: Successful completion of previous term

Practice in adult critical care, basic pulmonary function testing, arterial blood gases, EKG's, mechanical ventilation, and emergency airway management. Includes clinical conferences and student case study presentations.

RESP1230 **Clinical Education: Critical Care/Specialty Rotations 2** **L** **-** **225** **5**

Prerequisite: Successful completion of previous term

Practice in adult critical care, basic pulmonary function testing, arterial blood gases, EKG's, mechanical ventilation, and emergency airway management. Includes clinical conferences and student case study presentations.

RESP1240 **Clinical Education: Internship** **L** **-** **90** **2**

Prerequisite: Successful completion of previous term

Practice in adult critical care, basic pulmonary function testing, arterial blood gases, EKG's mechanical ventilation, and emergency airway management with a dedicated preceptor.

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		Location	Class	Lab	Credits
RESP2251	**Cardiovascular Principles**	**L**	**45**	**-**	**3**

Study of the cardiovascular system with emphasis on invasive and non-invasive hemodynamic monitoring of the critically ill patient.

SIGN • Sign Language

***SIGN1010**	**Beginning American Sign Language I**	**L**	**60**	**-**	**4**

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**	**-**	**4**

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**	**-**	**4**

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**	**-**	**4**

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**	**-**	**3**

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**	**-**	**3**

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**	**-**	**3**

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**	**-**	**3**

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**	**-**	**3**

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**	**-**	**3**

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**	**-**	**3**

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**	**-**	**3**

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**	**-**	**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.

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***SPAN1020**	**Beginning Spanish II**	**B/L**	**75**	**-**	**5**

Prerequisites: SPAN1010 (Beginning Spanish I) or appropriate score in placement exam.
Second class in the four level language sequence that allows 21st century language learners to further develop proficiency in Spanish while expanding community connections in and out of the classroom through local and global Spanish-speaking communities. Technology is incorporated to enhance language skills. The class emphasizes an interactive, proficiency-oriented approach to learning language and culture.

***SPAN2010 Second-year Spanish I** — **B/L** — **45** — **-** — **3**

Prerequisites: SPAN1020 (Spanish II) or appropriate score in placement exam.
Third level in the language sequence that builds students' language proficiency by refining receptive and productive skills while encouraging students to compare, contrast and develop an appreciation of the cultural diversity of Spanish speaking communities. Technology is incorporated in this class to enhance language skills.

***SPAN2020 Second-year Spanish II** — **B/L** — **45** — **-** — **3**

Prerequisite: SPAN2010 (Spanish II) or appropriate score in placement exam.
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.

***SPAN2030 Intensive Conversation** — **B/L** — **45** — **-** — **3**

Prerequisite: SPAN2020, SPAN 2100 or appropriate score in placement exam.
Class designed to foster oral proficiency through active student participation. The activities elicit student ideas and opinions, engaging students to respond to each other on a variety of discussion topics. Students learn to recognize and appreciate cultural diversity as they explore behaviors and values of various local and global Spanish- speaking communities.

***SPAN2040 Intensive Writing** — **B/L** — **45** — **-** — **3**

Prerequisite: SPAN2020, SPAN2100 or appropriate score in placement exam.
This class helps students to process information and write texts that require higher order thinking skills developed through integrated process strategies (listening, speaking, reading and writing). The writings explore cultural themes and concepts drawn from the learner's own cultural perspective. These ideas are conveyed at the intermediate linguistic level with special emphasis on thematic content, organizational skills and self-editing.

***SPAN2100 Accelerated Second-year Spanish** — **B/L** — **90** — **-** — **6**

Prerequisite: SPAN1020 or appropriate score in placement exam.
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.

SPCH • Speech

***SPCH1090 Fundamentals of Human Communication** — **B/L/M** — **45** — **-** — **3**

Prerequisite: Eligible for ENGL1010.
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.

SPCH1110 Public Speaking — **B/L/M** — **45** — **-** — **3**

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.

SPCH2050 Oral Performance of Literature — **B/L** — **45** — **-** — **3**

Prerequisite: Eligible for ENGL1010.
Introductory course in the art, theory, analysis and appreciation of a work of literary art. Methods and skills of communicating literature orally to an audience. This course cannot fulfill the SCC general education oral communication requirement.

SPCH2100 Communicating in Groups and Teams — **L** — **45** — **-** — **3**

Prerequisite: Eligible for ENGL1010
Theory and practice of communication in small groups. Small group processes, procedures, behaviors, problem-solving, and leadership will be explored and practiced. Focus on developing effective participant behaviors, teams, leadership, and various problem-solving strategies and techniques within small groups. This course cannot fulfill the SCC general education oral communication requirement.

***SPCH2110 Intercultural Communication** — **B/L** — **45** — **-** — **3**

Prerequisite: Eligible for ENGL1010.
Introduction to current theories and scholarship in intercultural communication. Critical thinking skills directly applicable to cultural interactions and communication styles. Patterns of interaction and expectations based on cultural differences. Assignments and examinations for practical experience and application of intercultural concepts. This course cannot fulfill the SCC general education oral communication requirement.

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		Location	Class	Lab	Credits
SPCH2750/ POLS2750	**Political Communication**	**L**	**45**	**-**	**3**

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.

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 communication requirement.

SPCH2810	**Business and Professional Communication**	**B/L/M**	**45**	**-**	**3**

Prerequisite: Eligible for ENGL1010.

The study of communication to function successfully with others in the workplace. Focus on the basic processes of communications including: communication and cultural diversity, developing interpersonal relationships, interviewing techniques, working in small groups and teams, managing effective meetings, and various types of presentations (including individual and group). Students will perform at least three research-based oral presentations before an audience.

SUFA • Surgical First Assisting

SUFA1010	**Advanced Surgical Anatomy**	**O***	**60**	**-**	**4**

Prerequisites: Admission into the Surgical First Assisting Program. HLTH1070 Pathophysiology with a C+. Requires concurrent enrollment in SUFA1010 and SUFA1050.

Introduces the relationship between anatomy and surgery, relevant physiology, and pathology.

SUFA1020	**Fundamentals of Surgical First Assisting**	**O***	**38**	**23**	**3**

Prerequisites: Admission into the Surgical First Assisting Program. HLTH1070 Pathophysiology with a C+. Requires concurrent enrollment in SUFA1010 and SUFA1050

This course covers the theory and practice in pre-operative, intra-operative and post-operative functions and techniques of a Surgical First Assistant.

SUFA1030	**Principles of Surgical First Assisting**	**O***	**30**	**-**	**2**

Prerequisites: SUFA1010, SUFA1020 with a C+. Requires concurrent enrollment in SUFA1040, SUFA1050, and SUFA1060

Explores the interpersonal, legal and ethical aspects of surgical patient care, recognition of surgical complications, and appropriate actions. All Hazard preparedness.

SUFA1040	**Bioscience**	**O***	**45**	**-**	**3**

Prerequisites: SUFA1010, SUFA1020 with a C+. Requires concurrent enrollment in SUFA1040, SUFA1050, and SUFA1060

This course is designed to promote an understanding of microbiology which precedes the understanding of disease transmission and or prevention, including standard precautions and infection control. The pharmacology section of the course is designed to promote an understanding of the effects of pre, post and operative drugs. The anesthesia portion of the course is designed to promote an understanding of general principles/techniques and drugs used by anesthesia and the effects on the patient. The course will also introduce the student to diagnostic testing such as radiology, laboratory and cardio graphics. Wound healing, trauma, preoperative nutrition, fluid and electrolyte balance and techniques in maintaining homeostasis will be reviewed.

SUFA1050	**Clinical Externship 1**	**O***	**-**	**180**	**4**

Prerequisites: Admission into the Surgical First Assisting program. HLTH1070 Pathophysiology with a C+. Requires concurrent enrollment in SUFA1010 and SUFA1020.

Practices acquired skills and aseptic technique functioning as a surgical first assistant by individual assignment to a qualified surgeon preceptor who will provide direct supervision during their surgical rotation in a clinical setting.

SUFA1060	**Clinical Externship 2**	**O***	**-**	**180**	**4**

Prerequisites: SUFA1010, SUFA1020, SUFA1030, SUFA1040 and SUFA1050 with a C+

Practices acquired skills and aseptic technique functioning as a surgical first assistant by individual assignment to a qualified surgeon preceptor who will provide direct supervision during their surgical rotation in a clinical setting.

SURT • Surgical Technology

SURT1620	**Foundations of Surgical Technology**	**L**	**45**	**90**	**5**

Prerequisite: Admission to the Surgical Technology Program

Introduction to instrumentation decontamination, preparation, packaging, sterilization, and/or disinfection of supplies, instruments and equipment. Introduction to the specific duties of the surgical team including lab practice in patient positioning, transfer, and transport, urethral catheterization, prepping, draping, back table set-up and organization. Main course focus is aseptic technique and critical thinking skills practiced in the laboratory setting related to the sterile and unsterile role to prepare the student for clinical rotations.

SURT1630	**Surgical Procedures and Techniques 1**	**L**	**90**	**-**	**6**

Prerequisites: Admission to the Surgical Technology Program

The study of surgical procedures to include: wound healing, concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to general surgery, gastrointestinal, biliary, rectal, gynecologic, obstetric, plastic, orthopedic, and otorhinolaryngology systems.

SURT1640	**Introduction to Surgical Technology**	**L**	**75**	**-**	**5**

Prerequisites: Admission to the Surgical Technology Program

Study of instruments, supplies and equipment used in the perioperative process of surgery. Introduction to specialized modalities in surgery, including endoscopy, robotics, orthopedic implants, power equipment, fixation devices for bone fractures, basic electricity theories, bone fracture, bone healing and casting materials that are used in surgery to promote optimum patient care.

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		Location	Class	Lab	Credits
SURT1701	**Clinical Orientation**	**L**	**30**	**45**	**3**

Prerequisite: SURT1600, SURT1601, SURT1603, SURT1604.

Introduction to the specific duties of the surgical team including lab practice in prepping, draping, back table set-up and organization. Main course focus is aseptic technique and critical thinking skills practiced to prepare the student for clinical rotation.

SURT1704	**Surgical Procedures & Techniques 1**	**L**	**90**	**-**	**6**

Prerequisites: SURT1604

The introduction of surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to basic general surgery, gastrointestinal, biliary, rectal, gynecologic, plastic reconstruction and maxillofacial reconstruction, orthopedic and otolaryngology systems.

SURT1705	**Principles of Surgical Technology**	**L**	**60**	**-**	**4**

Prerequisites: SURT1600, SURT1603

Introduction to the perioperative care of the surgical patient and the patient with special needs, perioperative pharmacology, anesthesia, special patient monitoring, hemostasis, blood loss and replacement, surgical robotics, 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.

SURT1730	**Surgical Procedures and Techniques 2**	**L**	**60**	**-**	**4**

Prerequisite: SURT1630

The study of surgical procedures to include: genitourinary, ophthalmology, peripheral vascular and cardiovascular systems.

SURT1740	**Principles of Surgical Technology**	**L**	**45**	**-**	**3**

Prerequisite: SURT1640

Introduction to the history of Surgical Technology, healthcare facilities organization, OR physical environment and OR safety factors. The introduction to the perioperative routine of the surgical patient to include patient transportation, PACU, diagnostic studies, biopsychosocial needs and death and dying. The introduction of patient monitoring and vitals, special needs patients and hemostasis, blood loss and fluid balance. The introduction of emergency patient situations and Hazards preparedness.

SURT1750	**Clinical Education 1**	**L**	**-**	**270**	**6**

Prerequisite: SURT1620 and SURT1630 and SURT1640

Clinical practice with application of the student's basic skills, aseptic technique, and instrument knowledge to operative procedures in the hospital.

SURT1803	**Fundamentals of Surgical Technology 2**	**L**	**23**	**-**	**1.5**

Prerequisite: SURT1701, SURT1704, SURT1705.

Introduction to specialized modalities in surgery including endoscopy, orthopedic implants, power equipment, fixation devices for bone fractures, basic electricity theories, special surgical equipment, bone fracture, bone healing and casting materials that are used in surgery to promote optimum patient care.

SURT1804	**Surgical Procedures & Techniques 2**	**L**	**90**	**-**	**6**

Prerequisite: SURT1704.

The study of advanced surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to genitourinary, ophthalmology, thoracic, neurological, vascular and transplant surgery.

SURT1810	**Clinical Education 1**	**L**	**-**	**135**	**3**

Prerequisite: SURT1601

Clinical practice with application of the student's basic skills, aseptic technique, and instrument knowledge to operative procedures in the hospital.

SURT1830	**Surgical Procedures and Techniques 3**	**L**	**60**	**-**	**4**

Prerequisite: SURT1730

The study of surgical procedures to include: thoracic, neurology and transplant surgery.

SURT1850	**Clinical Education 2**	**L**	**-**	**360**	**8**

Prerequisite: SURT1730 and SURT1740 and SURT1750

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.

SURT1940	**Senior Seminar**	**L**	**60**	**-**	**4**

Prerequisite: SURT1830 and SURT1850

Preparation for employment and the basic skills necessary to effectively function as a health care team member, exposure to professional organizations, the study of ethical and legal aspects of the surgical environment, leadership skills and concepts, the study of the 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.

SURT2904	**Surgical Procedures & Techniques 3**	**L**	**53**	**-**	**3.5**

Prerequisite: SURT1803, SURT1804, SURT1810.

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.

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		Location	Class	Lab	Credits
SURT2907	**Senior Seminar**	**L**	**23**	**-**	**1.5**

Prerequisite: SURT2904, SURT2910.

Preparation for employment, exposure to professional organizations, the study of ethical and legal aspects of the surgical environment, and leadership skills and concepts.

SURT2909	**Correlated Patient Study**	**L**	**30**	**15**	**2**

Prerequisite: SURT2904, SURT2910.

The study of obstetrics and post anesthesia care incorporating patient centered clinical experiences and all aspects of the perioperative care to the surgical patient. This is accomplished through clinical follow-through case studies. Students will also prepare and take the National Certification Exam by recitation and mock exams.

SURT2910	**Clinical Education 2**	**L**	**-**	**360**	**8**

Prerequisites: SURT1810

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.

SURT2920	**Advanced Clinical Specialties**	**L**	**23**	**68**	**3**

Prerequisite: SURT2904, SURT2910.

Study of expanded roles and further development of knowledge and skills relating to advanced surgical specialties.

SURT2930	**Clinical Education 3**	**L**	**-**	**158**	**3.5**

Prerequisites: SURT2904, SURT2910.

The application of the student's acquired skills and aseptic technique to the operating room team and environment on a more independent basis.

THEA • Theatre

THEA1010	**Introduction to Theatre**	**B/L**	**45**	**-**	**3**

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.

THEA1140	**Basic Acting**	**B/L**	**45**	**-**	**3**

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.

THEA1850/1860	**Theatre Production**	**B/L**	**-**	**60**	**2**

Prerequisite: By permission of play director

Introduction to theory and principles of theatre production. Public performance produced. Repeat this class for additional credit.

THEA1851/1861	**Theatre Practicum**	**B/L**	**45-90-135**	**-**	**1, 2, 3**

Prerequisite: Permission of instructor.

Practicum is a practical learning experience in selected areas of theatre production. Under a cooperative educational experience and agreement between the College and an outside theatre production, students are able to earn credit for practical theatre production experience. Experience may include but will not be limited to design, construction and promotion. Students will work a minimum of 45/90/135 hours per semester in conjunction with community acting group and its staff. Repeat this class for additional credit.

THEA2130	**Film Appreciation**	**B/L**	**45**	**-**	**3**

Prerequisite: Eligible for ENGL1010.

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.

TRUK • Professional Truck Driver Training

TRUK1110	**Professional Truck Driver Training I**	**L**	**30**	**90**	**4**

Prerequisites: Student must meet minimum entrance requirements.

Intensive training course for tractor/trailer drivers. Vehicle inspection and preventative maintenance and hands on defensive driving and skills development in coupling and uncoupling, backing, and shifting and city and highway driving.

TRUK1120	**Professional Truck Driver Training II**	**L**	**45**	**68**	**4.5**

Prerequisite: TRUK1110

Intensive training course for tractor/trailer drivers. This course includes accident procedures, two daily driver's log books, trip planning, hazard perception speed management, extreme driving conditions, hands on defensive driving and skills development in shifting, and city and highway driving.

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WELD • Welding Technology

		Location	Class	Lab	Credits
WELD1000	**Gas Metal Arc Welding 1 (Steel)**	**L**	**12**	**32**	**1.5**

An introduction to Gas Metal Arc Welding theory, safety, application, manipulative skills, welding principles and procedures. Filler wires, shielding gases, welding power sources, welding of carbon steel and welding processes on different joint configurations are included. This course is offered through the Continuing Education Division of SCC and is not a program-level course.

WELD1010	**Gas Metal Arc Welding 2 (Aluminum)**	**L**	**12**	**32**	**1.5**

Prerequisite: WELD1000

Intermediate to advance instruction in Gas Metal Arc Welding theory, safety, application, manipulative skills, welding principles and procedures. Filler wires, shielding gases, welding power sources, welding of aluminum and welding processes on different joint configurations are included. This course is offered through the Continuing Education Division of SCC and is not a program-level course.

WELD1060	**Basic OA/SMAW/GMAW**	**L**	**30**	**90**	**4**

Prerequisite: UNL Student

Basic theory, safety, equipment, application and operation of Oxy-Acetylene welding and Shielded Metal Arc Welding, and Gas Metal Arc Welding with laboratory exercises. Note: this class will not meet welding program criteria and is not available to students wishing to enter the welding program.

WELD1070	**Advanced OA, SMAW & GMAW**	**L**	**15**	**90**	**3**

Prerequisite: WELD1060 and UNL Student

Advanced classroom lecture and laboratory exercises with Shielded Metal Arc and Gas Metal Arc equipment and processes. Note: this class will not meet welding program criteria and is not available to students wishing to enter the welding program.

WELD1080	**GTAW Theory & Lab**	**L**	**8**	**45**	**1.5**

Prerequisite: WELD1060 and UNL Student

Study of Gas Tungsten Arc Welding theory, safety, applications, principles and procedures. Welding of carbon steel with the Gas Tungsten 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.

WELD1101	**SMAW I**	**L**	**30**	**68**	**3.5**

Study of Shielded Metal Arc Welding theory, safety, applications, procedures, and welding practices. Beginning welding of carbon steel on various joints and with various electrodes. Explanation of safe operation and proper use of equipment, power tools and hand tools.

WELD1105	**Oxyacetylene Welding and Cutting**	**L**	**30**	**68**	**3.5**

Study of the theory, safety, equipment and applications of the Oxyacetylene Welding and Cutting Process. Laboratory exercises with the Oxyacetylene Welding, Braze Welding, Oxyacetylene Cutting and related processes. Explanation of and proper use of equipment and measuring tools.

WELD1109	**SMAW II**	**L**	**15**	**90**	**3**

Prerequisite: WELD1101

Intermediate welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and positions with various electrodes.

WELD1122	**GMAW Theory**	**L**	**30**	**-**	**2**

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.

WELD1128	**Blueprint Reading & Weld Symbols**	**L**	**38**	**23**	**3**

Introduction to blueprint reading and drawing procedures. Interpretation and drawing of isometric, oblique, and orthographic views, welding symbols, and bill of materials.

WELD1130	**Metallurgy**	**L**	**60**	**-**	**4**

Study of the production of metals, methods of identification, properties of steel, methods of metallurgical examination, mechanical testing and chemistry of welding.

WELD1134	**Advanced OA & Plasma Cutting**	**L**	**8**	**45**	**1.5**

Prerequisite: WELD1105

Theory of Plasma Arc Cutting process and advanced laboratory exercises to include the use of automated equipment.

WELD1176	**Automotive & Motorcycle Welding**	**L**	**15**	**45**	**2**

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 GTAW and GMAW welding processes and Oxy-Acetylene and Plasma arc cutting.

WELD1190	**O/A and GMAW Welding**	**M**	**8**	**23**	**1**

Study of theory and practice of welding and cutting fundamentals. This course includes safety, oxy-fuel braze welding, flame cutting, Gas Metal Arc Welding and plasma cutting.

WELD1191	**GMAW and SMAW Industrial**	**M**	**8**	**45**	**1.5**

Study of theory and practice of welding and cutting fundamentals. The course including safety, oxy-fuel braze welding, flame cutting, Gas Metal Arc Welding, Shielded Metal Arc Welding and plasma cutting.

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	Location	Class	Lab	Credits
WELD1210 GMAW Lab I	**L**	**8**	**90**	**2.5**
Prerequisite: WELD1122				
Beginning welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.				
WELD1220 GMAW Lab II & III	**L**	**15**	**90**	**3**
Prerequisites: WELD1122, WELD1210				
Advanced welding of carbon steel, stainless steel and aluminum, with the Gas Metal Arc Welding process on various joint configurations.				
WELD1230 SMAW III	**L**	**8**	**90**	**2.5**
Prerequisite: WELD1101, WELD1109				
Advanced welding of carbon steel plate with the shielded metal arc welding process on various joint configurations and with various electrodes.				
WELD1279 Basic Mechanical	**L**	**30**	**50**	**3**
Prerequisite: Approval of Burlington Northern Santa Fe (BNSF) Training Director				
Theory and practice of SMAW and FCAW welding, plasma, oxyfuel, and air carbon arc cutting and gouging. Equipment setup, safety, and operation are stressed.				
WELD1280 Advanced FCAW Welding	**L**	**30**	**50**	**3**
Prerequisite: Approval of Burlington Northern Santa Fe (BNSF) Training Director				
Theory and practice of FCAW welding with qualification test in three positions. Equipment setup, safety and safe operation are stressed.				
WELD1291 M214 Structural Solid Wire	**L**	**15**	**25**	**1.5**
Prerequisite: Approval of Burlington Northern Santa Fe (BNSF) Training Director				
Theory and practice of GMAW welding with qualification test in two positions. Equipment setup, safety and safe operation are stressed.				
WELD1292 Advanced SMAW	**L**	**30**	**50**	**3**
Prerequisite: Approval of Burlington Northern Santa Fe (BNSF) Training Director				
Shielded Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures that are used at the BNSF repair facility.				
WELD1294 Mechanical Air Brake Pipe Welding	**L**	**30**	**50**	**3**
Prerequisite: Approval of Burlington Northern Santa Fe (BNSF) Training Director				
Upon successful completion of this course, the student should be qualified to weld with FCAW and SMAW according to AWS D15.1 code. All pipe welding will be done in the horizontal (2F & 2G), and in the horizontal fixed positions (5F & 5F). Passing or failing will be determined by the student's ability to successfully produce welds according to prescribed standards in AWS D15.1.				
WELD1295 Mechanical Welding Sheet Metal	**L**	**30**	**50**	**3**
Prerequisite: Approval of Burlington Northern Santa Fe (BNSF) Training Director				
Upon successful completion of this course, the student should be qualified to weld sheet metal with gas metal arc welding (GMAW) and gas tungsten arc welding (GTAW) according to AWS D15.1 code. All welding will be done in the horizontal (2F & 2G), vertical down (3F & 3G), and overhead (4F & 4G). Passing or failing will be determined by the student's ability to successfully produce welds according to prescribed standards in AWS D15.1.				
WELD2310 FCAW	**L**	**8**	**68**	**2**
Prerequisite: WELD1122				
Theory and laboratory exercises using the Flux Cored Arc Welding process in the flat, horizontal, vertical and overhead positions.				
WELD2320 GTAW I	**L**	**15**	**90**	**3**
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. Welding of carbon steel with the Gas Tungsten Arc Welding process in various positions on various joint configurations.				
WELD2330 GTAW II	**L**	**8**	**45**	**1.5**
Prerequisite: WELD2320				
Welding of stainless steel and aluminum with the Gas Tungsten Arc Welding process in various positions and on various joint configurations.				
WELD2340 Measurement & Layout	**L**	**30**	**23**	**2.5**
Prerequisite: WELD1128				
Explanation of layout procedures used in the welding and fabrication industry.				
WELD2410 Welding Codes and Standards	**L**	**38**	**23**	**3**
Prerequisites: WELD1128, WELD1130, WELD2420				
Study of welding codes and standards required for the qualification and certification of welding personnel.				
WELD2420 Pipe Welding & Cutting	**L**	**8**	**45**	**1.5**
Prerequisite: WELD1101				
Study and practical applications in pipe welding and cutting. Includes pattern making, pipe cutting, pipe fitting and pipe welding.				
WELD2450 Welder Pre-Qualification	**L**	**23**	**90**	**3.5**
Prerequisite: WELD2410				
Practice of techniques and procedures within established codes and standards in preparation for taking a qualification test.				

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		Location	Class	Lab	Credits
WELD2460	**Computer Aided Drafting**	**L**	**23**	**23**	**2**

Prerequisite: WELD1128

Fundamentals of computed 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.

WELD2510	**NDT Procedures for Welding**	**L**	**45**	**-**	**3**

Theory of Nondestructive Testing methods, welding discontinuities, weld inspection and quality assurance.

WELD2520	**Welder Qualification/Certification**	**L**	**15**	**45**	**2**

Prerequisites: WELD2450, WELD2410

Student qualification/certification tests in structural and/or pipe welding in compliance with the code and/or standards of the American Welding Society, American Society of Mechanical Engineers, API, or recognized codes and standards of industry.

WELD2530	**Welding Fabrication & Repair**	**L**	**15**	**90**	**3**

Prerequisites: WELD1101, WELD1128, WELD1210, WELD1134, WELD2330, WELD2530

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 process.

WELD2540	**Special Welding Applications**	**L**	**8**	**68**	**2**

Advanced welding. Course requirements, pre-requisites and objectives to be arranged with program director.

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BS, University of Phoenix, 2009

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Manager, Café and Catering Services
AAS, Southeast Community College, 1997

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AAS, Southeast Community College, 2004
BAS, Peru State College, 2008
MSOM, Peru State College, 2011

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TRiO/SSS Program, Success Coach
BS, Iowa State University, 1987

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Director Disability & Academic Support Services
BS, University of Nebraska at Kearney, 1997
MA, Doane College, 2011

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Student Life Coordinator
BS, Kearney State College, 1981

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BS, Northwest Missouri State University, 2007
MEd, Doane College, 2014

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AA, Western Nebraska Community College, 1994
BA, Chadron State College, 1997
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Resource Development Director
BA, University of Nebraska, 1994
MA, University of Nebraska, 2009

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Success Coach
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Learning Center Coordinator
Certificate, University of Colorado, 1996

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AA, Northeast Community College, 2001
BS, Wayne State College, 2003
MA, University of Nebraska, 2013

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Admissions Representative
BS, University of Nebraska, 1990

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BA, University of Nebraska, 1996
Certificate, Missouri Western State University, 2011

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BS, University of Nebraska - Kearney, 2013

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BS, University of Nebraska, 1984

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AAS, Southeast Community College, 1990

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BS, University of Nebraska, 1980
MA, University of Nebraska, 1995

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Career Advisor/Assessment
BS, Northwest Missourti State University, 2004
MS, Northwest Missouri State University, 2006

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AS, Central Community College, 1995
BS, Bellevue University, 1997

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BA, University of Nebraska at Kearney, 1972
MA, University of Nebraska at Kearney, 1981
EdD, University of Nebraska, 1989

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BS, Wayne State College, 2007

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BA, Doane College, 2015

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BA, Doane University, 2011

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BS, Northwest Missouri State University, 1983
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BS, Bellevue University, 2008
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AAS, Stevens Trade School, 1979
AAS, University of South Dakota, 1981
BS, University of South Dakota, 1982

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Multimedia Education Specialist
BS, University of Nebraska, 2006

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BA, Truman State University, 1997
MS, Western Illinois University, 2000

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AA, Mesa Community College, 1991
BS, University of Nebraska, 2011

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BS, University of Nebraska, 2006
MA, University of Missouri, 2012

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BS, University of Nebraska, 1993
MS, New Mexico State University, 1997

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BA, Nebraska Wesleyan University, 1982
MS, University of Nebraska, 1988

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AAS, Lincoln School of Commerce, 1992
BA, Doane College, 1998

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BS, University of Nebraska, 2005
MS, Peru State College, 2008

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Dean, Arts & Sciences Division
BA, Rutgers University, 1989
MA, Colorado State University, 1992
PhD, University of Nebraska, 2005

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BA, University of Nebraska, 2001

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Associate Dean
AAS, Southeast Community College, 1999, 2000
BS, Bellevue University, 2013
MA, Doane College, 2018

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BS, University of Nebraska, 2013

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BS, Concordia University, 2008

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AA, Southeast Community College, 1988
BS, Northwest Missouri State University, 1991

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AA, Platte Technical Community College, 1978
BA, Kearney State College, 1980

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Certificate, Respiratory Care, Immanuel Medical Center, 1997
BS, Midland Lutheran College, 1997
MEd, Concordia University, 2012

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AAS, Community College of the Air Force, 1986
BS, University of Nebraska, 1979
MA, University of Nebraska, 2006

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AAS, Central Community College, 1998
BS, University of Nebraska, 2001

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BA, Chadron State College, 1991

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Certificate, Georgetown University, 1994
BA, University of Nebraska Lincoln, 1994

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J.D., University of Nebraska College of Law, 2014

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Social Media Marketing/Writing Specialist
BJ, University of Nebraska, 1990

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MS, Drake University, 1997

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JD, University of Nebraska College of Law, 1984

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BS, University of Nebraska, 1980
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AAS, Southeast Community College, 2007

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AA, Christina Education, 1998
BA, Doane College, 2013

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BA, Peru State College, 2005

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BS, Concordia University, 2001

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MS, University of Wisconsin, 1993

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Executive Chef
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Director, Adult Education
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MA, Doane College, 2003

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BS, University of Wyoming, 2006

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MA, University of Kansas, 1998
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Building Construction Technology
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Nondestructive Testing
AAS, Southeast Community College, 2011

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BS, Iowa State University, 2014
MS, Kansas State University, 2016

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Practical Nursing
LPN, Southeast Community College, 1994
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MSN, Nebraska Wesleyan University, 2008

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Chemistry
BS, Christopher Newport University, 2013
PH.D, University of Nebraska, 2018

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English
BA, Miami University, 2013
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Business
MS, Universite' du Benin, 1996
AS, Metropolitan Community College, 2007
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AAS, Southeast Community College, 2018

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Medical Laboratory Technology
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BA, Doane College, 2003
MS, University of Nebraska, 2017

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Business
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BS, Peru State College, 1984
MEd. AEDL, University of Phoenix, 2004

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Speech
BS, Oklahoma Christian University, 1999
MA, Abilene Christian University, 2001

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Precision Ag
AAS, Fort Scott Community College, 2016

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Mathematics
BS, California Institute of Technology, 2000
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BA, Central Michigan University, 1989
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HVAC/R Degree, Redwing Area Vocational Technical Institute, 1981
BA, Concordia University, 1998

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Psychology
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MS, University of Nevada, 1984
MA, University of Southern California, 1992
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Certificate, Creighton University, 2003, 2010

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Computer Information Technology
Diploma, Southeast Community College, 1983
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Professional Truck Driving

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Electrical & Electromechanical Technology
AAS, Southeast Community College, 2014

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Physical Science/Mathematics
BS, University of Nebraska, 2009
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Medical Assisting
AAS, Washburn University, 1996
BA, Bellevue University, 2007
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Architectural Design Focus
AAS, Southeast Community College, 1980

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Energy Generation Operations
BS, Doane College, 2010

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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

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Fire Protection Technology
AS, Sierra Community College, 1990
BS, California State University, 1993

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Graphic Design|Media Arts
AAS, Iowa Western Community College, 2008

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MA, University of Nebraska, 1988

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BS, Pittsburg State University, 2001
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PhD, University of Nebraska, 2009

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Social Sciences
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BSN, Union College, 2014

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MS, University of Nebraska, 1979

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Auto Collision
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Sociology
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Physics
AA, Southeast Community College, 1982
BS, University of Nebraska, 1984
MEd, Concordia University, 2007

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Business
BS, University of Utah, 1986
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Social Science
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Horticulture & Turfgrass Management
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Computer Aided Design/Drafting
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MA, San Jose State University, 1996
Ph.D., Kansas State University, 2009

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Business
AAS, Hamilton College, 1994
BA, Doane College, 2001
MPA, University of Nebraska, 2002

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Practical Nursing
BSN, University of Nebraska Medical Center, 2001
MSN, Nebraska Wesleyan University, 2008

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BS, University of Nebraska, 1997
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BS, Wayne State College, 1996
MSOM, Peru State College, 2012

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Early Childhood Education
BSE, University of Central Arkansas, 1995
MS, Kansas State University, 2004
PhD, Kansas State University, 2011

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Radiologic Technology
AAS, Southeast Community College 2006, 2008
BS, Midwestern State University, 2010

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History
BA, City University of New York - Brooklyn College, 1992
MA, Kansas State University, 1995
PhD, Kansas State University, 2011

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BS, University of South Carolina, 1988
MBA, Regis University, 2006

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Dental Assisting
Diploma, Southeast Community College, 2008
BS, Doane College, 2014

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Business
BS, University of Nebraska, 1992
MEd, University of Nebraska, 1997
PhD, University of Nebraska, 2007

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Radiologic Technology
AAS, Southeast Community College, 1999
BS, Bellevue University, 2005

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Computer Information Technology
AAS, Southeast Community College, 1983
BS, Bellevue University, 2005

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Science
BS, Wayne State College, 1996
MS, South Dakota State University, 2004
MA, University of South Dakota, 2006

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BA, Kansas Wesleyan University, 1992
MFS, Nebraska Wesleyan University, 2003

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English
AAS, Metropolitan Community College, 2011
BS, Bellevue University, 2013
MA, National University, 2015

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Agronomy
AAS, Southeast Community College, 2005
BS, University of Nebraska, 1998

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Practical Nursing
Diploma, Southeast Community College, 1996
BSN, University of Nebraska Medical Center, 2000

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Precision Machine
AAS, Southeast Community College, 1977

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Chemistry
AAS, Grossmont College, 1988
BS, San Diego State University, 1993
MS, Ohio State University, 1998

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Paramedic
AAS, Metropolitan Community College, 2014

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Healthcare Services
AAS, Southeast Community College, 2012
BA, Bellevue University, 2013
MPH, University of Nebraska Medical Center, 2015

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Mathematics
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Welding
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Associate Degree Nursing
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BS Creighton University, 1995
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Speech
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Agribusiness
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Human Srvices
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Chair/ Radiologic Technology
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BS, Bellevue University, 2005
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Science
AA, Golden West College, 1981
BS, Sonoma State University, 1983
MS, California State University at Hayward, 1987
PhD, University of Nebraska, 2005

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Psychology
BA, University of Nebraska, 2013
MS, Gerand Canyon University, 2016

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BS, University of Nebraska, 1997
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BS, College of Saint Mary, 1993

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Business
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BS, University of Nebraska, 1974
MS, Indiana University at Bloomington, 1993
PhD, University of Washington, 1999

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Physics
AB, University of Chicago, 1989
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Education
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MFA, University of Wyoming, 1990

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AAS, Southeast Community College, 1990
BTech, Peru State College, 1999

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BA, New England Culinary Institute, 2012

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Business
BS, University of Nebraska, 1994
MBA, University of Phoenix, 2002

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AA, McCook Community College, 1984
BS, Kearney State College, 1986
MS, University of Nebraska, 2006

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Long Term Care Administration
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BSN, Creighton University, 2005

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BSN, University of Nebraska Medical Center, 2011

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AAS, Southeast Community College, 2013

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BSC, University of Poona, 1983
MSC, University of Poona, 1985
MS, Purdue University, 1989
PhD, University of Nebraska, 1994

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MEd, University of Nebraska, 1987

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Medical Assisting
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BSN, Midland Lutheran College, 2009

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Business
BS, Doane College, 1998
MA, Doane College, 2005

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BM, University of Wyoming, 1986
MM, University of Wyoming, 1988
DMA, University of Nebraska, 2001
MusD, American Conservatory of Music, 2001

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Surgical Technology
AAS, Southeast Community College, 2005
BS, Doane College, 2013

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AAS, Southeast Community College, 1988
BS, Doane College, 2008

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Practical Nursing
LPN, Fairbury Junior College, 1974
RN, Bryan Memorial Hospital, 1988
BSN, Nebraska Wesleyan University, 1997
MSN, Nebraska Wesleyan University, 2002

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Building Construction Technology
AAS, Southeast Community College, 1985, 1986

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Business
BS, University Nebraska at Kearney, 1987
MBA, Bellevue University, 2015

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Automotive Technology
AAS, Southeast Community College, 1985

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Geography
AAS, Elizabethtown Community College, 1986
BS, University of Kentucky, 1989
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BA, University of Nebraska, 2009
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Philosophy
AA, Seattle Central Community College, 1997
BA, University of Washington, 2000
MA, University of Nebraska, 2006
PhD, University of Nebraska, 2008

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Political Science
BA, Truman State University, 1992
MA, Miami University of Ohio, 1994

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History
BA, Truman State University, 1991
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PhD, Kansas State University, 2009

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BS, Kearney State College, 1983

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MA, Western Washington University, 1996
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MFA, University of Alabama, 1995

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Anatomy & Physiology
BA, University of Northern Colorado, 2001
MEd, University of Nebraska, 2004

Karen Koch
Design & Drafting Technology Architectural Design Focus
AAS, Southeast Community College, 1998
BA, University of Nebraska, 1991
MEd, University of Nebraska, 2013

Randall Koch
Precision Machining and Automation Technology
AAS, Southeast Community College, 1999

Richard Kohn
Business
BS, University of Nebraska, 1975
JD, University of Nebraska College of Law, 1982

Candace Kohnke
Food Services
PH.D, Unviversity of Nebraska, 1986

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Computer Information Technology
AAS, Southeast Community College, 1991

Rose A. Kowalski
Businessn
AAS, University of Nebraska, 1976
BA, University of Nebraska, 1989,
MEd, University of Nebraska, 1994

Crystal Kozak
*Early Childhood Education
BS, University of Nebraska, 1990
MEd, Doane College, 2010

Russell Kreis
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 Kreps
Surgical Technology
AAS, Southeast Community College, 1998
BS, Doane College, 2010

Norman Kreps
Manufacturing Engineering Technology
AAS, Southeast Community College, 1978

Dustin Kruse
John Deere Tech
AAS, Southeast Community College, 2008

Michael Kuebler
*Professional Truck Driver Training
Certificate, Brown Institute, 1996

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Motorcycle, ATV & Personal Watercraft Technology
Diploma, Southeast Community College, 2001

Jerry Kumke
Automotive Technology
AAS, Southeast Community College, 1986

Tammie Lang
*Business
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

Dale Lawver
John Deere Tech
AAS, Southeast Community College, 1992

Barry Lewis
Automotive Technology
AAS, Southeast Community College, 1998

Kristin Lewis
Respiratory Care
BS, Midland Lutheran College, 1989
MS, Rosalind Franklin University, 2014

Shaylin Likens
ADN/LPN
LPN, Southeast Community College, 2010
AAS, Cloud County Community College, 2012
BSN, University of Nebraska Medical Center, 2015

Joshua Libengood
Manufacturing/Engineering Technology
AAS, Southeast Community College, 2011

Kate Loden
*English
BA, University of Colorado, 1981
MA, Northern Arizona University, 1982

Christopher Luebbe
Welding Technology
AA, Southeast Community College, 2005

Tyler Lyhane
John Deere Tech
AAS, Southeast Community College, 2011

Danvas Mabeya
Sociology
MA, United States International University, 2002
MA, Kansas State University, 2004
PhD, Kansas State University, 2011

Keith Mabon
Criminal Justice
BS, Northwest Missouri State University, 1990

David Madcharo
Energy Generation Operations
BS, University of Nebraska, 1992
MBA, Case Western Reserve University, 2010

Matthew Maddox
Spanish
BA, University of Nebraska, 2006
MA, University of Nebraska, 2011

Bonnie Malcolm
Business
BS, Chadron State College, 1975
MEd, University of Nebraska, 1983

Lisa Malmgren
Chemistry
AA, Century Community College, 2003
BS, University of Wisconsin, 2005
MS, University of South Florida, 2007

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*Associate Degree Nursing
ADN, Southeast Community College, 1997
BSN, University of Nebraska Medical Center, 2005
MSN, Nebraska Wesleyan University, 2011

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Medical Assisting
Diploma, Southeast Community College, 1975
AAS, Southeast Community College, 2004

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Associate Degree Nursing
BSN, Nebraska Wesleyan University, 2006
MSN, Nebraska Wesleyan University, 2009

Sara Masten
Social Science
BS, University of Nebraska, 2000
MS, University of Nebraska, 2002

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Speech
BS, Kearney State College, 1987
MS, Kearney State College, 1989

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Radiologic Technology
AAS, Southeast Community College, 1995
BA, Bellevue University, 2007

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Chemistry
BS, Morningside College, 2000
PH.D, Texas A & M University, 2009

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Mathematics
AAS, Northeast Technical Community College, 1990
BA, Wayne State College, 1992
MA, University of Nebraska, 1998

*Program Director Department Chair

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Biological Sciences
BS, University of Nebraska, 1981
MS, University of Nebraska, 1983

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*Welding Technology
AAS, Southeast Community College, 1998

Tim McLain
Ford Automotive Student Service Educational Training (ASSET)
AAS, Northeast Technical Community College, 1983

Drake McNally
Welding
AAS, Southeast Community College, 2016

Eric Mejia
Developmental Math
BA, California State University, 2012
MS, California State University, 2015

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Anatomy & Physiology
BS, Baylor University, 2001
MA, Baylor University, 2003
MS, University of Nebraska, 2009

Julie Miller
Early Childhood Education
BS, University of Nebraska, 1998
MEd, Doane College, 2005

Tim Mittan
Business
AA, Southeast Community College, 1984
BS, Peru State College, 1986
MA, Doane College, 2001

Steven Monroe
Electronic Systems Technology
AAS, Denver Institute of Technology, 1983
BS, Regis University, 1988
MS, University of Denver, 1999

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MOPAR-Chrysler/Dodge/RAM/Jeep College Automotive Program
AA, Northeast Community College, 1984
BS, Bellevue University, 2011

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*Land Surveying/GIS/Civil Engineering Technology
AS, St. Cloud Technical College, 1997
BS, Colorado Technical University, 2011

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Motorcycle, ATV & Personal Watercraft Technology
Diploma, Southeast Community College, 1992

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Associate Degree Nursing
BA, Nebraska Wesleyan University, 1991
Diploma, Bryan School of Nursing, 1999
BSN, Graceland University, 2008
MSN, Graceland University, 2008

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Business
AS, Northern Montana College, 1984
BTech, Northern Montana College, 1984
MBA, Northern Arizona University, 1990

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Computer Information Technology
Diploma, Central Community College, 1977
AAS, Central Community College, 2013

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Science
BS, Midland Lutheran College, 2005
MS, Arizona State University, 2008
PhD, Arizona State University, 2012

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English
BA, Yankton College, 1977
MA, University of South Dakota, 1980
PhD, University of Nebraska, 1991

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Mathematics
Diploma, Southeast Community College, 1984
BS, University of Nebraska, 1988
MAT, University of Nebraska, 1990
MS, University of Nebraska, 1991

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English
BA, Nebraska Wesleyan University, 1996
MA, University of Nebraska, 2002

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Automotive Technology
AAS, Southeast Community College, 1981

Arend Nyland
Welding Technology
AAS, Southeast Community College, 2003

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Culinary/Hospitality
BS, University of Nebraska, 1994
MS, University of Nebraska, 1996

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Medical Assisting
Diploma, Institute of Medical-Dental Technology, 1982
BS, Arizona State University, 1992
MA, Bellevue University, 2008

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Psychology
BS, University of Nebraska, 1980
MA, University of Nebraska, 1983

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Criminal Justice
MA, Western New Mexico University, 2018

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Business
BA, Chadron State College, 1987
MBA, University of Nebraska, 1997

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*Medical Laboratory Technology
BS, University of Nebraska, 2002
AAS, Southeast Community College, 2007
MA, Doane University, 2016

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English
BA, University of Nebraska, 2009
MA, University of Nebraska Omaha, 2012

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*Long Term Care Administration
AAS, Southeast Community College, 1985
BA, College of Saint Mary, 1988

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*Geographic Information Systems Technician
AAS, University of Arkansas, 1996
BS, University of Arkansas, 2008

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Psychology
BA, University of Nebraska, 1995
MEd, University of Nebraska, 1997
PhD, University of Nebraska, 2005

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English
BS, University of Nebraska, 1977
MA, University of Nebraska, 1981

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Heating, Ventilation, Air Conditioning, & Refrigeration Technology
AAS, Northeast Community College, 1976

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AAS, Southeast Community College, 1974
BS, University of Nebraska, 1978
MEd, University of Nebraska, 1991

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Social Science
Certificate, School of Medical Billing, 2005
BA, University of Nebraska, 2007
MSP, University of Phoenix, 2009

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AAS, Central Community College, 1975
Diploma, Central Community College, 1978
BS, Bellevue University, 1994

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Respiratory Care
BS, Midland University, 1998

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Agribusiness
AAS, Southeast Community College, 2002
BS, Kansas State University, 2006

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Practical Nursing
BSN, University of Nebraska Medical Center, 2006
MSN, Nebraska Wesleyan University, 2018

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Diploma, Southeast Community College, 1987
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Electrical & Electromechanical Technology
AAS, Southeast Community College, 1986

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CST Diploma, Southeast Community College, 1981
ADN, College of Saint Mary, 1984
BS, Doane College, 2001
MA, Doane College, 2013

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Mathematics/Physics
BS, University of Nebraska, 1985
MS, University of New Hampshire, 1989

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AAS, Southeast Community College, 1977

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Business
BBA, University of Toledo, 1980
MBA, University of Toledo, 1989
MSA, Central Michigan University, 2003

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Heating, Ventilation, Air Conditioning, & Refrigeration Technology
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Engineering/Physics
BS, University of Iowa, 1998
PhD, University of California, 2004

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MS, University of Nebraska, 2004
BSN, University of NE Medical Center 2006

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Developmental Math
BS, University of Nebraska Omaha, 2008

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Welding Technology
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BS, Kearney State College, 1987
MA, University of Nebraska, 1992
EdD, University of Nebraska, 2013

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BS, University of Wyoming, 1993
MEd, University of Nebraska, 2001

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ADN, University of Nebraska Medical Center, 1979
BSN, University of Nebraska Medical Center, 1981
MN, University of Kansas Medical Center, 1986

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Livestock
BS, Tarleton State University, 1989

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English
Wesleyan University, 1982
BA, MA, University of Nebraska, 1994

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*English
BA, Nebraska Wesleyan University, 2005
MA, University of Nebraska 2008
MFA, University of Missouri, 2013

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Automotive Technology
AAS, Southeast Community College, 1981

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Welding Technology
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BS, Huron University, 1993
MBA, Colorado Technical University, 2000

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Diesel Technology-Truck
AAS, Diesel Technology-Truck, 2012

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BS, University of Nebraska, 1980

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Developmental Math
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Mathematics/Physics
BA, University of Rochester, 1999
MS, University of Nebraska, 2002
PhD, University of Nebraska, 2007

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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

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Culinary/Hospitality
Diploma, Des Moines Area Community College, 1978
BA, Doane College, 2006
MA, Doane College, 2011

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BS, Kearney State College, 1983

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Precision Machining & Automation
AAS, Southeast Community College, 2013

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Electrical & Electromechanical Technology
AAS, Southeast Community College, 2007

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Business
BS, Union College, 2001
BA, Union College, 2001
MA, University of Nebraska, 2008

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Computer Information Technology
BA, University of Nebraska, 2006
MA, New York University, 2008
MS, Simon Fraser University, 2012

Gina Seebohm
Mathematics
BA, Furman University, 1997
MS, West Texas A&M University, 2005

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Auto Collision Repair Technology
AAS, Southeast Community College, 1988

Preston Shires
History
BA, University of California, 1979
MA, California State University, 1984
PhD, University of Nebraska, 2002

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BS, University of Nebraska, 2003
Diploma, Southeast Community College, 2005

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BS, Peru State College, 2006

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Mathematics
BS, University of Nebraska, 1994
MS, University of Nebraska, 1998

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AAS, Southeast Community College, 1999

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Diesel Ag Equipment Service Technology
AAS, Southeast Community College, 2004

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AAS, Oklahoma State University, 1978
BS, Northwest Missouri State University, 1979

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Electrical & Electromechanical Technology
AAS, Southeast Community College, 1988

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AAS, Southeast Community College, 2008
BS, Doane College, 2015

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Medical Lab Technology
Certificate, Myotherapy Institute, 2001
AAS. Southeast Community College, 2007

Loran Stara
Building Construction Technology
AAS, Southeast Community College, 1983

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BS, State University of New York, 1991
MS, University of Massachusetts, 1994

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Mathematics
BS, Wichita State University, 1989
MS, Wichita State University, 1994

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Computer Information Technology
AAS, Southeast Community College, 1985, 2000

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Diploma, Southeast Community College, 1994
BS, Doane College, 2008

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Diploma, Southeast Community College, 1982
AAS, Southeast Community College, 1991

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Human Services
AA, Southeast Community College, 1998
BA, University of Nebraska, 2001
MA, Doane College, 2004

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Computer Information Technology
AAS, Southeast Community College, 1979

Rose Suggett
*Social Science
BS, Peru State College, 1992
MS, University of Nebraska, 1995
PhD, Madison University, 2004

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Human Services
AAS, Southeast Community College, 1998
BS, Nebraska Wesleyan University, 2001
MFS, Nebraska Wesleyan University, 2003

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*Precision Machining and Automation Technology
AAS, Southeast Community College, 1994

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Deere Construction & Forestry Equipment Tech
AAS, Southeast Community College, 1992

Ian Thompson
Physical Therapist Assistant
AAS, Southeast Community College, 2011
BS, Bellevue University, 2015

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*Business Administration
BS, University of Nebraska, 1978
MEd, University of Nebraska, 2007

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Agronomy
AAS, Southeast Community College, 2007
BS, University of Nebraska, 2010
MS, University of Nebraska, 2012

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Electrical & Electromechanical Technology
AAS, Southeast Community College, 1991, 1992

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English
BA, Bellevue University, 1989
MA, University of Nebraska, 1992
PhD, University of Nebraska, 2009

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Speech
AAS, Southeast Community College, 1997
BS, Bellevue University, 2005
MA, Bellevue University, 2008

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Psychology
BA, Doane College, 2005
MA, Doane College, 2009

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Radiologic Technology
AAS, Southeast Community College, 2002
BSRT, University of Nebraska, 2011

Ahmad Tumeh
Medical Lab Technology
AAS, Southeast Community College, 2015

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*Automotive Technology
AAS, Southeast Community College, 1995
BS, Bellevue University, 1996

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Practical Nursing
BFA, Nebraska Wesleyan University, 2002
BSN, University of Nebraska Medical Center, 2010

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*Manufacturing Engineering Technology
AAS, Southeast Community College, 1993
BA, Concordia College, 1997

Steve Vavra
Diesel-Ag Equipment Service Technology
AAS, Southeast Community College, 1983

William Vocasek
*Auto Collision Repair Technology and Chair, Deere Construction & Forestry Equipment Tech and Chair, John Deere Tech
AAS, Southeast Community College, 1977, 1979

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Developmental Math
BS, University of Nebraska, 1990
MS, University of Nebraska, 2000

Kent Vollenweider
Developmental Math
BS, University of Nebraska, 1981
MBA, University of Nebraska, 1994

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English
BA, Briar Cliff University, 1988
MA, University of Iowa, 1989

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*Graphic Design|Media Arts
AAS, Southeast Community College, 2012

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*Nondestructive Testing Technology
AAS, Southeast Community College, 1981

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Associate Degree Nursing
BA Nursing, Augustana College, 1980
MSN, Clarkson College, 2008

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Early Childhood Education
BA, Westmar College, 1987
BS, Peru State College, 1998

Dustin Walsh
Mathematics
BS, University of Kansas, 2000
MS, University of Nebraska, 2003

Brittany Walters
Dental Assisting
Diploma, Southeast Community College, 2005
BS, Bellevue University, 2013

Janeen Ward
Early Childhood Education
BA, Kearney State College, 1986
MEd, Doane College, 2009

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Developmental Math
AAS, McCook Community College, 1986
BA, Wayne State College, 1989
MS, University of Nebraska at Kearney, 1991

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Computer Information Technology
AA, Minot State University, 1990
BA, Minot State University, 1990
MS, Minot State University, 1998

Diane Weber
LPN/Nursing Assistant
BSN, UNMC College of Nursing, 1976

Misty Wehling
Science
BS, Union College, 2001
MS, University of Nebraska, 2004

Thomas Wheeldon
Ag Bioscience
BS, University of Nebraska, 1981

Stacey Wheeler
Science
BS, University of Nebraska, 1986
MS, Purdue University, 1988

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Journalism & English
BS, Peru State College, 1997
MA, Northern Arizona University, 2002

William Wiley
Nondestructive Testing Technology
AAS (2), Southeast Community College, 1979
BS, Peru State College, 2009

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Culinary/Hospitality
AAS, Southeast Community College, 2007

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Life Sciences
BS, University of Nebraska, 1973
PhD, University of Nebraska, 1984

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Business
BA, University of Nebraska, 1975
JD, University of Nebraska, 1978

Kenni Woerner
Agribusiness
BA, Doane College, 2001

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*Pharmacy Technician
BS, University of Nebraska, 2000

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History
BS, University of Nebraska, 1978
MS, United States Sports Academy, 1986, 1993

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Business
BA, Midland Lutheran College, 1984
MS, United States Sports Academy, 1993

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Agronomy
AS, Cloud County Community College, 1984
BS, Kansas State University, 1986
MS, Kansas State University, 1987

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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

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Social Sciences
BS, University of Nebraska, 1979
MS, University of Nebraska, 1981
PhD, University of Nebraska, 1985

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Welding Technology
AAS, Southeast Community College, 2001

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*Medical Assisting
AAS, Southeast Community College, 1979
BS, Nebraska Wesleyan University, 1978
MA, Bellevue University, 2007

David Zachek
*Design & Drafting Technology
AAS, Southeast Community College, 2008

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Electronics
AAS, Southeast Community College, 1997
BS, Doane University, 2006

Renae Zarybnicky
Dental Assisting
Diploma, Southeast Community College, 2011

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Speech
BS, North Dakota State University, 1979
MA, North Dakota State University, 1982

Stacey Zimmerle
Early Childhood Education
BA, Doane College, 2002
MEd, Doane Dollege, 2005

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Psychology
BA, University of Southern Colorado, 1978
MA, University of Northern Colorado, 1984
PhD, Capella University, 2011

*Program Director Department Chair

Support Staff

Joshua Aksamit
Shipping & Receiving Clerk - Purchasing

Lisa Aksamit
Catering Coordinator/ Event Scheduler - Café & Catering

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Custodian I - Physical Plant

Allan Allen
LRC Special/Media Serv Tech - Technology

Renee Aupperle
Custodian I - Physical Plant

Christopher Baker
Custodian I – Pysical Plant

Adam Bales
Public Safety Officer

Stacey Barnard-Dorn
Executive Administrative Assistant - Instruction

Jon Barthelman
Teaching Lab Assistant II - Computer Information Technology

Amy Bassen
Administrative Assistant II - Continuing Education

Rebecca Bauer
Enterprise Systems Specialist

Amy Bettinger
Help Desk Technician - Information Services

Mark Billesbach
Maintenance Worker II - Physical Plant

John Blowers
Maintenance Worker I - Physical Plant

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Executive Administrative Assistant - Campus Office

Melinda Brown
Child Care Assistant Coordinator - Child Development Center

Daniel Brown
Teaching Lab Assistant II - Computer Information Technology

Diane Bruna
Café Services

Linda Butcher
Financial Aid Loan Officer - Student Affairs

Jackie Campbell
Custodian I - Physical Plant

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Custodian II - Physical Plant

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Administrative Assistant I -Transportation, Welding & Agriculture Division

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Information Systems Technician - Information Services

Cing Cinn
Financial Aid Technician - Student Affairs

Harold Clover
Custodian II - Physical Plant

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Payroll Specialist - Administrative Services

Linda Creevan
Account Clerk III - Administrative Services

Larry Cronk
Parts Store Manager - Campus Services

Tracy Dahlstrom
Copy Machine Operator - Print Shop

Nancy Danley
Administrative Assistant I - Career Services

Jim Davenport
Maintenance Worker II - Physical Plant

Barbara Davis
Custodian II - Physical Plant

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Administrative Assistant I - Continuing Education

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Accounts Receivable Specialist I - Administrative Servcies

Lindsay Dickinson
Library Resource Specialist

Heidi Dinslage
Administrative Assistant I - Student Affairs

Eric Dirks
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Darrell Eastin
Security & Safety Specialist

Ian Edelmaier
Network Systems Technician - Information Services

Ronda Eggerling
Library Resource Center Media Production/ Services Technician - Library Resource Center

Michael Elsener
Library Resource Center Specialist - Library Resource Center

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Assistant Campus Store Manager - Administrative Services

Traci Esser
Campus Store Customer Service Associate

William Evans
Computer Programmer - Information Services

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Custodian I - Physical Plant

Sarene Friedli
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Carlos Garcia
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William Gehrig
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Julian Gomez
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Patricia Haddow
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Jim Hamilton
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Natasha Holly
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Account Clerk III - Administrative Services

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Shannon Ibarra
Baker – Café

Marjorie Itzen
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Merle Jobman
Maintenance Worker II - Physical Plant

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Information Systems Technician

Glenda Johnsen
Custodian I - Physical Plant

Adam Johnson
Custodian II - Physical Plant

John Johnson
Campus Store Customer Service Associate - Administrative Services

Beth Jungbluth
Custodian II - Physical Plant

Bryan Kahler
Custodian II - Physical Plant

Cody Keller
Custodian I - Physical Plant

Mark Kilgore
Maintenance Worker II - Physical Plant

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Alexander Koch
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Doreen Krontz
Child Development Group Supervisor - Child Development Center

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Ruth Lewis
Custodian I - Physical Plant

Hope Lifaefi
Food Service Worker - Café

Theresa Linder
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Sam Loos
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Leon Lovitt
Farm Manager - Ag/Food/Natural Resources Division

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Elwood Martin
Custodian I - Physical Plant

Steven Mason
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Administrative Assistant I - Student Affairs

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Administrative Assistant II - Physical Plant

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Residence Life Manager - Student Affairs

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Ha Nguyen
Account Clerk I - Administrative Services

Siddig Nour
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Custodian II - Physical Plant

Pamela Overman
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Maintenance Worker II - Physical Plant

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Account Clerk III - Administrative Services

Brian Piontek
Press Operator - Print Shop

Audrey Priefert
Account Clerk III - Administrative Services

Peshawa Rashid
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Clark Rediger
Maintenance Worker I - Physical Plant

Reidith Rediger
Computer Programmer - Information Services

Marcia Redler
Account Clerk II - Administrative Services

Jean Reed
Custodian I - Physical Plant

Sarah Rhoades
Custodian I - Physical Plant

Tony Rhoden
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Administrative Assistant I - Student Affairs

Ann Schlueter
Account Clerk II - Administrative Services

Rodney Schmale
Maintenance Worker I - Physical Plant

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Administrative Assistant I - Student Affairs

Paige Schulte
Administrative Assistant I - Student Affairs

Nathan Schwab
Maintenance Worker I - Physical Plant

Jessica Schuster
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Bruce Schwisow
Maintenance Worker II - Physical Plant

Cory Scott
Network Systems Technician - Information Services

Linda Snelling
Custodian I - Physical Plant

John Spellman
Maintenance Worker II - Physical Plant

Megan Spilker
Information Systems Technician

Bruce Spitser
Parts Store Manager - Administrative Services

John Stabenow
Maintenance Worker II - Physical Plant

Joy Steckly
Payroll Specialist - Administrative Services

Jason Steele
Custodian I - Physical Plant

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Library Resource Center Specialist - Library Resource Center

Carrie Stollar
Child Development Group Supervisor - Child Development Center

Sandra Studnicka
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Craig Stutzman
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Maintenance Worker I - Physical Plant

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Terry Stutzman
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Alexander Taylor
Information Systems Technician - Information Services

Holly Terrell
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Ron TeSelle
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Bang Tran
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Tessa Triplette
Assistant Residence Life Manager

Paul Tvrdy
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Roy Venhaus
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Tracie Wooge
Custodian II - Physical Plant

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Student Affairs Analyst - Information Services

Sharon Zuhlke
Manager, Café Services

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