

# *Central to your success*

**1-877-CCC-0780**

**(1-877-222-0780)**

*Toll-free in Nebraska for the following locations*

## **Columbus Campus**

4500 63rd Street  
P.O. Box 1027  
Columbus, NE 68602-1027  
402-564-7132  
FAX: 402-562-1201

## **Grand Island Campus**

3134 West Highway 34  
P.O. Box 4903  
Grand Island, NE 68802-4903  
308-398-4222  
FAX: 308-398-7398

## **Hastings Campus**

East Highway 6  
P.O. Box 1024  
Hastings, NE 68902-1024  
402-463-9811  
FAX: 402-461-2454

## **Holdrege Center**

1308 2nd Street  
P.O. Box 856  
Holdrege, NE 68949-0856  
308-995-8133  
FAX: 308-995-5695

## **Kearney Center**

3519 2nd Avenue, St. A  
Kearney, NE 68847-2911  
308-338-4000  
FAX: 308-338-4022

## **Lexington Center**

608 North Lincoln  
P.O. Box 827  
Lexington, NE 68850-0827  
308-324-5936  
FAX: 308-324-5885



● APPLY NOW

● FINANCIAL AID

● COLLEGE CATALOG

**www.cccneb.edu**

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# Central Community College

## 2007-2008 Calendar

### Fall Session

|  |  |
|--|--|
| August 17, 2007 .....                            | Registration   |
| August 20, 2007 .....                            | Session Begins   |
| August 31, 2007 .....                            | Last Day Free Drops/Exchange of Credits of Equal Value |
| September 3, 2007 .....                          | Labor Day Break  |
| October 22-23, 2007 .....                        | Student Fall Break                                     |
| November 5, 2007 .....                           | Last Day to Apply for Degree/Diploma/Certificate       |
| November 12, 2007 .....                          | Last Day to Drop/Withdraw                              |
| November 13, 2007 .....                          | Registration for Spring 2008 Semester Begins           |
| November 21-25, 2007 .....                       | Thanksgiving Break                                     |
| November 29, 2007 .....                          | Last Day to Add Classes to the Fall 2007 Semester      |
| December 13, 2007 .....                          | Classes End  |
| December 14, 2007 through January 13, 2008 ..... | Student Break  |

### Spring Session

|                         |  |
|-------------------------|--|
| January 11, 2008 .....  | Registration   |
| January 14, 2008 .....  | Session Begins   |
| January 25, 2008 .....  | Last Day Free Drops/Exchange of Credits of Equal Value |
| February 18, 2008 ..... | Student Winter Break                                   |
| March 3, 2008 .....     | Last Day to Apply for Degree/Diploma/Certificate       |
| March 16-23, 2008 ..... | Spring Break   |
| April 10, 2008 .....    | Last Day to Drop/Withdraw                              |
| April 11, 2008 .....    | Registration for Summer & Fall 2008 Begins             |
| April 24, 2008 .....    | Last Day to Add Classes to the Spring 2008 Semester    |
| May 8, 2008 .....       | Classes End  |

### Summer Session

Summer sessions are posted by campus site in the summer schedule, on the Web, and at the Student Records Offices. Classes will not be held on Monday, May 26, 2008, for Memorial Day Break, and on Friday, July 4, 2008, for Independence Day Break.

### Special Sessions

Based on student interest and need, a variety of courses may be offered for different lengths of time and at various locations. Please refer to your local campus tabloid or contact your local campus.

### Registration

Registration may be conducted any day the college is in session within registration guidelines. It is important to review a plan of study with your adviser prior to registration. The registration days indicated on the calendar are designed to handle registration to begin a scheduled fall, spring, or summer session. Seminars and workshops will be scheduled and dates published as needs indicate.

In addition to pre-registration, students can register on or before the first day of class. Students enrolling in individualized courses can begin any day the college is in session with their adviser's approval.

### Class Schedules, Meeting Days, and Meeting Times

Class offerings and start dates are published in the campus class schedule. Special courses and workshops are scheduled on demand and are advertised accordingly.

### Closings

Each campus publishes radio and television stations on which college weather-related closings are announced. Considering the size of the college service area, it is often difficult to get an accurate report on the weather conditions overall. In any situation, the best judgment and information available will be utilized. However, in the final analysis, each person should use their own best judgment regarding weather conditions and their ability to drive to campus safely.

# Central Community College

## 2008-2009 Calendar

### Fall Session

|  |  |
|--|--|
| August 19, 2008 .....                            | Registration   |
| August 20, 2008 .....                            | Session Begins   |
| September 1, 2008 .....                          | Labor Day Break  |
| September 3, 2008 .....                          | Last Day Free Drops/Exchange of Credits of Equal Value |
| October 20-21, 2008 .....                        | Student Fall Break                                     |
| November 3, 2008 .....                           | Last Day to Apply for Degree/Diploma/Certificate       |
| November 11, 2008 .....                          | Last Day to Drop/Withdraw                              |
| November 12, 2008 .....                          | Registration for Spring 2009 Semester Begins           |
| November 26-30, 2008 .....                       | Thanksgiving Break                                     |
| December 1, 2008 .....                           | Last Day to Add Classes to the Fall 2008 Semester      |
| December 15, 2008 .....                          | Classes End  |
| December 16, 2008 through January 11, 2009 ..... | Student Break  |

### Spring Session

|                         |  |
|-------------------------|--|
| January 9, 2009 .....   | Registration   |
| January 12, 2009 .....  | Session Begins   |
| January 23, 2009 .....  | Last Day Free Drops/Exchange of Credits of Equal Value |
| February 16, 2009 ..... | Winter Break   |
| March 3, 2009 .....     | Last Day to Apply for Degree/Diploma/Certificate       |
| March 16-22, 2009 ..... | Spring Break   |
| April 8, 2009 .....     | Last Day to Drop/Withdraw                              |
| April 9, 2009 .....     | Registration for Summer & Fall 2009 Semester Begins    |
| April 22, 2009 .....    | Last Day to Add Classes to the Spring 2009 Semester    |
| May 7, 2009 .....       | Classes End  |

### Summer Session

Summer sessions are posted by campus site in the summer schedule, on the Web, and at the Student Records Offices. Classes will not be held on Monday, May 25, 2009, for Memorial Day Break, and on July 3, 2009, for Independence Day Break.

### Special Sessions

Based on student interest and need, a variety of courses may be offered for different lengths of time and at various locations. Please refer to your local campus tabloid or contact your local campus.

### Registration

Registration may be conducted any day the college is in session within registration guidelines. It is important to review a plan of study with your adviser prior to registration. The registration days indicated on the calendar are designed to handle registration to begin a scheduled fall, spring, or summer session. Seminars and workshops will be scheduled and dates published as needs indicate.

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### Class Schedules, Meeting Days, and Meeting Times

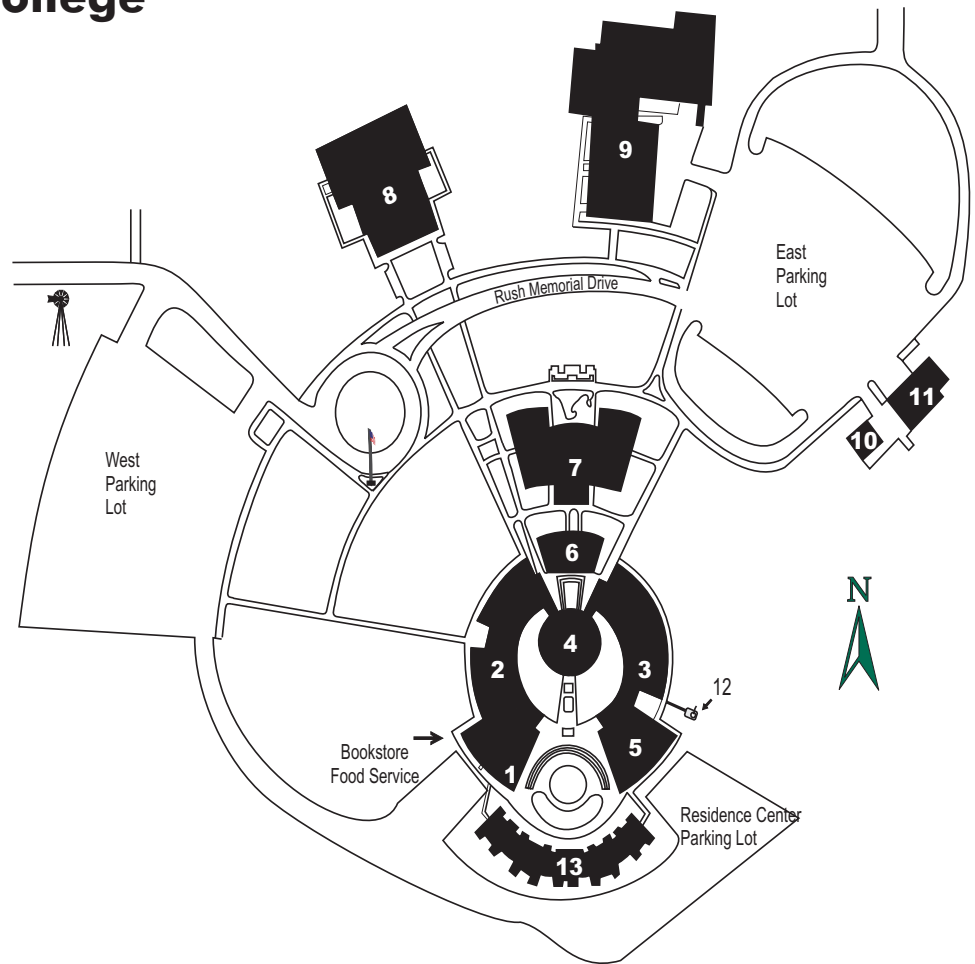
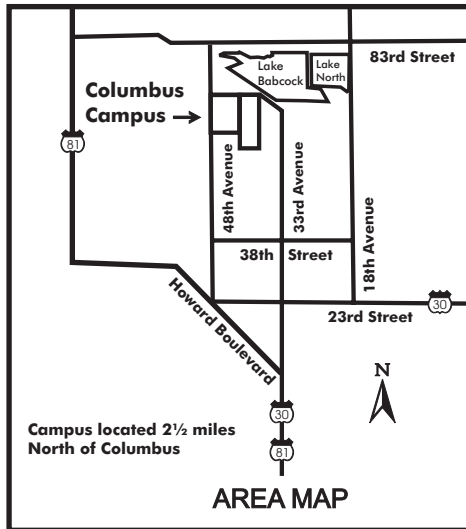
Class offerings and start dates are published in the campus class schedule. Special courses and workshops are scheduled on demand and are advertised accordingly.

### Closings

Each campus publishes radio and television stations on which college weather-related closings are announced. Considering the size of the college service area, it is often difficult to get an accurate report on the weather conditions overall. In any situation, the best judgment and information available will be utilized. However, in the final analysis, each person should use their own best judgment regarding weather conditions and their ability to drive to campus safely.



# Central Community College Columbus



## 1. Student Center: (Upper Level)

Assessment/Special Populations/Disability Services; Associate Dean of Students Office; Bookstore; Career Services; Coop Ed/Internships; Counseling; Employment and Career Services; Student Housing Office; Student Lounge/Recreation Area; Training and Development Office; TRIO/SSS Office; (**Lower Level**) Multipurpose Meeting Rooms; Windmill Dining Services

**2. West Education Center:** Multipurpose Classrooms; Microcomputer Lab; Practical Nursing; Psychology; Room 205 Lecture Theater; Testing Center

**3. East Education Center:** Academic Success Center; Biology; Chemistry and Physics Laboratories; Early Childhood Education and Family and Consumer Science; Room 306 Lecture Theater

**4. Faculty Center:** Biology; Chemistry; Mathematics and Physics Learning Centers; Business and Industry Development Center; Campus Conference Room; Cooperative Education; Dean of Educational Services; Associate Deans of Instruction; Nursing Offices; Small Business Center

**5. Resource Center:** Library; (lower level) Media Production; Communications; Multipurpose Classrooms; Spanish

**6. Administration Center:** Student Accounts; Campus President; Extended Learning Services; Lost and Found; Student Services (Admissions, Financial Aid, Registration, Student Records); Switchboard

**7. Fine Arts Center:** Art; Commercial Art; Music; Speech; Theater

**8. Physical Education Center:** Gymnasium; Physical Education and Recreation Classrooms; Wellness Area

**9. North Education Center:** Accounting; Agriculture; Automotive/Alternative Fuels; Business Administration and Accounting; Business Technology; Information Technology; Drafting; Economics; Electrical; Electronics; Industrial Technology; Machine Tool Technology; Quality Control; Telecommunications Classrooms; Welding

**10. Physical Plant Offices, Shipping and Receiving**

**11. Maintenance Warehouse**

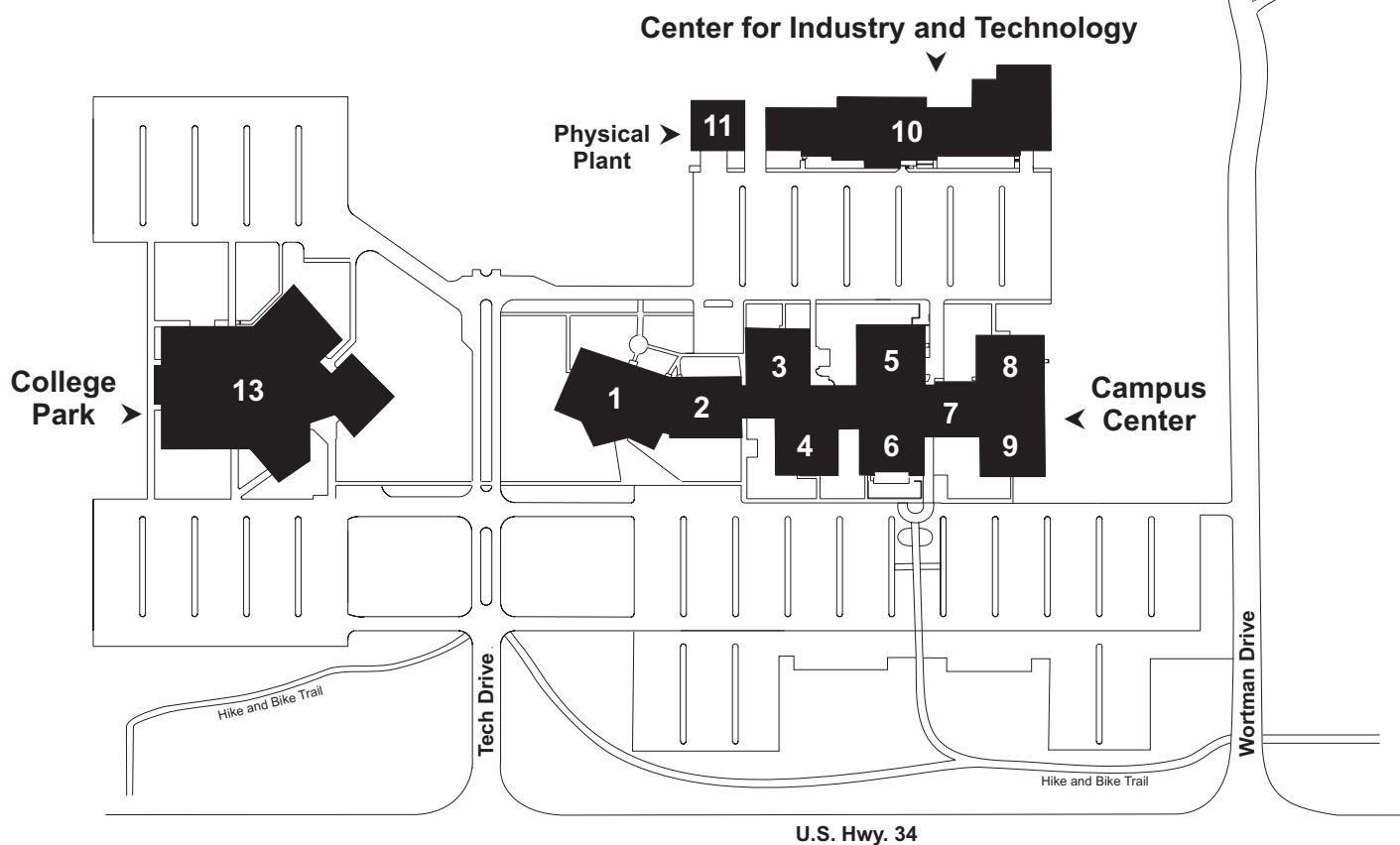
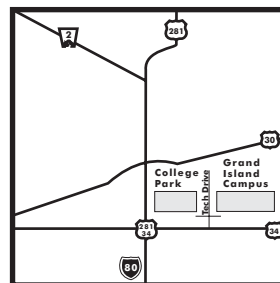
**12. Greenhouse**

**13. Residence Center**





# Central Community College Grand Island



## College Administration

1. College President; Executive Vice President; College Registrar; College Effectiveness and Research Director; Grants Office; Tech Prep/TRIO Office; Public Information Office; College Business Services: College Business Officer; Accounting; Accounts Payable; Human Resources; Management Information Services; MIS Technicians; Payroll; Purchasing; Board Room

## Campus Center

2. Distance Learning Center
3. Conference Room, Extended Learning Office, Business Technology, Seminar Rooms A-B-C

4. Business Administration and Accounting; Bellevue University; Computer Classroom; Computer Study Center; Criminal Justice; Information Technology; Paralegal/Criminal Justice Bookstore; Classrooms; Production Center
5. Admissions/Counseling; Snack Bar; Student Center; Study Center
6. Cooperative Education; Dean of Students Office; Employment and Career Services; Financial Aid; Recruiting; Registration; Special Populations/Assessment/Counseling; TRIO/SSS
7. Child Care Center; Child Care and Development; Human Services; Nursing Lab/Classroom; Social Science

9. Academic Success Center; Communications; Human Services; Mathematics; Personal Development

## Center for Industry and Technology

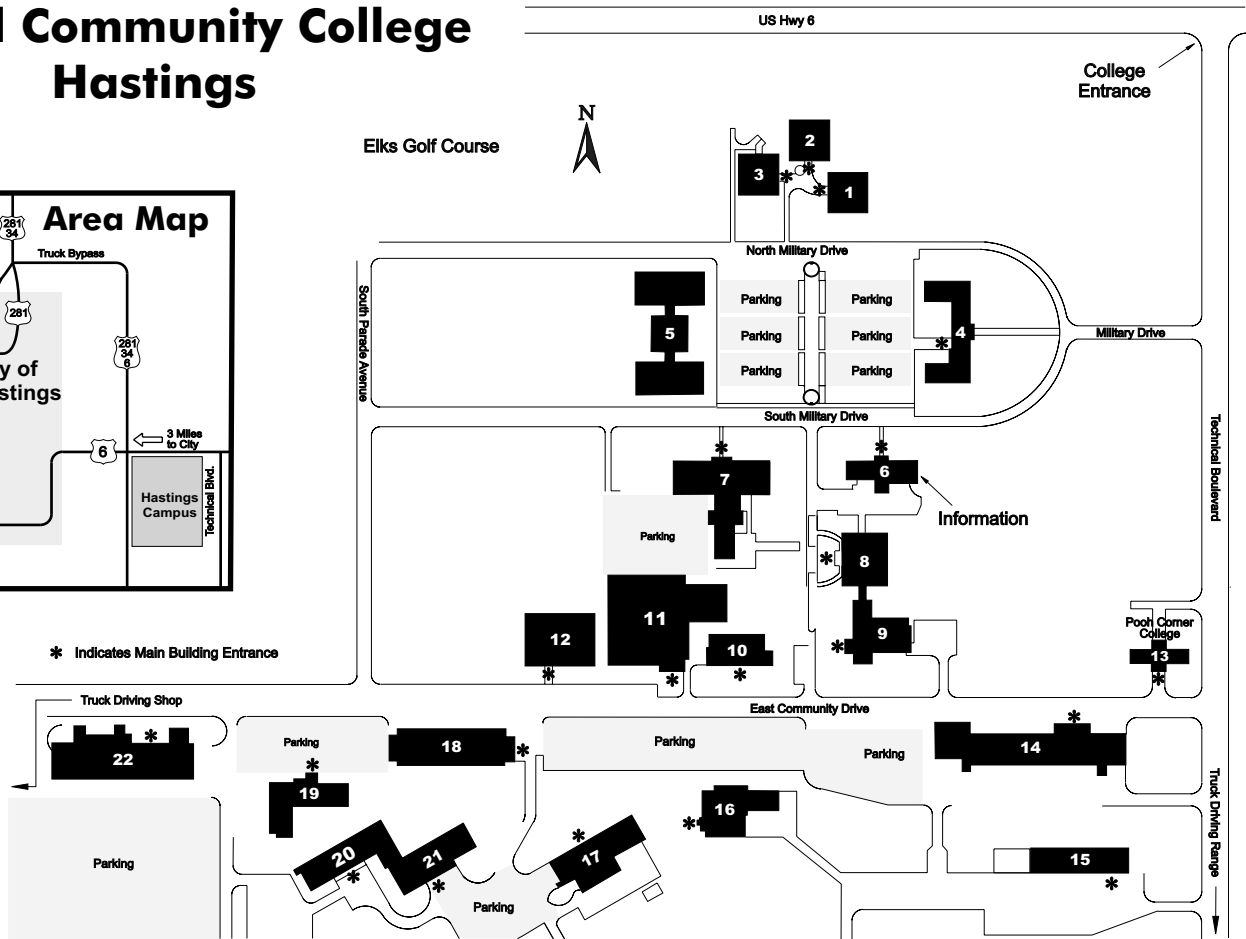
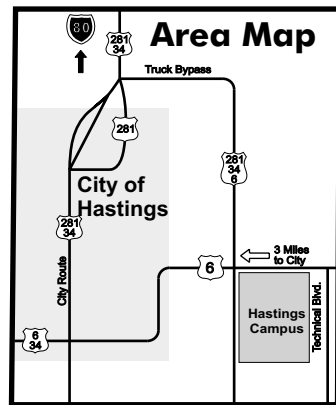
10. Conference Room; Drafting Technology; Electrical Technology; Electronics Technology; Heating, Air Conditioning and Refrigeration; Industrial Technology; Media Services; Transportation Technology
11. Physical Plant
12. Housing

## College Park

13. Library; Nursing Offices; Science Labs; Nursing Lab/Classroom



# Central Community College Hastings



**1. Boone:** Residence Hall

**2. Valley:** Residence Hall

**3. Colfax:** Residence Hall

**4. Clay:** Residence Hall

**5. Greeley:** Residence Hall

**6. Adams:** (Administrative Building)  
Admissions; Campus President; Conference Room; Dean of Educational Services; Financial Aid; Recruiting; Records Office; Student Accounts; Veterans Affairs

**7. Platte:** Business Administration and Accounting; Business Technology; Conference Rooms; Distance Learning Classrooms/V-Tel Room; Extended Learning Services; Health Information Management Services; Hospitality Management and Culinary Arts; Information Technology; Media Arts (Broadcasting); Small Business Institute; Woodlands Dining Room

**8. Campus Center:** Computer Lab; Conference Rooms; Recreation Area; Snack Bar; Director of Residence Life; TV Lounge

**9. Hall:** Bookstore; Conference Rooms; Nursing Assistant Program; Student Cafeteria

**10. Phelps:** Instructional Development Center; Media Arts (Graphic Art)

**11. Dawson:** Academic Advising Center; Dean of Students; Career Planning; Computer Lab; Conference Rooms; Cooperative Education; Counseling; Dental Assisting; Early Childhood Education and Family and Consumer Science; Electrical Technology; Electronics Technology; Employment and Career Service; Fitness Center; Human Services; Industrial Technology; Medical Assisting; Multipurpose Room/Gym; Special Populations; Student Success Center; TRIO/SSS Coordinator

**12. Gausman:** Biology; Chemistry; Dental Hygiene; Medical Laboratory Technology

**13. Sherman:** Pooh Corner College (Child Care Center)

**14. Furnas:** Auto Body Technology; Automotive Technology; Diesel

Technology; Parts Sales and Management; Truck Driving

**15. Polk:** Physical Plant; Custodial; Grounds; Maintenance; Security; Shipping; Receiving

**16. Gosper**

**17. Webster:** Agriculture; Commercial Horticulture; Nebraska Environmental Training Center (NETC)

**18. Nuckolls:** Library; English; Math; Psychology; Reading; Sociology; Speech

**19. Howard:** Heating, Air Conditioning and Refrigeration; Principles of Technology Center; Physics

**20. Merrick**

**21. Kearney:** Business Incubator Center (for new small businesses)

**22. Hamilton:** Construction Technology; Drafting; Machine Tool Technology; Welding Technology



# Admissions and Registration Information

## Admissions Policy

Central Community College is an open door college for persons 16 or older who are not enrolled in high school and who can demonstrate an ability to benefit from a program of study. The college reserves the right to evaluate and determine if the college has a program which will fit the needs of an applicant. Admission to the college does not mean admission to all courses or programs. The following programs have special admission requirements: Dental Assisting, Dental Hygiene, Health Information Management Services, Medical Assisting, Medical Laboratory Technician, Practical Nursing, Associate Degree Nursing (R.N.) and Truck Driving. Admission requirements for these programs are listed with the course of study for each. Cooperative programs with other institutions may also have specific admissions requirements. Contact the admissions office for further information.

Early entry opportunities are available for currently enrolled high school students who have attained junior-level status, are at least 16 years old, and demonstrate the ability to benefit from college level coursework. (See Early Entry Policy p. 3)

Any of the following may be justification to deny an individual admission or readmission to the college: (1) intentionally providing false information on any college related form(s); (2) intimidating, threatening or posing a potential threat to any college employee or student; (3) being considered detrimental to the best interests of the college community; or (4) when the college is unable to provide the services, courses, or program needed to assist a student to meet his/her educational objectives.

## Ability to Benefit Procedure

A student who: (1) enrolls in a minimum of six or more credit hours in a term; (2) declares a major in an occupational or academic program leading to a degree, diploma, and/or certificate; or (3) enrolls in an academic course (college-level English, literature, mathematics, science, and social/behavioral science disciplines) must demonstrate the ability to benefit. A student demonstrates the ability to benefit by: (1) meeting established ASSET, COMPASS, ACT, or SAT scores; (2) completing appropriate developmental course(s); (3) documenting previous higher education credits; or (4) providing evidence of appropriate occupational experience.

The college will accept the following documentation of the ability to benefit from a college-level English, literature, mathematics, science, or social/behavioral science course: (1) acceptable mathematics, English, or reading scores on ASSET, COMPASS, ACT, or SAT tests; (2) transcripts showing successful completion of a college-level mathematics, English, or reading based course(s); or (3) completion of appropriate developmental course(s).

(In this catalog, also refer to “Financial Aid Ability to Benefit” and “Assessment Services”.)

## Admissions Procedures

An application for admission is attached in the front of this catalog. You may also visit, call, or write the admissions office on the campus you plan to attend and request an application for admission. An application for admission is also available at [www.cccneb.edu](http://www.cccneb.edu). Admissions interviews are not required in most programs; however, a campus tour arranged by our admissions office is highly recommended. On your tour you can see our facilities, observe classes in session, talk with instructors, and visit other offices that can assist you such as: financial aid, counseling, career and employment services, registration, and student accounts.

1. Complete the admission application and other admission materials and return them to the campus admissions office.
2. Contact the last high school you attended requesting them to send an official transcript of grades to the records office. If you have completed the GED, please submit your Certification of Equivalency or test scores.
3. Request that official transcripts from all colleges previously attended be sent to the records office of the campus you plan to attend.
4. Contact the campus admissions office to complete pre-enrollment assessment if intending to pursue a degree, diploma, or certificate. (See Ability to Benefit Procedure.)
5. Make an appointment to meet with your adviser to register for classes, and/or attend a new student orientation session.

We will notify you of acceptance, confirm your entry date, and if necessary provide further instructions for completing registration.

## Course Prerequisites

For a student to be successful, basic skill building knowledge is needed prior to taking more advanced college courses. These prerequisite courses are to be taken and passed prior to taking a more advanced course. A prerequisite course can be waived if it is determined that a student has met those requirements through previously taking a similar course or through related life experiences. Instructor or Adviser approval is required to waive a prerequisite course.

## Registration Procedures

The college has a records office at the Hastings, Columbus, and Grand Island campuses. General registration is held prior to the beginning of classes each semester. At that time, students who have not previously preregistered will meet with an adviser to work out a class schedule. Registration dates for the semester are specified on the college calendar in this catalog.

Students who register must pay for their classes at the time of registration or elect to pay prior to the established payment deadline. It is each student's responsibility to become familiar with registration schedules, deadlines, completion of registra-

tion forms, and obtaining required signatures. Registration forms are processed by the record's office.

Students planning to enroll at sites other than one of the three campuses, can register for classes by calling Phone Central or contacting the nearest learning center in your area. The center staff will assist with the registration process, as well as make arrangements for textbooks and supplies.

### Adding and Dropping Credits

Dropping and adding courses can impact a student's financial aid, availability of classes, ability to reside in the residence hall, and expenses due to loss of tuition dollars and book expense. Students are responsible for initiating any drops or adds.

#### Adding Credits

A student may add individualized credits prior to the final ten (10) college instructional days of the fall and spring sessions. For summer sessions, check with the registration office for official add dates. Students who add credit hours during a term will pay the current tuition and fees for each credit hour added.

Instructor/associate dean approval is needed to add lecture and web courses during the second week of classes. After the second week of the term, students will not be allowed to register for lecture or web courses without dean approval.

Students may add classes by: 1) returning a Drop/Add form to the registration office on campus, 2) logging on to Web Central, or 3) calling Phone Central.

#### Dropping Credits

Course drops or breaking courses into units may be made prior to the last twenty (20) college instructional days of the fall and spring sessions. For summer sessions, check with the registration office for official drop dates.

A student may not drop from a course after the published last day of withdrawal or the course end date, whichever comes first.

Student may drop classes by 1) returning a signed Drop/Add form to the registration office on campus, 2) sending a request via their college e-mail account to the registrar's office, or 3) calling Phone Central and receiving a verification number.

#### Equal Course Exchange

During the fall and spring sessions, courses of equal credit value may be exchanged at no cost, within ten (10) college instructional days of the student's original registration. During a summer session, five (5) college instructional days are allowed for equal exchanges. Any exceptions to the ten (10) or five (5) day time limit must be approved, in writing, by the appropriate personnel.

#### Days Defined

Instructional day(s) are defined as days the college is scheduled to be in session.

#### Tuition and Fees Refund

All students who drop a portion or all of their registered

credits during the first 12.5% of the course's scheduled session will receive a 100% refund of tuition and fees. Thereafter, only students who officially withdraw from the college are entitled to a refund. Students leaving school within the first 25% of their courses scheduled session will receive a 50% refund of tuition and fees. After the first 25% of the session, no refund is available. Extended Learning Services short-term courses receive a 100% refund after 1-2 instructional days only.

The example below is based on courses beginning the first day of the term and extending the full scheduled college term. Actual refunds may vary. Contact the student accounts office for assistance.

| Session  | Percent of Completion | College Instructional Days | Refund            |
|--|-----------------------|----------------------------|-------------------|
| <b>Fall/Spring*</b>  |                       |                            |                   |
| Drop/Add & Withdrawals   | 12.5%                 | 1-10 days                  | 100%              |
| Withdrawals Only   | 25%<br>Over 25%       | 11-21 days<br>22 or more   | 50%<br>no refund  |
| ELS or weekend courses   |                       | 1-2<br>3 or more           | 100%<br>no refund |
| <b>Summer**</b>  |                       |                            |                   |
| Drop/Add & Withdrawals   | 12.5%                 | 1-3 days                   | 100%              |
| Withdrawals Only   | 25%<br>Over 25%       | 4-7 days<br>8 or more      | 50%<br>no refund  |
| ELS or weekend courses   |                       | 1-2<br>3 or more           | 100%<br>no refund |
| * Based on a 16-week course starting the first day of the term |                       |                            |                   |
| ** Based on a 6-week course starting the first day of the term |                       |                            |                   |

One- and two-day seminars and workshops are excluded from refunds after the activity begins.

In order to receive a refund, a student must notify the record's office and student accounts office. Students who have credit balances will receive a refund within 60 days.

### Withdrawal From College

Withdrawal from college constitutes dropping all registered courses, and leaving school.

Students who withdraw from college must see their adviser or counselor and submit a clearance form for complete withdrawal of all classes to the records office. All procedures must be completed to officially withdraw and to clear the student from the college. It is important that withdrawal procedures be completed properly to avoid possible problems regarding financial aid, residence hall charges, re-enrollment, grades, and transcript discrepancies.

Students who officially withdraw from college and are not receiving federal student aid will be given a refund of institutional charges, if due, in accordance with the above tuition and

fees refund statement. Federal student aid recipients who withdraw from college should refer to “Return of Federal Funds” on page 5 of the College Catalog.

## **Enrollment Status**

Full-time enrollment status during a regular college semester consists of registering for a minimum of 12 credit hours or a prorated number of credit hours based upon the time remaining in the semester. For financial aid purposes, full-time is considered to be 12 credit hours during the fall and spring semesters. Veterans and other eligible persons receiving veteran benefits must maintain 12 credit hours during a semester to be full-time. To earn an associate degree in two years, a student needs to complete an average of 16 to 19 credit hours per semester. Any student registering for over 20 credits will require special approval by the campus dean.

The following concerns may be cause for the college to restrict the number of credit hours for which students may enroll in a semester: (1) failure to maintain satisfactory academic progress, (2) attendance concerns, (3) time remaining in term, (4) availability of scheduled class time, and/or (5) other extenuating circumstances. The college may establish other special conditions under which students can enroll, including but not limited to regular meetings with counselors and advisers, enrollment in developmental courses, and/or completion of assessment tests.

## **Early Entry Policy**

The early entry program provides opportunity for currently enrolled high school students who have attained junior-level status and are at least 16 years old to enroll in college credit courses. Prior to the student’s registration, the parent or guardian; the high school principal, counselor, or superintendent; and designated college personnel must approve the student’s early entry application. High school counselors or Central Community College’s Admissions and Records Offices will provide the forms needed to complete the early entry admission procedure. The college does not require an early entry approval for avocational/recreational courses.

Any exceptions to the above policy must meet the following criteria: the applicant must demonstrate the ability to benefit by meeting established COMPASS, ASSET, ACT, SAT, or other nationally recognized standardized test score standards. The applicant must provide a recommendation from a school counselor or from a professional counselor attesting to the applicant’s maturity level being appropriate to deal with social and academic challenges typically found in a collegiate environment. After the above criteria have been met, the class faculty member and college president must approve the applicant’s class enrollment.

## **Starting Dates**

Semester starting dates are listed in the college calendar in this catalog. However, our continuous enrollment policy permits students to register and begin individualized courses prior to the last day to add a credit, providing there is sufficient time in the semester in which to finish credits registered. (See “Teaching Methods” for information on individualized instruction.) Stu-

dents also can complete individualized courses or programs of study at any time within a college term.

Courses offered in a traditional lecture format generally begin and end according to the college calendar.

## **International Students**

Central Community College is authorized under federal law to enroll non-immigrant, alien students. International students should apply for admission 9 to 12 months before they plan to enter the college, and they must submit all of the documents listed below. The deadline for submission of a complete admissions file to be reviewed, prior to determination of acceptance, is August 1 for the fall term and December 20 for the spring term. This deadline applies to initial attendance, reinstatement and transfer requests. All overseas correspondence should be sent by Air Mail. All materials become the property of the college and cannot be returned. The college will not honor requests for waiver of admission requirements.

Submit the following to the admission’s office.

1. Application for admission.
2. Supplemental application for international students. Include all certificates, names, and amounts as indicated on the application, including sponsors and bank officials.
3. English Proficiency (TOEFL paper/pencil test-500 minimum score or computer-based version-173 minimum score. Please submit original document.)
4. Official transcripts from all previous educational institutions attended. Transcripts must be translated into the English language.

Students transferring to Central Community College from other institutions must also submit:

1. Copy of I-20 from all previously attended institutions
2. Completed International Student Transfer Form
3. Official copies of transcripts from all colleges/universities attended in the United States
4. If issued, copy of Employment Authorization Card
5. If issued, copy of Social Security Card
6. If issued, copy of Drivers License

Issuance of the Certificate of Eligibility, Form I-20, will be made only upon completion of all admission requirements through the Student Exchange Visitor Information System (SEVIS) mandated by federal government under the Patriot Act. It is the responsibility of the applicant to make all necessary arrangements through official channels for entrance into the United States, including required payment of the I-901 fee to obtain their visa.

Students issued an I-20 must report to Central Community College within 15 days of arrival into the United States.



# Financial Information

## Tuition and Fees

Tuition and fees are set by the Board of Governors of the college and are subject to change by its action at any time. Tuition pays a portion of instructional cost.

Fees pay for some of the costs of campus facilities and the delivery of off-campus courses.

The 2006-07 tuition rate for Nebraska residents is \$62 a semester-hour. Nebraska residents also pay \$4 a semester-hour in fees. Students who are not Nebraska state residents pay \$93 a semester-hour in tuition and \$4 a semester-hour in fees. Credit by Examination fees are \$10 per credit hour for all students. The rates for 2007-08 will be set by the Board of Governors. For updated rates, contact the Student Accounts Office or see the college web page. New rates will become effective with the fall term.

Central Community College participates in the Midwest Student Exchange Program that provides for discounted tuition for students from Kansas, Michigan, Minnesota, Missouri, and North Dakota. CCC students and graduates transferring to participating institutions in these states will also receive tuition discounts if they qualify. See page 14 for additional information.

## Residency Requirements

All students who did not graduate from a Nebraska high school or who have not lived in Nebraska for 180 days with the bona fide intention of making Nebraska their permanent residence, may be considered nonresidents until evidence of having completed all requirements for resident tuition is shown. Individuals seeking residence for tuition purposes can obtain an application at the Admissions Office.

## Room and Board

Students living in campus residence halls must contract for both room and board. The charge for 2006-07 is \$1,840 per semester, which includes a double room and 14 meals a week, or \$2080 per semester, which includes a double room and 19 meals a week. Contracts are issued for the entire semester. A refundable \$150 damage deposit must be submitted with the residence hall contract.

Room and board rates for 2007-08 will be set by the Board of Governors. For updated rates, contact the Student Accounts Office or see the college web page.

Students who withdraw will have room and board charges refunded according to the applicable college refund calculations.

Meal plans are also available to students not living in residence halls.

## Other Charges

In addition to tuition, fees, room and board; students should expect other costs for books, tools, supplies, uniforms, travel, and other items. Costs will vary depending on the requirements of the program and the needs of the student.

The college also charges \$15 for a COMPASS or ASSET retake without course intervention. The college will not charge for a post-test following course intervention.

## Payment Options

All financial arrangements do need to be made prior to the first day of class. Tuition and fees, and room and board charges are due at the beginning of classes, and past due after 60 days. Payment may be made with cash, money order, personal check, debit card, or credit card. VISA, Discover, MasterCard, and American Express are accepted. Information about deferred payment plans is available at the campus student accounts offices and on the college web page. Payments in full and deferred payment plans can also be arranged at [www.cccneb.edu](http://www.cccneb.edu).

Financial obligations to the college must be satisfied prior to registering for a new semester and prior to release of the grades, transcripts, awards, certificates, diplomas, and/or degrees.

## Financial Aid

Central Community College participates in several financial aid programs: Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, Federal Academic Competitiveness Grant, Federal Stafford Loan, Federal Parent Loan for Undergraduate Students (PLUS), Nebraska State Grant, and various institutional, private and organizational scholarship programs.

All students are eligible to apply for a Pell grant. Students enrolled for at least six semester hours (half-time) are eligible to apply for grants, loans, work study, and scholarships. To be considered for full benefits, you must be enrolled for at least 12 credit-hours during the semester. Students must be pursuing a degree or diploma in order to receive federal financial aid.

## Financial Aid Ability to Benefit

Regulations require that students who will be receiving federal or state financial aid must have the ability to benefit from a college education. A student can demonstrate that he or she has the ability to benefit in any of three ways: (1) possess a high school diploma, (2) possess a GED or its equivalent, or (3) pass each section of the ASSET, COMPASS, ACT, or SAT with minimum scores established by the U.S. Department of Education. If a student does not have a high school diploma or GED, he or she should contact the admissions or financial aid office on the respective CCC campus for additional information.

## How to Apply for Financial Aid

To apply for federal financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) available at your high school guidance office, the college financial aid office, or on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This application is used to determine financial need based on the amount of money you or your parents should be able to contribute to your educational expenses at Central Community College. Most financial aid is awarded on the basis of financial need.



The information you provide on the financial aid application will be used to prepare a Student Aid Report (SAR), which you should receive about one to three weeks after application. You may apply using FAFSA on the Web or ask the Financial Aid Office to transmit your application electronically, or seek assistance from EducationQuest in Kearney, Lincoln, or Omaha. In addition, you must complete a Central Community College "Financial Aid Information Form," available in each campus financial aid office.

Students who have completed financial aid files by June 1 will receive priority consideration for campus-based financial assistance. Students who complete their financial aid files by August 1 will have financial aid credited to their student account in time for fall semester registration. Financial aid applications submitted after August 1 will be processed in a timely manner.

## Financial Aid Standards of Progress

To stay in good financial aid standing with the college, a student must meet the following standards:

(1) Credits Earned—Students must successfully pass 75% (rounded to the nearest whole number) of the official credits for which they register each semester. However, students with 16 credits or more must successfully pass a minimum of 12 credits each semester. A student's official registration status is locked in on the tenth class day of the semester.

(2) Grade Point Average—Students must maintain a minimum cumulative grade point average (GPA) of at least 2.0.

| Number of Credits Registered For | Credits Needed For Good Standing |
|----------------------------------|----------------------------------|
| 16 or more                       | 12                               |
| 15                               | 11                               |
| 14                               | 11                               |
| 13                               | 10                               |
| 12                               | 9                                |
| 11                               | 8                                |
| 10                               | 8                                |
| 9                                | 7                                |
| 8                                | 6                                |
| 7                                | 5                                |
| 6                                | 5                                |
| 5                                | 4                                |
| 4                                | 3                                |
| 3                                | 2                                |
| 2                                | 2                                |
| 1                                | 1                                |

Failure to meet these financial aid standards of progress shall result in the student being placed on financial aid suspension. A student on suspension will not receive any additional Title IV financial aid (grants, loans, or work-study) until he/she once again becomes eligible.

The Financial Aid Director on each campus may make exceptions to the above standards on a case-by-case basis by exercising professional judgment. Students must contact the finan-

cial aid office during the semester to be considered for an exception to suspension.

## Financial Aid Maximum Time Frame

As a CCC student, you are expected to finish a degree or diploma program within 150% of the normal time for completion. This maximum time frame will be measured in credit hours attempted. For example, a student enrolled in a 64 credit hour degree program is expected to finish that program by the time he or she has attempted 96 credit hours. If the student has not graduated by this time, no additional Title IV aid (grants, loans, work study) will be awarded. Please ask for a copy of our Financial Aid Standards of Progress brochure for further information regarding academic performance and length of time to complete a program of study. This applies to financial aid recipients.

## Return of Federal Funds

Federal financial aid recipients who withdraw or drop out during a semester may be subject to Return of Federal Funds calculations. Students who withdraw early in the semester may be subject to institutional refund policies. The institution must calculate the amount of Title IV aid the student earned. Unearned federal funds will be returned to the federal student aid programs as required by regulations. Students may be required to repay all or a portion of the unearned federal funds.

Because of these regulations, financial aid recipients who are considering a schedule change should contact the campus financial aid office to determine the consequences of any schedule change.

Specific examples are available upon request.

Contact your campus financial aid office for further information.

## Financial Aid Programs

Central Community College participates in the following financial aid programs.

### Federal Pell Grant

This federal program provides direct grants to students to help pay college costs. For the 2006-07 academic year, amounts awarded to students range from \$400 to \$4,050 a year, depending on the cost of education, financial need, and enrollment status.

### Federal Work Study

This federal program provides part-time jobs on campus for students demonstrating financial need, as defined by the college. Additionally, there are opportunities for community service work study jobs that may be either on- or off-campus.

### Federal Stafford Student Loan

This federal program provides low interest loans to students from lenders such as banks, credit unions, or savings and loan associations. Dependent students in the first year of a program of study may borrow up to \$3,500, while second-year students may borrow up to \$4,500. Students are classified first-year for student loan purposes until they earn 32 credit hours pursuant

toward an eligible program of study. Independent students have higher loan limits. The maximum amount undergraduates may borrow during their college program is \$23,000 for dependent students and \$46,000 for independent students.

Both subsidized and unsubsidized Stafford loan programs are available. Financial need and other sources of financial aid determine which Stafford loan program a student may borrow under.

Repayment of loans begins six months after you graduate, withdraw from college, or drop below half-time enrollment status.

The financial aid director on each campus may refuse to certify a Stafford loan or certify a loan for less than the requested amount. This must be done on a case-by-case basis according to the guidance provided by federal regulations. The reason(s) for the decision will be provided to the student in writing upon request.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

The PLUS program assists eligible parents in paying college costs.

Eligible parents of dependent students can borrow up to the cost of attendance, minus other financial aid.

Parents are required to begin repayment within 60 days after they receive the loan unless they are granted a deferment. Deferment information is available from the lender or loan servicer.

### **Federal Supplemental Educational Opportunity Grant (SEOG) and Nebraska State Grant (NSG) Programs**

The federal and state governments provide funding for these grant programs. SEOG and NSG funds are awarded to students having the greatest need. Priority is given to Pell Grant recipients.

All eligible students having completed financial aid files will be considered for these grants. Actual recipients and their award amounts will be determined by evaluating the funds available for the academic year and prioritizing students according to expected family contributions.

### **Federal Academic Competitiveness Grant Program**

The federal government provides funding for this grant program. First-year students are eligible for up to \$750, and second-year students are eligible for up to \$1300. To qualify, a student must be enrolled full-time in a degree program, be a U.S. citizen, be eligible for a Pell grant, and have completed a rigorous secondary program of study. Second-year students must have earned a minimum 3.0 cumulative grade point average during their first year of study. This program was implemented beginning with the 2006-07 academic year. Contact the financial aid office for possible updates on program requirements.

### **Institutional Work Study**

Central Community College sets aside some institutional funds to provide additional on-campus employment opportunities for students. Students without unmet need may be considered for this program.

### **Scholarships**

Various scholarships are available to Central Community College students. Ask a financial aid staff member on your campus for more information about scholarships or other financial aid programs.

#### **Grand Island**

Financial Aid Office P.O. Box 4903  
Grand Island, NE 68802-4903  
(308) 398-7409 or 1-877-222-0780

#### **Hastings**

Financial Aid Office P.O. Box 1024  
Hastings, NE 68902-1024  
(402) 461-2413 or 1-877-222-0780

#### **Columbus**

Financial Aid Office P.O. Box 1027  
Columbus, NE 68602-1027  
(402) 562-1237 or 1-877-222-0780

# Instructional Information

## Academic Achievement

Academic achievement is recognized for each major term for full- and part-time students through the following honors lists:

1. President's Honors List for students achieving a 4.0 grade-point average for the semester.
2. Dean's Honors List for students achieving a 3.5 to 3.99 grade point average for the semester.

The student must complete at least 12 graded credit hours during the semester to be eligible for full-time student academic honors, or 6 to 11 graded credit hours to be eligible for part-time student academic honors.

Degree seeking students who complete with a 3.75 cumulative grade point average (or higher) will be identified as "Completed with Honors" on the official transcript.

## Academic Bankruptcy

Academic bankruptcy permits the removal of up to two complete semesters' grades from a student's cumulative grade point average. Courses and grades taken in this academic period remain on the permanent record, grade point factors are removed and the credits will not count toward graduation. There are specific criteria that must be met to qualify for academic bankruptcy. Contact the Record's Office at any CCC campus for further information.

## Accreditation

Central Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Dental Assisting and Dental Hygiene Programs are accredited by the American Dental Association Commission on Dental Accreditation.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

The Associate Degree in Nursing and Practical Nursing Programs are approved by the Bureau of Examining Boards and the Board of Nursing of the State of Nebraska. In addition, the Associate Degree Nursing Program is accredited by the National League of Nursing Accrediting Commission (NLNAC).

The Health Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).

The Medical Laboratory Technician program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NACCLS).

Central Community College programs have been approved for the training of veterans and other eligible persons under the provisions of Title 38, U.S. Code.

## Advisory Committees

Advisory committees are organized for each of the college's applied technology and occupational education programs. The college selects students and individuals employed in designated occupations to serve as members of the program advisory committee. Advisory Committees meet at least once a year to review the curriculum and other aspects of the program to assure that standards of the profession are met.

## Assessment of Student Learning

Central Community College publishes student learning outcomes by program and/or a student can see a program faculty member for a copy. The faculty will assess the student's academic achievement of the published outcomes at or near the end of their program. Depending on the number of students enrolled in a program, all degree-seeking students or a randomly selected sample of these students will be required to participate in the assessment process. The assessment of student learning process can be: (1) the development of a portfolio of a student's works such as exams, report papers, videos, etc., (2) a capstone experience (course or part of a course) where a student will complete a project using all of the skills learned throughout the program of study, (3) a series of exams, or (4) a combination of the above. The assessment process provides information to the faculty for improving the quality of student learning. The assessment process has no impact on the student's grades or graduation.

## Graduation Requirements

The college awards the associate of arts degree and associate of science degree to students completing academic transfer programs. Associate of applied science degrees, associate degrees in nursing, diplomas, and certificates are awarded in career and technical programs. To receive a degree or diploma a student must complete 25 percent of the semester hours of the program of study with Central Community College, with the exception of existing articulation agreements or program requirements. Other exceptions must be presented to the appropriate college discipline dean for approval. To receive a certificate, a student must complete one-half the certificate requirements with Central Community College. A 2.0 grade-point average (on a 4.0 scale) is required to receive a degree, diploma, or certificate.

The college offers a Pass/No Pass grade option (see "Grading"). The number of "pass" graded credits that can be applied toward graduation is restricted to 12 credit hours toward degrees, 6 credit hours toward diplomas, and 3 credit hours toward certificates. Please note that "pass" credits may not be accepted for transfer by some four-year colleges and universities.

Students have five years to complete graduation requirements as outlined in the college catalog in use at the time of their first enrollment. However, the student may elect to substitute the requirements from any subsequent catalog during the

five-year period of their enrollment. Students who do not complete program requirements within five years must meet the requirements from a catalog in effect within five years of the time of graduation. To graduate from Central Community College, a student must submit an application to the Record's Office at least eight weeks prior to the date they plan to complete their program of study. Graduation ceremonies are held in May at each campus.

## Degrees Offered

### Associate of Arts and Associate of Science Degrees

The Associate of Arts and the Associate of Science degrees provide a comprehensive education within the academic transfer program at Central Community College. The requirements for these degrees are described beginning on page 27.

### Associate of Applied Science Degree

The Associate of Applied Science degree provides a comprehensive education in a specific occupation. Its main purpose is to prepare students to begin their career upon completion of the degree. Minimum requirements for an Associate of Applied Science degree are 60 semester-hours of credit, including 15 credits in general education or equivalent competencies. However, many programs require more than 60 credits. Specific requirements are listed in the course of study for each program in this catalog. Students in most Associate of Applied Science degree programs need to complete an average of 16-19 credits a semester to graduate in four semesters.

### Associate Degree in Nursing

Information regarding the Associate Degree in Nursing degree is found on page 35.

## Other Awards

### Diploma

The diploma provides the basic skills needed to enter a career field. Minimum requirements for a diploma are 32 semester-hours of credit, including nine credits in academic support courses. Specific requirements vary for each program and are listed in the course of study for each program in this catalog.

A diploma graduate is required to complete academic support courses. Academic support courses are non-vocational/technical credit courses which carry a course number of 100.0 or greater. To apply toward diploma graduation, academic support courses must be approved by the student's adviser and must meet the following distribution: communications (3), mathematics/science (3), and three (3) additional hours from any of the following course groupings: communications, fine and performing arts, literature, history, sociology, political science, psychology, economics, mathematics, science, and personal development.

### Certificate

The certificate recognizes students who have acquired a specific occupational skill by completing at least 12 semester-

hours of credit in a declared skill area. In any given certificate, one course may be duplicated from any previous certificate awarded to an individual.

### Award

The award recognizes achievement of competencies through programs requiring less than 12 semester-hours of study in a declared skill area.

## Recognition of Attendance

A "Recognition of Attendance" certificate is offered to students who complete non-credit courses.

## Teaching Methods

Teaching methods may vary by instructor and instructional program. Alternative teaching/learning methods are used by faculty in order to adapt to student needs. For specific information, see the instructors in the program in which you plan to enroll.

Individualized instruction permits students to progress independently under the close supervision of their instructors. This type of instruction gives students the opportunity for personal attention from instructors and hands-on experience in learning labs. Students can begin and end these courses at varying times throughout the term.

Lecture courses meet in groups at specified times. Central Community College lecture classes are relatively small, so students receive individual attention from their instructors. Lecture classes usually start and end on dates coinciding with the beginning and ending of the semester.

## Credit System

Central Community College awards credit on the semester-hour system. The terms "credit," "credit-hour," "hour of credit," or "hour" are used interchangeably with the term "semester-hour."

## Variable Credit

Most Central Community College courses are divided into units. Unit values are shown with course descriptions. Unit credits are published by number code with the unit number first and the credit value following the hyphen (i.e., unit credits: 1-1, 2-1, 3-1). Through the add/drop process you may receive credit for individually completed units if you do not finish an entire course. You also can register for individual units of a course. Some restrictions to variable credit enrollment may be imposed to lecture sections of courses or courses that a student intends to transfer. Students should clarify options with the course instructor.

## Grading

The student may select from several grading options at the time of registration.

\*Pass/No Pass: A letter grade is not issued and the course grade does not affect the student's grade-point average. To receive a passing grade the student must complete the course with a "C" average or greater.

\*Standard Grade: Students receive standard grades used to establish their grade-point average.



\*Students not declaring a grading option will automatically use the standard grade option. Students electing a pass/fail or audit option must inform the college during registration.

\*With the exception of auditing, once a student has selected a grading option for a course, the student will be bound to that option after the free add/drop period.

## Grades/Grade-Point Average

To determine the grade-point average, divide the total number of grade points earned by the total number of credits for which a standard grade (A+, A, B+, B, C+, C, D+, D, F) is awarded. Grade-points are awarded on the following basis:

- A+** 4 grade-points per credit
- A** 4 grade-points per credit
- B+** 3.5 grade-points per credit
- B** 3 grade-points per credit
- C+** 2.5 grade-points per credit
- C** 2 grade-points per credit
- D+** 1.5 grade-points per credit
- D** 1 grade-point per credit
- F** No grade-point awarded (does not count toward graduation)

Grade reports also may reflect the following, which are not used to calculate GPA.

- X** Audit (no credit or points)
- CR** No Points, No Grade
- NC** Non Credit (no credits or points, no grade)
- NP** No Pass (no credit or points)
- P** Pass (credit awarded, no points awarded)
- W** Withdraw or Drop (no credits or points, no grade)
- R** Retake (the higher grade earned is used in calculating the GPA)

## Grade Appeal

Students who feel a final course grade is unfair must initiate an appeal before the end of the semester immediately following the assignment of the grade in question. Students who are unable to resolve the problem in conference with the instructor may file a grievance with the Grade Appeals Board. Board membership includes a dean, a representative from the student body, and a faculty member. The student and instructor involved will attend the meeting as non-voting members. The board will hear cases only after the following procedures have been completed and the situation has not been resolved.

1. The student meets with the instructor to discuss the grade.
2. The student meets with the instructor's supervisor, followed by a joint meeting of the student, instructor, and supervisor.

The responsibility and authority of the Grade Appeals Board will be limited to recommending action to the instructor involved.

## Auditing Courses

Students desiring to attend a course without taking examinations or receiving credit for the course may register in an audit status. Students who register for an audit course will pay the regular educational costs.

Students who wish to change from audit to credit or credit to audit after the course is underway, must have the permission

of the instructor and must process the change through the records office within the first four weeks of classes.

Students receiving financial aid or veteran's benefits cannot count audited courses in determining course load.

## Student Records

The Records Office is the official depository and recorder of the students' academic records and progress. Questions

concerning credit hours completed, course add/drops, course substitutions, transfer credit, veterans affairs, graduation application, registration work sheets, programs of study, transcripts, and other academic concerns can be discussed at the Record's Office.

## Privacy of Educational Records/Release of Information

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) provides for specific rights to students regarding the privacy of their educational records.

Directory information may be disclosed by the student records office of Central Community College without student consent. However, students have the right to withhold disclosure of this information. Central Community College has designated the following as directory information: (1) student name, (2) home address, (3) local address, (4) home telephone number, (5) local telephone number, (6) classification and major, (7) dates of attendance at Central Community College, (8) date and place of birth, (9) degrees and awards received at Central Community College, (10) institutions attended prior to admission to Central Community College, (11) participation in recognized activities and sports, (12) weight and height of members of athletic teams, (13) photographs, and (14) enrollment status. Students must notify the Record's Office in writing if they do not want their directory information released.

## Standards of Progress

### Academic Standard

To encourage satisfactory progress throughout the student's course of study, the college's academic standard policy establishes specific criteria that are to be met by all students enrolled in credit courses.

The goal of the college is for every student to experience academic success. Therefore, the college may provide special support for students experiencing difficulty in meeting the academic standard. Assessment of academic skills, completion of developmental course work, modifications in course schedules, and/or development and participation in academic improvement plans are examples of intervention strategies which the college may employ to assist students experiencing academic difficulty.

A 2.0 cumulative grade-point average (GPA) is required to receive a degree, diploma, or certificate from Central Community College. Therefore, a GPA below 2.0 is cause for concern about the academic progress of a student. Students who have difficulty meeting the standards of progress for their program will be asked to take part in a plan to improve their progress and performance.

### Academic Probation

A student who ends a semester with a GPA below 2.0 will be subject to academic probation. A student will remain on probation until the cumulative GPA is 2.0 or above, or until the student is suspended. The Dean of Educational Services may recommend that students who do not meet terms of academic probation be suspended or that they transfer to another program.

### Academic Suspension and Reinstatement

The Campus President has the authority to suspend a student from the college who fails to meet the conditions of his or her probationary agreement. The Campus President, after appropriate due process, can authorize suspension of students for a period not to exceed 16 weeks. Students may not attend classes during the suspension. Students can request (in writing) reinstatement by the Campus President at the end of their suspension. Upon reinstatement, students are placed on probation for up to 16 weeks for evaluation.

### Academic Status Appeal

A student may appeal academic probation or academic suspension. The appeal must be in written form and forwarded to the office of the campus president.

### Program Standard

In addition to the academic standard, individual programs may have other requirements such as attendance and progress rates which students are required to meet in order to remain in “good academic standing” in their program. Students not meeting these academic standards will be subject to academic probation.

### Residence Hall Standards of Progress

To be eligible to live in the residence halls, a residence hall student must maintain “Residence Hall Standards of Progress” as follows: (1) students must successfully pass 75% of their classes and (2) students must maintain a 2.0 GPA. Unless mitigating circumstances prevail, failure to meet these residence hall standards shall result in students being placed on residence hall probation. Students on residence hall probation shall have one semester to meet the required standards or lose eligibility to reside in on-campus housing for one fall or spring semester. Students may be considered for readmittance to the residence halls by making a request, in writing, to the chief housing official. When students are readmitted into the residence hall, they will remain on residence hall probation until Residence Hall Standards of Progress are met, or until eligibility is discontinued.

## Transfer

### Inter-Campus Transfer

Credits earned through Central Community College programs are accepted at all campuses of the college. Disciplinary and academic probations issued by any campus will be honored by the other two campuses.

### Tech Prep

Tech Prep is a cooperative program with high schools that prepares students to enter technical or allied health programs at Central Community College. Tech Prep focuses upon: (1) enhancing skills in math, communication, science, and technology, and (2) facilitating students into CCC through dual credit or advanced skills opportunities that lead to an Associate of Applied Science degree in agriculture, business, health and human services, industrial technology, and mechanical careers. As of this writing, Central Community College has Tech Prep Agreements with 68 high schools: Adams Central, Amherst, Arapahoe, Arcadia, Aurora, Bertrand, Blue Hill, Boone Central, Cedar Rapids, Central City, Centura, Clarkson, Clay Center, Columbus, Cozad, Cross County, David City, David City Aquinas, Doniphan-Trumbull, East Butler, Elba, Elm Creek, Elwood, Eustis-Farnam, Franklin, Fullerton, Gibbon, Giltner, Grand Island Central Catholic, Grand Island Northwest, Grand Island Senior High, Greeley-Wolbach, Harvard, Hastings, Hastings St. Cecilia, High Plains, Holdrege, Humphrey, Kearney, Kenesaw, Lakeview, Lawrence-Nelson, Leigh, Lexington, Loomis, Loup City, Minden, North Loup Scotia, Ord, Osceola, Overton, Palmer, Pleasanton, Ravenna, Red Cloud, Sandy Creek, Schuyler, Scotus Central Catholic, Shelby, Shelton, Silver Lake, Spalding, St. Edward, Superior, Sutton, Twin River, Wilcox-Hildreth, and Wood River. High school students interested in participating in a Tech Prep program should contact their high school tech prep coordinator.

### Transfer of Credit From Another College

A person who wants to transfer credits from another college must have official transcripts of his/her entire college record sent to the Record's Office. Only courses that are similar in content will be applied toward a Central Community College degree, diploma, or certificate. The college will determine which courses are applicable to the student's program of study. A grade of “C” or better is required in order for CCC to accept a course for transfer.

### Nebraska Transfer Initiative

The Nebraska Transfer Initiative is a cooperative effort by Nebraska's public and private higher education institutions to facilitate the transfer of students who have earned an Associate of Arts degree into baccalaureate-level programs. The core of this initiative is a common general education cluster of courses which are presented on pages 29-31. The remainder of credit hours required for the Associate of Arts degree should be selected by the student in consultation with a transfer adviser and the institution to which they are transferring.

This initiative provides a smooth transition with a minimum loss of time and credit when it is accepted by the baccalaureate-granting institutions in Nebraska. Effectively, through this initiative, associate and baccalaureate-granting institutions are equal partners in providing the first two years of a baccalaureate degree.

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

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

In all cases the college advises the student to consider specific transfer institution requirements. Please contact a transfer adviser and the institution to which you are transferring.

## Transfer of Credits To Other Colleges

Central Community College maintains transfer agreements with a number of colleges. At the time of printing, a list of transfer receiving institutions is provided. Students are advised to register for and complete an entire course because partial course credits may not fulfill receiving institution requirements. Central Community College has formal transfer agreements with the following institutions. Some agreements are for general education courses and others are for specific major or programs of study. If a student is interested in transferring Central Community College credits to an institution not listed, contact the admissions/record's office at the campus to which the student wants to transfer credits.

**Bellevue University**  
**Chadron State College**  
**Clarkson College**  
**College of Saint Mary**  
**Concordia University**  
**Creighton University**  
**Doane College**  
**Grace University**  
**Hastings College**  
**Dana College**  
**Kansas State University**  
**Midland Lutheran College**  
**Nebraska Wesleyan University**

**Northwest Missouri State University**  
**Nebraska Christian College**  
**Peru State College**  
**Union College**  
**University of Nebraska-Kearney**  
**University of Nebraska-Lincoln**  
**University of Nebraska-Omaha**  
**University of Nebraska-Medical Center**  
**Wayne State College**  
**York College**

**Nebraska Association of College Registrars and Admissions Officers (NACRAO)**—Central Community College is a signatory of the NACRAO Agreement. Students who complete specified liberal arts courses may expect these courses to apply in transfer toward satisfying the general studies program requirements for a degree at other participating Nebraska colleges: Bellevue University, Chadron State College, Clarkson College, Concordia College, Creighton University, Dana College, Doane College, Grace University, Hastings College, McCook Community College, Metropolitan Community College, Midland Lutheran College, Mid-Plains Community College, Northeast Community College, Southeast Community College, Union College, University of Nebraska—Kearney, Wayne State College, Western Nebraska Community College, and York College. Contact a campus registration office for NACRAO information.

## Faculty Advisers

Each student is assigned a faculty adviser who helps arrange a course of study that meets the student's goals and the graduation requirements of Central Community College. Advisers must approve the student's course of study, registration, changes in registration, graduation clearance, and other enrollment procedures.

## Credit Options

The college may grant/recognize credit for the written demonstration of the following:

1. **Advanced Placement**—An admitted or currently enrolled student may benefit from advanced placement and college credit on the basis of scores on the College Entrance Examination Board tests. Students who earn grades of 3, 4, or 5 may receive credit for corresponding college courses, which are most nearly equivalent to the test, as approved by the Vice President of Educational Services and officially reported to the Records Office. Advanced Placement credit can only be used for up to 50% of the total hours required for the certificate, diploma or degree.
2. **Standardized Examination**—The student must complete a CLEP (College Level Examination Program) test with an acceptable score from a subject examination applicable to his/her program of study. Test fees are regulated by and paid to the CLEP test corporation.
3. **Credit by Examination/Prior Learning**—Students may earn credit for certain courses by departmental examination. Courses completed through Credit by Examination do not count toward financial aid credit hour eligibility requirements.

To take advantage of credit by examination, a student:

- must be in good academic standing with the college,
- must not have previously completed the course with a grade, and
- must have completed at least one course in their major program of study.

If a student is enrolled in a course for which they want to arrange for Examination of Prior Learning, he/she must drop the course, and complete and submit the Credit by Examination of Prior Learning form during the 100% re-fund drop period.

The amount of credit granted through Examination of Prior Learning is limited to one-half of the credits required for the degree, diploma, or certificate to be awarded.

4. **Transfer Credits from Other Colleges**—See page 10. No charge.
5. **Military Service Credit**—CCC may award credit for successful completion of study through formal service schools and courses either through active duty, National Guard, or reserve education. Credit awarded for military service training is granted on the same basis as transfer credit from collegiate institutions. Documentation of prior military service is required. The amount of credit granted for military service will not exceed one-half the credits required for the degree, diploma, or certificate awarded. There is no charge for awarding credit for military service.

A maximum of four semester credit hours is awarded for Basic Training upon receipt of the DD-214 form (military separation papers). Additional semester credit hours may be awarded for military education as recommended by the American Council on Education (ACE) Guide.

Central Community College participates in the Concurrent Admission Program (ConAP) and is a member of the Service-members Opportunity Colleges (SOC). For further information, contact the Admissions or Record's Office at Columbus, Grand Island, and Hastings.

## Learning Resources

Books, computers and various types of audiovisual materials are available to all students. These materials are located in each program area or in a central resource center.

## Extended Learning Services

Extended Learning Services is an instructional support service designed primarily for the delivery of educational services, workshops, courses, and programs to students, businesses, industries, institutions, agencies, and the professions. These services will include but not be limited to: (1) credit/noncredit courses, (2) avocational/recreational courses, and (3) adult basic education. Extended Learning Services provides learning opportunities in a number of different programs, including Adult Basic Education, Business and Professional Continuing Education and Training, Community Education, Distance Learning/Off-Campus Learning Centers, and Health Education and Training.

## Adult Basic Education

Adult Basic Education is a program offered by Central Community College in cooperation with the Nebraska Department of Education and the Federal government. The program is designed to provide the opportunity to gain basic education skills at no cost to the student. The student must be 16 years of age or older and not enrolled in high school. The student is required to pay a small fee for General Educational Development (GED) tests and for the diploma.

The ABE program has three major components.

1. Adult Basic Education classes for those with skills below the eighth grade.
2. English as a Second Language (ESL) classes are for people whose first language is not English.
3. General Educational Development (GED) classes for those with less than a high school diploma or home-schooled youth.

Upon successful completion of the General Educational Development (GED) tests, the student is awarded a high school diploma by the Nebraska Department of Education. For information about these classes, contact the Extended Learning Services Office at the campus or off-campus center nearest you.

## Community Education

The Community Education program, which includes credit, non-credit reimbursable, and non-credit avocational/recreational courses, offers students an opportunity to explore and develop skills for job improvement, personal interest, leisure, and recreational activities. The courses in the Community Education program are offered in many instances as a response to requests from individuals or from advisory committees to meet community needs. Many of these courses are customized and are short-term in duration, usually lasting from one to four sessions. Avocational/recreational courses are not recognized for credit. No degrees, diplomas, and/or certificates are awarded by Central Community College for enrollment in avocational/recreational courses. A minimum number of participants are required for Community Education courses to begin.

## Distance Learning/Off-Campus

### Learning Centers

Central Community College offers credit courses at off-campus learning centers in more than 90 different towns throughout the twenty-five county service area. Many of these courses are offered in a variety of delivery formats, both electronically and print-based. Distance learning responds to the growing need of working adults in central Nebraska to have access to certificate, diploma, and degree programs in the learning center in their local community. Distance learning uses the same curriculum and meets the same standards as the program offered on CCC's three campuses. Several state-of-the-art teaching technologies are used in the program. Technologies utilized include web-based instruction, satellite delivery, the use of interactive video systems, as well as individualized instruction.



## Health Education and Training

Central Community College offers training programs and courses for several health care occupations. These educational opportunities are available for adults seeking to become health care providers, needing to upgrade their skills, or those required to maintain their professional licensure through continuing education. The Columbus, Grand Island, and Hastings Campuses, as well as the Lexington Center, are all approved by the Nebraska Department of Health & Human Services as training agencies for EMTs and First Responders, Nursing Assistants, and Medication Aides. In addition, Central Community College is approved by the American Heart Association as a Basic Life Support training center, offering classes such as Heartsaver CPR, First Aid, Health Care Provider CPR, Pediatric CPR, and Heartsaver AED. Other health education programs offered through Extended Learning Services include Red Cross First Aid training and continuing nursing education.

## Training and Development

Central Community College is a primary source of training and education for business, industry, associations, civic groups, governmental agencies, and other organizations within its twenty-five county service area. College staff provide expertise in their fields of study to develop and coordinate specially tailored short courses, workshops, and seminars to meet specific training needs in areas such as leadership development, customer service, computer software, industrial maintenance, process improvement and six sigma. Additional information is available by contacting the Director of Training and Development or the Extended Learning Services Office at any CCC campus or center.

## Special Programs and Services

### Agricultural Institute

The Agricultural Institute at the Columbus Campus offers a series of workshops each year. Topics are selected by an advisory committee that includes farmers, ranchers, and agri-business people. Workshops usually meet one night a week for five or six weeks.

### Cooperative Education

Students participating in the cooperative education program earn college credit for internship experience related to their major area of study. Internships are arranged jointly by the college, the student, and the employer. Grades and credits earned are based on the number of hours worked and success in achieving learning objectives. Students can participate in an internship at the same time they are taking classes or they can work full-time for a one-semester internship.

Additional information is available from the Cooperative Education Coordinator or faculty adviser on each campus.

## Developmental Education/Foundations Education

Developmental education/foundations education is the foundation-building phase of the educational process. Developmental courses are offered at all campuses to help students develop

reading, writing, mathematics and study skills to prepare for college courses.

An assessment test is administered to determine if there is a need for developmental education courses. Appropriate general education courses may also be recommended. (See "Assessment Services".)

Courses numbered less than 100.0 do not apply toward a degree, diploma or certificate.

Developmental education courses available at Central Community College include:

|      |       |                           |    |
|------|-------|---------------------------|----|
| COMM | 091.0 | Basic Reading             | 3  |
| COMM | 092.0 | Intermediate Reading      | 3  |
| COMM | 093.0 | Advanced Reading          | 3  |
| COMM | 095.0 | College Study Skills      | 1  |
| ENGL | 098.0 | Basic Writing             | 3  |
| MATH | 091.0 | Basic Math I              | 2  |
| MATH | 092.0 | Basic Math II             | 3  |
| MATH | 094.0 | Pre-Algebra               | 3  |
| PRDV | 090.0 | Career Assessment I       | .5 |
| PRDV | 099.0 | Microcomputer Exploration | 1  |

## Dietetic Technology

Southeast Community College of Nebraska, in cooperation with Central Community College, provides graduates the opportunity to enter the profession of dietetic technology. This program allows the student to maintain residency in their hometown area. Students pursuing an education in dietetic technology will complete the program's general education courses and support level courses (from the hospitality management and culinary arts program) at the Hastings Campus. The dietetic technology courses will be taken from Southeast Community College by distance learning courses. Students will graduate from Southeast Community College. Graduates are eligible to take the national registration exam from the American Dietetic Association to become a Registered Dietetic Technician. For more information about enrolling in dietetic technology, contact the admission's office at Central Community College.

## Farm and Ranch Management

The Farm and Ranch Business Management Education program offers off-campus farm management courses that provide a record system, computer analysis of records, and farm management assistance. Instructors meet with clients in their home to provide individual assistance. Courses are listed in the Agriculture Occupations section of this catalog.

## Hastings College Bound Program – Teacher Education

In order to provide the opportunity for a seamless transfer for Elementary Education majors from Central Community College to Hastings College, Central Community College offers the opportunity for a limited number of participants to enroll in the Hastings College Teacher Education Bound Program. Students wishing to enroll in the program should declare that intention with their Central Community College adviser, develop a plan and maintain full-time status with Central Community College

during the two-year course sequence. Although some of the classes are offered at Hastings College, participants register for courses with and pay Central Community College tuition. The Hastings College courses are graded by the Hastings College professor, but become part of the Central Community College transcript. Students are limited to a maximum of two of the specified education classes at Hastings College per semester. Courses during the Hastings College interim and summer sessions do not qualify for Central Community College tuition rates. Any additional Hastings College course fees are the student's responsibility. Admission to the Hastings College Teacher Education program is contingent upon:

- a. PRAXIS Test and Application and acceptance to the Teacher Education program.
- b. Meeting Hastings College Teacher Education Standards in both Elementary Education and Special Education.

### Library Technical Assistant Program

An Associate of Arts degree with an emphasis in library science has been developed through a partnership with other Nebraska community colleges, Nebraska Library Commission and the University of Nebraska-Omaha. Courses will be developed through May 2007 to allow a student to take library science courses while completing general education courses required for an AA degree at their local community college. Students will learn vital skills in the areas of youth and adult programming, circulation and acquisition of both print and electronic materials, reference services and collection development. Courses offered will fulfill requirements for the Nebraska Library Commission's Basic Skills Training Courses for Public Librarian Certification Program or for recertification continuing education. Upon successful completion of one Library Science course at UNO, the other library science courses will transfer toward an advanced degree. Contact any admissions office of Central Community College or the Nebraska Library Commission for additional information.

### Midwest Student Exchange Program

Persons from states participating in the Midwest Student Exchange Program (MSEP) (Kansas, Michigan, Minnesota, Missouri, and North Dakota) can enroll at Central Community College with discounted tuition. Also, Central Community College students and graduates who transfer to participating institutions in the Midwest Student Exchange Program will also receive tuition discounts if they qualify.

For more information about how to apply for admission under the MSEP or to find out what colleges and universities participate in the program, contact the admissions director at any CCC campus or check the website: <http://www.mhec.org>.

### Nebraska Law Enforcement Training Center

Students who have completed the Basic Training Program at the Nebraska Law Enforcement Training Center in Grand Island can receive a maximum of 12 hours of credit towards the A.A.S. degree in criminal justice with the approval of their adviser.

### Nursing Home Administration

Through an affiliation agreement between Central Commu-

nity College and Southeast Community College (SCC) in Lincoln, students can earn an Associate of Applied Science (A.A.S.) degree in Business Administration with an emphasis in Nursing Home Administration from CCC. Students enrolled in Human Services (Nursing Home Administration) can transfer program credits (18 quarter hours) to CCC from SCC. These hours, combined with 51 semester hours of business and general studies requirements will lead to an A.A.S. degree. The affiliation program consists of the following transfer courses: Social Services for Long Term Care; Patient Care & Services for Long Term Care Facilities; Administration for Long Term Care Facilities, and Rules, Regulations, & Standards Relating to the Operation of a Health Care Facility.

Interested persons may obtain additional information from the Admissions Office at Central Community College.

### Physical Therapist Assistant

Northeast Community College of Nebraska, in cooperation with Central Community College, provides students the opportunity to enter the occupation as a physical therapist assistant (PTA). This program allows the student to maintain residency in their hometown area the first semester of their freshman year.

Students pursuing an education to become a PTA will complete the program's general education courses during the summer and fall semesters of the freshman year at a Central Community College campus or center. The remaining courses will be taken during the spring semester of the freshman year and entire sophomore year at Northeast Community College in Norfolk, Neb., upon acceptance into the program. Students will graduate from Northeast Community College. For more information about enrolling in the Physical Therapist Assistant program, visit with the Admission's Office at Central Community College.

A significant portion of the requirements for an Associate in Science (A.S.) degree in radiology technology from Fort Hays State University (FHSU) in Kansas can be met at Central Community College. The cooperative program with the general academic course work consists of 38 or more credit hours of pre-radiological study to be completed at Central Community College. Transfer courses include: General Biology, Anatomy and Physiology I and II, College Algebra, Microcomputer Applications, Oral Communication, English Composition, Writing and Research, Introduction to Psychology or Sociology, Personal Health, and Medical Terminology.

Interested persons may obtain additional information from the Admissions Office, Central Community College in Columbus, Grand Island, or Hastings.

### Radiography/Nuclear Medicine

#### University of Nebraska Medical Center (UNMC)

Through an affiliation agreement between Central Community College, the University of Nebraska Medical Center (UNMC), St. Francis Medical Center Hospital in Grand Island, and Columbus Community Hospital, CCC students can earn a Bachelor of Science degree in Radiation Sciences Technology

from UNMC, completing all courses and clinical requirements in Grand Island or Columbus.

College prerequisites for the Radiography/Nuclear Medicine program at UNMC must be completed at CCC. Upon completion of 50 credit hours students may apply for admissions to the Bachelor of Science degree in Radiation Sciences Technology at UNMC at Grand Island or Columbus.

For course requirements CCC students should contact the admissions office at one of the three main campuses.

As part of the UNMC Radiography/Nuclear Medicine program students may apply to continue into other Radiation Sciences including Ultrasound, CT/MRI, Cardiovascular/Interventional Technology or Radiation Therapy.

Interested students may obtain more information from the Admissions Office at Central Community College. Students are also encouraged to contact the Division of Radiation Sciences Technology, University of Nebraska Medical Center, 981045 Nebraska Medical Center, Omaha, NE 68198-1045, 1-800-626-8431, extension 9-6954.

## **Radiologic (X-Ray) Technology**

### **Mary Lanning Hospital, Hastings**

Through an affiliation agreement between Central Community College and Mary Lanning Memorial Hospital in Hastings, students can earn an Associate of Science (A.S.) degree from CCC. Graduates of the Mary Lanning School of Radiologic Technology can transfer program credits (60 semester hours) to CCC. These hours, combined with 35 semester hours of general studies requirements will lead to an A.S. degree. Fifteen of the general studies credits must be completed at Central Community College. The affiliation program consists of the following transfer courses: English Composition I, Oral Communications, Introduction to Psychology, Developmental Psychology, Principles of Macroeconomics, Introduction to Sociology (or Social Problems), College Algebra, Applied Statistics, General Anatomy and Physiology I and II, and Medical Terminology. The credits will transfer to the University of Nebraska at Kearney and apply toward requirements for a Bachelor of Science in Radiography. Interested persons may obtain additional information from the Admissions Office at Central Community College or the School of Radiologic Technology at Mary Lanning Hospital, 715 North Saint Joseph Avenue, Hastings, NE 68901.

## **Real Estate, Insurance and Investments**

Real estate courses provide the fundamental knowledge needed for employment in real estate. Real estate courses are offered in lecture form only, to comply with the Nebraska Real Estate Commission requirements. The real estate courses are listed under the Business Administration (BSAD) program. Insurance courses provide fundamental knowledge needed for persons interested in sales or administrative functions of the insurance industry. Courses in life, health, and property and casualty

insurance are offered as needed and meet continuing education requirements of the Nebraska Department of Insurance. Courses are available for those who wish to attain the Chartered Life Underwriter and/or Chartered Financial Consultant designations.

## **Respiratory Care**

Through an affiliation agreement between Central Community College (CCC) and Southeast Community College (SCC) in Lincoln, students can earn an Associate of Applied Science degree in Respiratory Care from SCC completing course work at CCC, courses from SCC online and clinical requirements in the CCC service area.

Candidates for the respiratory care program at SCC are required to complete a minimum of 38 semester hours of specific college prerequisites from CCC. Students must achieve a minimum grade of 75% (C) in each course to transfer to SCC for credit in the Respiratory Care Program.

As students complete the last semester of the prerequisite coursework, students must submit an application to SCC for admission to the web-based respiratory care program. The number of students admitted to the program each year will be determined by the availability of clinical sites, but generally not more than 25 students for one online course.

Interested persons may obtain additional information from the Admissions Office, CCC in Columbus, Hastings or Grand Island.

## **Small Business Centers**

Campus Small Business Centers offer workshops to meet the needs of entrepreneurs and small business owners. Topics are those identified as being needed or useful to specific situations and business conditions. Most workshops are short term; however, depending on local needs, longer term sessions may be offered.

## **Surgical Technology**

Southeast Community College of Nebraska, in cooperation with Central Community College, provides graduates the opportunity to enter the occupation of surgical technology. This program allows the student to maintain residency in their hometown area. Students pursuing an education in Surgical Technology will complete the program's general education courses and support courses at a Central Community College campus. The Surgical Technology courses will be taken from Southeast Community College through on-line coursework and clinicals at the local hospital. Students will graduate from Southeast Community College and are eligible to take the National Certification Examination to become a certified surgical technologist. For more information about enrolling in Surgical Technology, visit with the Admission's Office at Central Community College.

# Student Services Information

The Student Service Division on each campus is responsible for admissions, assessment, registration, counseling, career information, housing, career and employment services, financial aid, student activities, organizations, athletics, student records, and food service.

## Student Governance

The college has developed a structure to involve students in various college/campus committees which recommend procedural and policy actions. Student participation on these committees has had a significant impact on the operation of the college over the years. Students actively serve on or meet with the following committees or councils: student advisory/senates, college cabinet, campus councils, food service, safety, diversity, residence hall and ad hoc committees/councils. Some of these committees/councils plan special events and social activities, voice student concerns, make recommendations to the college faculty and administration, and address problems. Membership, election/selection processes, and operating procedures vary among the campuses. See the Student Handbook for more information.

## Student Activities

The college provides many activities for personal enjoyment and social development including dances, entertainers, speakers, and movies.

## Student Organizations

Student organizations provide opportunities for students to round out their college experience. Information about organizations on individual campuses is available at the associate dean of students office. Organizations include:

- American Association of Medical Assistants
- American Welding Society
- Archery Club
- Art & Newspaper Clubs
- Associated General Contractors (student chapter)
- Business Club
- Computer Club
- Culinary Arts Club
- Dental Assistants Organization
- Drafting Society
- Drag Race Team
- Delta Psi Omega (national community college theater organization)
- Early Childhood Service Club
- Electronics Technology Club
- Fellowship of Christian Athletes
- Multicultural Club
- Phi Theta Kappa (national community college scholastic honors society)

- Science and Technology Club
- Skills USA
- Seed-n-Science Club
- Society of Manufacturing Engineers (student chapter)
- Student American Dental Hygienist Association
- Student Success Club/Climb Every Mountain

## Music and Theater

Students of the Columbus Campus are able to participate in vocal and instrumental groups and theater productions. These performance opportunities are available to all students. Previous experience is not required.

## Athletics

Intercollegiate competition is provided at Columbus in men's basketball and women's volleyball.

## Intramurals

Intramural athletic programs are provided at Columbus, Grand Island, and Hastings. Depending on the campus they attend, students may participate in basketball, softball, volleyball, flag football, soccer, and bowling. Other intramural sports may be provided if enough students are interested.

## Counseling Services

Counseling services are available to assist students with defining and accomplishing career and academic goals. Counselors provide individual and/or group services to students who may be experiencing difficulties while attending college. Information and referral services are also made available to students with personal concerns.

## Assessment Services

Assessment of basic skills, interests, aptitude, and abilities is available to all students. This service helps students determine academic and career goals, beginning course placement, and specific strengths or deficiencies in educational preparation or skills.

Course placement is especially important and is dependent upon the results from the pre-enrollment assessment (ASSET/COMPASS). New students at Central Community College are to complete the ASSET/COMPASS prior to meeting with a campus adviser. Pre-enrollment assessment may be waived by the following exceptions: (1) acquiring a composite score and sub-scores of 19 or higher on the ACT or a comparable standardized test, (2) successful prior college experience from another accredited college; the student must demonstrate proficient reading, writing, and math skills and have attained a minimum of a 2.0 grade in the courses, or (3) students planning to register for only non-credit courses, only avocational courses, or for fewer than 6 credits without intention of pursuing a degree or diploma.



ASSET/COMPASS assessments are scheduled throughout the year at each campus to accommodate incoming students. Contact any CCC campus to arrange to take the pre-enrollment assessment.

## Career Planning

Career information, career assessment testing, and career counseling services are available in the Career Planning/Student Service areas on each campus. Career exploration courses are available for students to investigate career options, set goals, and develop a career plan.

## Child Care Services

Child care services are available for the children of enrolled students and employees of the college at Grand Island and Hastings. For more detailed information about specific operational hours, fees, and age requirements, please contact the campus child care center.

## Children

Unless appropriate to course content, children are not to be brought into a class/lab. Children should not be left unattended elsewhere on campus.

## Special Population Students

Central Community College recognizes the special population student and provides reasonable services and accommodations to qualifying individuals. Accommodations, access, and counseling are available based on individual need. Other services may be provided on request. Students with special needs and/or disabilities are encouraged to seek out and make use of available resources. For more specific information, contact your campus special populations office.

## TRiO/SSS

TRiO/SSS (Student Support Services) is a federally funded program available college-wide to ensure all resources are in place for first generation college, low income, or disabled students to be successful in the completion of their educational program. Student participants are more likely to stay in school, complete coursework, graduate, or transfer to a four-year institution. You may contact any TRiO/SSS Coordinator about participation in this program.

## Student Records

The campus student records office assists students with the registration process, maintains student records, provides transcripts, verifies and certifies enrollment status, issues grade reports, issues degrees, diplomas, and certificates, and processes name and address changes.

## Transcripts

Students can request transcripts from the record's office. Transcripts are available at no charge. A signed release is required to process a transcript. Transcripts are not released unless your account is paid in full. For more details you may go to

the CCC web page at: [www.cccneb.edu](http://www.cccneb.edu). Then go to QuickLinks> Request a Transcript.

## Housing

On-campus residence halls are available at Columbus and Hastings for full-time students and other students approved by the housing director on each campus. Private apartment style residences are available adjacent to the Grand Island campus.

On-campus residence hall rooms are furnished with beds, mattresses, wardrobes, and study desks. Students residing in the residence halls must provide their own bedding, pillows, towels, and personal items. The residence halls will be closed to students during the Christmas Holiday break. Students requesting to stay over other breaks must notify the Housing Office Director one week prior to the break.

For specific on-campus residence hall information please contact the campus Residence Hall Office at Columbus or Hastings. For information on private housing in Grand Island contact the Admissions Office.

There is no on-campus housing for married students. Upon request, information about off-campus rentals, of which the campus has been notified, will be available in the student services housing office.

## Food Service

Cafeteria service is provided by Chartwells at both Columbus and Hastings. A snack bar is provided at Grand Island. The cafeterias are closed during vacation periods. Weekend meals are provided to students registered for the 19-meal plan. Cafeteria and Snack Bar hours are posted on each campus.

Students residing on-campus must contract for both room and board.

## Library

Library services are provided on each campus. Hours of operation are posted on the campus.

## Campus Bookstores

Follett College Stores operates a bookstore at each of the major campus sites of the college. Besides books and school supplies, the bookstore also offers a variety of miscellaneous merchandise for student purchases. The bookstore establishes textbook refund policies as directed by the Follett College Stores. Customer hours are posted at each individual campus bookstore or you may order books on line at [www.efollett.com](http://www.efollett.com).

## Career and Employment Services

Career and employment services are available to graduates and current students. The Career and Employment Services Office on each campus maintains lists of current job openings, helps students prepare for the job search and can arrange "on-campus" interviews for the convenience of employers and students.

Students may establish a credential file with the Career and Employment Services Offices and at the student's request a copy of the file will be sent to prospective employers.

Many employers list job openings with our offices. Part-time, full-time, and temporary job opportunities are available for both current students and graduates. The Career and Employment Services Offices assist students in the job search, but it is the student's responsibility to ultimately find and secure employment.

The office also conducts graduate and employer surveys to provide the college, graduates, prospective students, and potential employers with employment information.

### Computer Viruses

Central Community College is not responsible for loss of student data, software, or hardware caused by computer viruses. Students are responsible for maintaining virus-free data disks before using college computer equipment.

### Student Insurance

Students are responsible for their own health and accident insurance coverage. Student plans are available through a number of insurance carriers.

Students enrolling in some health programs may be charged for the cost of providing professional liability insurance. Students should check with their program regarding insurance coverage.

### Illness or Accident

Central Community College reserves the right to call a physician in case of student illness or call for ambulance service if, in the judgment of a college official, the situation merits such action. The student will be responsible for any costs related to medical or ambulance service.

### Disciplinary Action

#### Probation

A student who violates college rules and regulations or otherwise behaves in an unacceptable manner is subject to probation. Probation provides a specific period of time for a student to improve his/her behavior and establishes specific conditions for which the individual must adhere. Violation of the probationary conditions may result in suspension or dismissal.

#### Suspension

Suspension is the denial of attendance, use of or presence in college facilities or participation in college activities for a period not to exceed 15 weeks. The Campus President authorizes suspension. Students who are suspended may request reinstatement at the end of the suspension. Upon reinstatement, students are placed on probation for up to 15 weeks for evaluation of their conduct.

### Dismissal

Students may be permanently dismissed from a specific program or from the college as the result of serious violations of campus policies, rules, regulations, or infractions of the law.

### Due Process

Students recommended for disciplinary action are entitled to due process of law. However, immediate interim action may be taken when necessary to protect the safety or rights of others or the college.

Copies of due process procedures are available upon request in the associate dean of students office.

### Visitors/Guests

Visitors/guests of the college or visitors/guests of students of the college are subject to the policies, procedures, rules, and regulations of the college.

### Veterans Information

Central Community College educational programs are approved for Veterans Education on a program-by-program basis for training of veterans and other eligible persons.

Veterans returning from military service and interested in attending college should contact their local Veterans Service Office or the Veterans Service Office located at 5631 South 48th Street, Lincoln, Nebraska 68516, to apply for veterans benefits and to establish eligibility. When the veteran student receives the Certificate of Eligibility from the Veterans Administration, a copy should be presented to the records coordinator for verification of enrollment and attendance before benefits will be forthcoming.

Veterans are responsible for notifying the instructor and the records coordinator of any change in their program at any time. This includes changes in class schedules and course load.

A veteran's benefits are in jeopardy if the veteran has not followed the noted procedures. The Veterans Administration requires certain information, which cannot be supplied on time unless the veteran complies with the procedures.

The Veterans Administration requires that veterans make normal progress in their course of study and meet the college's standard of progress. Guidelines for the standard of progress may be obtained from the records coordinator.

Veterans policies and procedures noted also apply to eligible dependents.

# College Information

## History

Central Community College is a locally governed comprehensive community college, deriving a portion of its support from property taxes levied in the 25-county service area. This area encompasses 14,000 square miles and has a population of about 300,000.

CCC's Kearney Center began in 1958 as a practical nursing education program sponsored by Kearney Public Schools. Area Vocational School #1 (later known as Central Nebraska Technical College) opened in 1966 at the former Hastings naval ammunition depot as Nebraska's first multi-county area vocational-technical college, serving a 17-county area. The Kearney practical nursing program became part of Central Nebraska Technical College in 1970. Platte Junior College in Columbus opened in 1969 as Nebraska's first county-supported community college, taking its name from Platte County.

In 1971 the state legislature enacted a law that formed six community college areas in Nebraska and required that all counties in the state become part of one of the areas. As a result of this legislation, Central Nebraska Technical College and Platte Junior College merged in 1973 to form the Central Technical Community College Area, currently named Central Community College. An additional eight counties petitioned to join the area, bringing the total to 25.

The central administration for the college was located in Grand Island in 1974 and the Grand Island Campus was established in 1976.

The Lexington Center was established in 1977 to extend educational services to a four-county area. It operates under the administration of the Grand Island Campus.

The Holdrege Center opened in 1995 to enhance educational services provided by CCC in the southwest quadrant of its service area. It operates under the administration of the Hastings Campus.

In addition to these sites, the college provides college credit and non-credit courses in more than 80 communities within its service area.

In summary, Central Community College currently serves 25 counties in central Nebraska and includes the following facilities.

## College Administration

The central administration for the college is located at the same site as the Grand Island Campus. It includes the college president's office, the college executive vice president's office, the college registrar, the college effectiveness and research office, the grants office, Tech Prep/TRiO Office, and the following collegewide services: accounting office, accounts payable office, business office, human resources office, information technology, payroll office, public relations office, and purchasing office. For more information call (308) 398-4222 or 1-877-CCC-0780 (toll-free in Nebraska).

## College Foundation And Alumni Office

The Central Community College Foundation was established in 1989 as a separate, non-profit corporation to raise funds and other forms of support for Central Community College. The foundation also operates the Central Community College Alumni Association. The foundation office is located in the Landmark Center, 2727 West Second Street, Hastings. For more information call (402) 462-4000.

## Columbus Campus

The Columbus Campus is located four miles northwest of Columbus. It offers associate of applied science degrees, diplomas and certificates in 14 career and technical education programs and associate of arts and associate of science degrees through the academic transfer program. For more information call (402) 564-7132 or 1-877-CCC-0780 (toll-free in Nebraska).

## Grand Island Campus

The Grand Island Campus is located on Highway 34 near the intersection with Highway 281. It offers associate of applied science degrees, diplomas and certificates in 16 career and technical education programs, an associate degree in nursing, and associate of arts and associate of science degrees through the academic transfer program. For more information call (308) 398-4222 or 1-877-CCC-0780 (toll-free in Nebraska).

## Hastings Campus

The Hastings Campus is located three miles east of Hastings on Highway 6. It offers associate of applied science degrees, diplomas and certificates in 28 career and technical education programs, and associate of arts and associate of science degrees through the academic transfer program. For more information call (402) 463-9811 or 1-877-CCC-0780 (toll-free in Nebraska).

## Holdrege Center

The Holdrege Center is located at 1308 Second Street in the Ag Building at the Phelps County fairgrounds in Holdrege. It provides a variety of educational services in the surrounding area. For more information call (308) 995-8133 or 1-877-CCC-0780 (toll-free in Nebraska).

## Kearney Center

The Kearney Center is located at 3519 Second Avenue in Kearney. A practical nurse education program is offered at the center, as well as a variety of other educational services. For more information call (308) 338-4000 or 1-877-CCC-0780 (toll-free in Nebraska).

### Lexington Center

The Lexington Center is located at 608 North Lincoln Street in Lexington. It provides a variety of educational services in the surrounding area. For more information call (308) 324-5936 or 1-877-CCC-0780 (toll-free in Nebraska).

### Mission

To provide access to quality student-centered instruction and learning support systems for individuals desiring higher learning.

### Instructional and Service Priorities

1. Applied technology and occupational education.
2. Transfer education including general academic transfer programs.
3. Public service, adult continuing education, economic and community development, foundations education, customized workforce training, and personal development.
4. Applied research to enhance instructional programs, student achievement, institutional effectiveness, public service activities, and professional development.

### Geographic Focus

Twenty-five counties in central/south central Nebraska.

### Governance

Public higher education institution governed by a regionally elected 11-member governing board.

### Values

Central Community College values:

- Diversity among Central Community College's students, Board of Governors, faculty, staff, and administrators.
- Fostering a commitment to lifelong learning.
- Partnerships that promote and create educational opportunities.
- Learner-centered environments that support holistic student development.
- Providing access to quality instructional programs and support services through:
  - o Affordable education and training.
  - o Multiple instructional delivery methods.
- Continuous quality improvement processes including data based decision-making.
- Integrity demonstrated through high ethical and professional standards.
- Risk taking, innovation, and creativity that builds on the Central Community College heritage while envisioning the College's future.

### Vision

Central Community College—the first choice for individuals seeking to improve their lives and careers through exemplary learning programs.

### College Goals

1. Provide teaching-learning experiences, systems, and processes that assure Central Community College students' success in achieving their stated educational goals.
2. Initiate distinctive systems and processes that complement student learning and support the mission of Central Community College.
3. Develop systems and processes that identify students' and other stakeholders' needs and measure the college's success in meeting identified needs.
4. Establish staffing and development standards, systems, and processes that demonstrate a high regard and appreciation of people and have a positive impact on student learning and support and other important college objectives.
5. Use leadership and communication structures, networks, and processes that effectively guide Central Community College in setting directions, making decisions, envisioning educational needs and opportunities, and building and sustaining a student-centered learning environment.
6. Provide student, faculty, and administrative support systems, processes, and resources that ensure an environment that encourages student learning.
7. Collect and analyze data and use measures of institutional effectiveness to drive performance improvement.
8. Create planning systems and processes that focus the college's resources on achieving its mission and vision.
9. Promote the development of collaborative relationships that support student learning at Central Community College.

### College Action Priorities

1. Design and implement a plan to improve student success rates in developmental reading and English.
2. Develop and implement a standardized collegewide student course assessment survey.
3. Complete the design and pilot testing of the employee professional development program.
4. Design and begin to implement a comprehensive college marketing plan.
5. Implement and evaluate the initial version of the college data dashboard (i.e., key performance measures).
6. Develop and pilot test a program review process for non-academic programs and units.

### Strategic Processes

Central Community College students, Board of Governors, faculty, administrators, and staff will collaborate in achieving the college's mission through the following strategic processes:

1. **Informing potential students of learning opportunities by:**
  - a. Analyzing public and business educational and training needs, and designing appropriate curriculum and delivery strategies.
  - b. Creating lifelong learning maps resulting in certificates, diplomas, and associate degrees that lead into occupational and/or professional careers.



- c. Promoting educational programs and class schedules to potential learners.
- d. Partnering with businesses, institutions, and agencies to create alternative learning experiences.
- 2. Providing access to learning experiences through:**
  - a. Affordable pricing.
  - b. Technology supported group/class activities, individualized learning processes, and distance delivery.
  - c. Classes scheduled for students at convenient times in environmentally safe, accessible, and aesthetically pleasing facilities.
- 3. Delivering, supporting, and validating teaching and learning in educational programs by:**
  - a. Encouraging higher orders of thinking and learning, advocating the free exchange of ideas, promoting appreciation for diversity, and fostering a global perspective.
  - b. Providing comprehensive learning and student support services.
  - c. Utilizing teaming concepts in student-centered learning activities.
  - d. Providing technologies that enhance student learning.
  - e. Assessing student learning and strategically adjusting curriculum, teaching, and learning support resources.
  - f. Utilizing quality improvement concepts to assess and modify educational programs and services.
- 4. Documenting learner attainment by:**
  - a. Validating learner achievement of institutional graduation requirements.
  - b. Awarding comprehensive associate degrees and occupationally focused diplomas and certificates to students who successfully complete required programs of study.
  - c. Providing transcripts of record for those who seek documentation of learning achievement.
- 5. Leading in the accomplishment of the college's mission by:**
  - a. Appropriately involving students, the Board of Governors, faculty, staff, and administrators in designing and utilizing effective learning processes and support structures.
  - b. Evaluating, planning, and allocating the utilization of resources to improve the quality of learning and to respond to future challenges and opportunities.
  - c. Providing evidence of student learning and teaching effectiveness.
  - d. Fostering and supporting the value of inquiry, creativity, social responsibility, and lifelong learning among the students, Board of Governors, faculty, staff, and administrators.
  - e. Maintaining high standards of integrity and professional conduct.

## Governance

Central Community College is governed by an 11-member Board of Governors. Two members are elected from each of five election districts. One member is elected at-large. Members are elected to four-year terms with no limit on the number of terms.

Current members, their home towns, occupations, and the years their terms expire are:

### District 1

Diane Keller, Harvard, hospital administrator, 2010  
Paul Krieger, Hastings, electrical contractor, 2008

### District 2

Vacant Position  
Merikay Gengenbach, Lexington, clinical nurse, 2008

### District 3

Harold McClure, Kearney, retired high school principal, 2008  
David Stubbs, Kearney, dental lab owner, 2010

### District 4

Tom Pirnie, Grand Island, trucking company owner, 2008  
Wayne Sages, Grand Island, corporate president, 2010

### District 5

Linda Aerni, Columbus, business owner and chief executive officer, 2010  
Bill Schneider, Columbus, insurance, 2008

### At-Large

Homer Pierce, Lexington, banker, 2008.

## Affirmative Action/Equal Opportunity

Central Community College does not discriminate on the basis of race, religion, national origin, gender, age, disability, marital status, or military veteran status as is defined by law in employment, admission, scholarship and financial aid programs or operation of its educational programs and activities as prescribed by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246 as amended, sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, the Age Discrimination Acts of 1974 and 1975, and other federal and state laws and regulations.

Individuals who need accommodations as defined by the Americans with Disabilities Act are invited to make those needs known to an academic adviser, registrar, or student services officer. Inquiries concerning the application of these laws and regulations may be directed to the Human Resources Office, Central Community College, P.O. Box 4903, Grand Island, NE 68802-4903; (308) 398-7325, or to the director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

The Central Community College Web site ([www.cccneb.edu](http://www.cccneb.edu)) About CCC > Consumer Information) provides information on the following topics: Student Right to

Know/Graduation/Completion Rates; Drug-Free Schools and Communities Act; Safety, Security and Substance Awareness; Voter Registration Form. Printed copies are available on CCC's campuses and centers or from the CCC Dean of Students' Office, P.O. Box 1024, Hastings, NE 68902.

### Disclaimer

This publication should not be considered a contract between Central Community College and any student. Central Community College reserves the right to make changes in costs, admission, regulations, and curriculum without notice or obligation.

### Waiver of Liability

Central Community College is not liable for damage, theft, or loss of personal property. Students are advised to check their family insurance for coverage.

### Student Grievance

Any student believing that he or she has been done an injustice through the action of an employee of Central Community College in matters relating to discrimination may register a grievance in accordance with the procedures available from the dean of students' office.

Nothing in the internal procedures of the college should be interpreted as limiting an individual's use of an external means in pursuing a grievance.

### Sexual Harassment

College policy defines and prohibits sexual harassment. Additional information is included in the college Student Handbook.

### Student Safety and Health

The college provides an education environment as free as possible from recognized hazards. Students and employees are expected to comply with all safety and health requirements whether established by the college or by federal, state, or local law.

Each campus has established a safety committee with the mission to create and preserve a safe and healthy environment for employees, students and visitors to each campus.

If a student, guest or visitor becomes ill, Central Community College reserves the right to call a physician or ambulance, if, in the judgment of a college official, the situation merits such action. You will be responsible for any costs related to medical or ambulance service.

### Smoking

Central Community College prohibits the use of all smokeable products and smokeless tobacco in all college buildings, facilities and vehicles. This action is in compliance with Nebraska R.S.S. 28-1327 and 28-1328 and rule 58 and 59 of the State Department of Health. While use of smokeable products and smokeless tobacco are prohibited in buildings, facilities and vehicles, these items are not prohibited on college property.

### Drug and Alcohol Awareness

Central Community College supports a program of substance abuse awareness through a campus contact referral person, cooperation with local services and chemical dependency agencies and information on the college Web site ([www.cccneb.edu](http://www.cccneb.edu) > About CCC > Consumer Information). Information provided includes the effects of substance abuse, laws and penalties regarding use of illicit drugs, college policies concerning substance abuse by students and a list of agencies that provide counseling and other rehabilitative services.

### Infectious Diseases

Central Community College recognizes that a student with an infectious disease may wish to continue to engage in as many normal pursuits as the condition allows, including educational experiences. The college recognizes that a student in this situation should be allowed to continue his or her education in the least restrictive environment as long as the condition is not a threat to the student, other students, employees, and persons coming in contact with the college. Central Community College recognizes that it should be sensitive to the condition of the student and insure that the student is treated consistently with other students and employees and every precaution should be taken to insure that a student's condition does not present a health and/or safety threat to other students and employees.

Copies of the college's Infectious Disease Procedures are available through the student services office on each campus or on the CCC Web site: [www.cccneb.edu](http://www.cccneb.edu).

# Program Information

| Prefix | Program/Courses  | Site      | Prefix | Program/Courses                                   | Site      |
|--------|--|-----------|--------|---|-----------|
|        | Academic Transfer .....                                | (C, G, H) | HVAC   | Heating, Air Conditioning and Refrigeration ..... | (G, H)    |
| ACCT   | Accounting .....                                       | (C, G, H) | HIST*  | History .....                                     | (C, G, H) |
| AGRI   | Agribusiness .....                                     | (C, H)    | HMRM   | Hospitality Management and Culinary Arts .....    | (H)       |
| AGRI*  | Agriculture—Transfer .....                             | (C, H)    | HUSR   | Human Services .....                              | (G, H)    |
| ANTH*  | Anthropology .....                                     | (C)       | HUMS*  | Humanities .....                                  | (C)       |
| AUTB   | Auto Body Technology .....                             | (H)       | INDT   | Industrial Technology .....                       | (C, G, H) |
| AUTO   | Automotive Technology .....                            | (C, G, H) | INFO   | Information Technology .....                      | (C, G, H) |
| AVOR   | Avocational/Recreational .....                         | (C, G, H) | LIBR   | Library Technical Assistant .....                 | (C, G, H) |
| BIOS*  | Biological Science .....                               | (C, G, H) | MACH   | Machine Tool Technology .....                     | (C, H)    |
| MART   | Broadcasting (See Media Arts) .....                    | (H)       | MATH*  | Mathematics .....                                 | (C, G, H) |
| BSAD*  | Business Administration-Transfer .....                 | (C, G, H) | MART   | Media Arts .....                                  | (H)       |
| BSAD   | Business Administration/Accounting .....               | (C, G, H) | MEDA   | Medical Assisting .....                           | (H)       |
| OFFT   | Business Technology (Office Technology) .....          | (C, G, H) |        | Medical Records .....                             | (H)       |
| CHEM*  | Chemistry .....  | (C, G, H) |        | (See Health Information Management Services)      |           |
| EIGT   | Commercial Art (Electronic Imaging and Graphics) ..... | (C)       | MEDT   | Medical Laboratory Technician .....               | (H)       |
| COMH   | Commercial Horticulture .....                          | (H)       | MUSC*  | Music .....                                       | (C)       |
| COMM*  | Communications .....                                   | (C, G, H) | ADNR   | Nursing - Associate Degree Nursing .....          | (C, G)    |
| CNST   | Construction .....                                     | (H)       | LPNR   | Practical Nursing .....                           | (C, G, K) |
| CRIM   | Criminal Justice .....                                 | (G)       | LEGA   | Paralegal Studies .....                           | (G)       |
| CRIM*  | Criminal Justice-Transfer .....                        | (G)       | PDSM   | Parts Sales and Management .....                  | (H)       |
| DENT   | Dental Assisting .....                                 | (H)       | PRDV   | Personal Development .....                        | (C, G, H) |
| DENH   | Dental Hygiene .....                                   | (H)       | PHIL*  | Philosophy .....                                  | (C, G, H) |
| DSLT   | Diesel Technology .....                                | (H)       | PHED*  | Physical Education and Recreation .....           | (C)       |
| DRAF   | Drafting Occupations .....                             | (C, G, H) | PHYS*  | Physical Sciences .....                           | (C, G, H) |
| ECED   | Early Childhood Education .....                        | (C, G, H) | POLS*  | Political Science .....                           | (C, G, H) |
| ECON*  | Economics .....  | (C, G, H) | MART   | Printing (See Media Arts) .....                   | (H)       |
| EDUC*  | Education .....  | (C, G, H) | PSYC*  | Psychology .....                                  | (C, G, H) |
| ELTR   | Electrical Technology .....                            | (C, G, H) | QUCT   | Quality Control .....                             | (C)       |
| ELNS   | Electronics Technology .....                           | (C, G, H) | SOCI*  | Sociology .....                                   | (C, G, H) |
| ENGL*  | English .....  | (C, G, H) | SPAN*  | Spanish .....                                     | (C, G, H) |
| ESLX   | English as a Second Language .....                     | (C, G, H) | SPCH*  | Speech .....                                      | (C, G, H) |
| ENTR   | Entrepreneurship .....                                 | (C, G, H) | THEA*  | Theater .....                                     | (C)       |
| GEOG*  | Geography .....  | (C, G, H) | TRUK   | Truck Driving .....                               | (H)       |
| HIMS   | Health Information Management Services .....           | (H)       | ARTS*  | Visual Arts .....                                 | (C)       |
| HLTH   | Health Services and Safety .....                       | (C, G, H) | WELD   | Welding .....                                     | (C, H)    |

**C=Columbus; G=Grand Island;**

**H=Hastings; K=Kearney**

**\*Academic Transfer Courses**

## New Programs And Courses

Central Community College conducts studies to determine the interest in and the feasibility of offering programs of study not previously offered. If you are interested in enrolling in a program not currently offered, please direct your inquiries to the Admissions Office closest to your home town.

## Courses Common To All Programs

**Cooperative Education/Internship**—All Cooperative Education/Internship courses have the following course description:

### 186.0 Cooperative Education/Internship I 8

*Prereq. Consent of Cooperative Education Director*  
A series of planned and supervised activities in an actual work situation. The employment must be directly related to the student's program of study. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1, 6-1, 7-1, 8-1. (0/0/0/480)

### 286.0 Cooperative Education/Internship II 8

*Prereq. Consent of Cooperative Education Director*  
A series of planned and supervised activities in an actual work situation. The employment must be directly related to the student's program of study. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1, 6-1, 7-1, 8-1. (0/0/0/480)

**Workshops**—All Workshop courses have the following course description:

### 198.0 Workshop in \_\_\_\_\_ 18

Workshops provide for learning experiences which are responsive to educational needs of a changing society; course may be repeated. Unit Credits: 1-1/4, 2-1/2, 4-1, 5-1 1/2, 6-2, 7-3, 8-4, 9-5. (270/0/0/0)

### 298.0 Workshop in \_\_\_\_\_ 18

Workshops provide for learning experiences which are responsive to educational needs of a changing society; course may be repeated. Unit Credits: 1-1/4, 2-1/2, 4-1, 5-1 1/2, 6-2, 7-3, 8-4, 9-5. (270/0/0/0)

**Special Topics**—All Special Topics courses have the following course description:

### 199.0 Special Topics in \_\_\_\_\_ 4

*Prereq. Consent of adviser, instructor supervising the study, and the associate dean*  
Investigation, study, and research in a concept or problem concerning the student's educational or professional interest relating to the student's program of study; course may be repeated. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

### 299.0 Special Topics in \_\_\_\_\_ 4

*Prereq. Consent of adviser, instructor supervising the study, and the associate dean*

Investigation, study, and research in a concept or problem concerning the student's educational or professional interest relating to the student's program of study; course may be repeated. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

## Terms and Symbols

The following definitions and descriptions are provided to assist you in selecting and planning your course of study at Central Community College.

**Declared Major**—The program area in which the student plans to study.

**Required Course**—Courses identified by the college that a student is required to take and pass in order to meet the graduation requirement in a specified program.

**Program Electives**—The number of credit hours in a specified program that a student, with adviser approval, may select as part of the course of study.

**Student Electives**—The number of credit hours in a specified program that a student, with adviser approval, may select as part of the course of study.

**General Education and Related Studies**—There is an increased recognition of the importance of the ability to think, reason, compute, communicate, and adapt to change if workers at all levels are to remain employable and cope with the expanding knowledge base. General education and related studies provide opportunities to learn these skills and to develop a basic foundation for the pursuit of more advanced occupational goals.

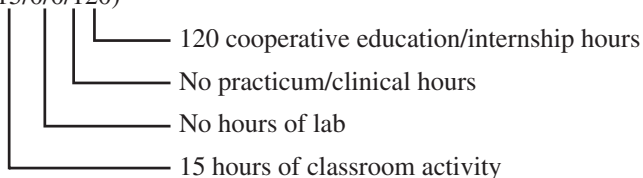
**Academic Support**—Any non-vocational/technical credit course weighted at 1.00 and with a number of 100.0 or greater.

**Course Numbers**—Courses are identified by a combination of letters and numbers. The letters are the prefix of the college program with which the course is identified, e.g., BSAD is the letter prefix for Business Administration. The numbers that follow the letters identify the course within the program, 0-99.9, designates developmental/foundation courses, 198.0 and 298.0 designate workshops, 100.0-199.9 are considered first-year courses, 200.0-299.0 are designated as advanced or second year courses, and 700.0-899.9 course numbers identify non-credit courses.

**Contact Hours**—The series of numbers in parenthesis following the course description tells the number of clock hours you should plan to spend in class, laboratory, cooperative education/internship, and/or practicum/clinical experience. Following are two examples:

(30/45/0/0)  
 \_\_\_\_\_ No cooperative education/internship hours  
 \_\_\_\_\_ No practicum/clinical hours  
 \_\_\_\_\_ 45 hours of lab  
 \_\_\_\_\_ 30 hours of classroom activity

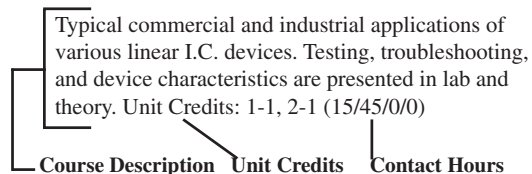
(15/0/0/120)



**Credit-Hours**—Central Community College utilizes the semester calendar. Credit-hour designations are always in semester-hour credits. The number(s) following the course title identifies the semester credit value of the course.

**Course Units**—Following the course description, the unit credits are listed. The first number is the unit number, the number following the dash is the amount of credit that unit is worth. The following is a sample course description.

| Course Number | Course Title                     | Credit Hours |
|---------------|----------------------------------|--------------|
| ELNS 152.0    | Linear<br>Integrated<br>Circuits | 2            |



# General Education

## Definition of General Education

Central Community College defines general education as a comprehensive body of essential knowledge which promotes intellectual inquiry, citizenship, and diverse values.

## Philosophy of General Education

General education courses introduce students to knowledge and skills that enable them to fulfill educational and occupational goals while at the same time enlighten them about social and cultural aspects of life. Drawing from the social and behavioral sciences, the humanities and fine arts, as well as mathematics and the natural sciences, Central Community College Board of Governors, administrators, and faculty have designed a curriculum which empowers our graduates to:

- Establish and attain realistic goals.
- Prosper in a complex and changing society.
- Think independently.
- Value logical and tested conclusions.
- Appreciate diverse cultural heritages.
- Communicate fluently.
- Apply numerical and computational concepts.
- Utilize critical thinking skills in solving problems.



# Associate of Arts Degree (A.A.)

The Associate of Arts degree is for students who plan to complete the first two years of a bachelor's degree at Central Community College before transferring to a four-year college or university. Central Community College works closely with other colleges to facilitate the acceptance of credits. As a result, our students may transfer up to 66 credit-hours. The Associate of Arts degree requires 60 semester-hours of credit. Students are advised to register for and complete an entire course as partial course credits may not fulfill receiving institutions requirements. Most four-year colleges will not accept grades below a "C" for transfer. A student must complete an average of 16 hours of credit a semester to graduate in four semesters. Students are encouraged to meet with their adviser to determine a program of transfer courses which meet the receiving institution's requirements from the following selected fields of study. Central Community College general education requirements must include courses selected from the program guide shown below.

## Central Community College A.A. Degree Requirements

A minimum of 60 semester credit hours is required for the Associate of Arts Degree. The student must meet all the college graduation requirements. Students are advised to register for and complete an entire course, since receiving institutions may not grant credit for courses taken in more than one part. Credits needed to fulfill the general education and degree requirements, as agreed upon by the receiving institution, should be selected from the following list and the Academic Transfer Course List found on pages 33-34. Below is a typical planning guide for an Associate of Arts degree. Students should make course selections in consultation with the institution in which they plan to complete their baccalaureate program. Institutions have varied requirements.

|                          |       |                     |          |
|--------------------------|-------|---------------------|----------|
| <b>I. Communications</b> |       |                     | <b>6</b> |
| ENGL                     | 101.0 | English Composition | 3        |
| ENGL                     | 102.0 | Writing & Research  | 3        |
| SPCH                     | 111.0 | Public Speaking     | 3        |
| SPCH                     | 140.0 | Oral Communication  | 3        |

## **II. Humanities or Personal Development** **8**

*Select courses from at least two of the areas listed below.*

|                                |       |                                 |   |
|--------------------------------|-------|---------------------------------|---|
| <b>A. Fine Arts</b>            |       |                                 |   |
| ARTS                           | 101.0 | Introduction to the Visual Arts | 3 |
| ARTS                           | 125.0 | Art Fundamentals                | 3 |
| HUMS                           | 110.0 | Introduction to the Humanities  | 3 |
| MUSC                           | 101.0 | Introduction to Music           | 3 |
| MUSC                           | 270.0 | History of Jazz                 | 3 |
| THEA                           | 101.0 | Introduction to Theater         | 3 |
| <b>B. Literature</b>           |       |                                 |   |
| ENGL                           | 210.0 | Introduction to Literature      | 3 |
| ENGL                           | 234.0 | American Literature             | 3 |
| ENGL                           | 237.0 | Non-Western Literature          | 3 |
| <b>C. History</b>              |       |                                 |   |
| HIST                           | 170.0 | World Civilization I            | 3 |
| HIST                           | 171.0 | World Civilization II           | 3 |
| HIST                           | 201.0 | American History I              | 3 |
| HIST                           | 202.0 | American History II             | 3 |
| <b>D. Personal Development</b> |       |                                 |   |
| PHED                           | 140.0 | Personal Health                 | 3 |
| PRDV                           | 109.0 | College Foundations             | 3 |
| <b>E. Philosophy</b>           |       |                                 |   |
| HUMS                           | 220.0 | Introduction to Women's Studies | 3 |
| PHIL                           | 115.0 | Critical and Creative Thinking  | 3 |
| PHIL                           | 265.0 | Introduction to Ethics          | 3 |

## **III. Mathematics & Science** **7**

|   |       |                                     |   |
|---|-------|-------------------------------------|---|
| <b>A. Mathematics (must be Math 115 or above)</b> |       |                                     |   |
| MATH  | 115.0 | College Algebra                     | 3 |
| MATH  | 138.0 | Trigonometry                        | 2 |
| MATH  | 141.0 | Pre-Calculus                        | 5 |
| MATH  | 200.0 | Mathematics for Elementary Teachers | 3 |
| MATH  | 202.0 | Applied Statistics                  | 3 |
| MATH  | 204.0 | Applied Calculus                    | 3 |
| MATH  | 206.0 | Analytic Geometry/Calculus I        | 5 |
| <b>B. Science (Including one lab course)</b>      |       |                                     |   |
| *BIOS   | 101.0 | General Biology                     | 4 |
| BIOS  | 102.0 | Human Biology                       | 3 |
| BIOS  | 106.0 | The Earth and Its Environment       | 3 |
| *BIOS   | 109.0 | General Botany                      | 4 |
| *BIOS   | 112.0 | Principles of Zoology               | 4 |
| *BIOS   | 225.0 | General Anatomy & Physiology I      | 4 |
| BSAD  | 202.0 | Business Statistics                 | 3 |
| *CHEM   | 105.0 | Elements of Chemistry               | 4 |
| *CHEM   | 109.0 | General Chemistry I                 | 5 |
| *PHYS   | 110.0 | Physical Science                    | 4 |
| *PHYS   | 150.0 | Physical Geography                  | 4 |
| PHYS  | 157.0 | Physical Geology                    | 3 |
| *PHYS   | 141.0 | General Physics I                   | 5 |
| *PHYS   | 211.0 | General Physics I With Calculus     | 5 |

*\* Designates laboratory courses*

## Associate of Arts Degree (A.A.)

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### IV. Social/Behavioral Science

*Select course from at least two of the areas listed below.*

#### A. Anthropology

ANTH 110.0 Introduction to Anthropology 3

#### B. Economics

ECON 110.0 Economic Understanding 3

ECON 211.0 Principles of Macroeconomics 3

ECON 212.0 Principles of Microeconomics 3

#### C. Geography

GEOG 140.0 Cultural Geography 3

#### D. Political Science

POLS 100.0 American Government 3

POLS 160.0 International Relations 3

#### E. Psychology

PSYC 101.0 Psychology of the Family 3

PSYC 181.0 Introduction to Psychology 3

PSYC 289.0 Developmental Psychology 3

#### E. Sociology

SOCI 101.0 Introduction to Sociology 3

SOCI 201.0 Social Problems 3

SOCI 215.0 Issues of Unity and Diversity 3

### V. Foreign Language

**0-6**

SPAN 201.0 Intermediate Spanish I 3

SPAN 202.0 Intermediate Spanish II 3

Credits to fulfill the Associate of Arts Degree requirements selected from the Academic Transfer list on pages 33-34 or courses agreed upon by the receiving institutions for transfer into specific programs at their institution 30

**Total Credits for Associate of Arts Degree 60**

### Nebraska Transfer Initiative

Listed on the following pages are courses that have been accepted by the Nebraska Transfer Initiative participants to insure direct course transfer (see page 10 for more details.) To assist with the selection of courses appropriate for the transfer receiving institution, students planning to complete the Associate of Arts Degree and who wish to participate in the Nebraska Transfer Initiative should meet with their adviser and contact the institution to which he/she plans to transfer.



# NEBRASKA COMMUNITY COLLEGES INITIATIVE

## ASSOCIATE OF ARTS ARTICULATION MATRIX

| CORE AREA                        | ENGLISH  | SPEECH   | FINE ARTS 3.0 SEMESTER HOURS                        |   |   | BUSINESS CLASSES                                 |  |   |   |  |
|----------------------------------|--|--|---|---|---|--|--|---|---|--|
|                                  | ENGL1010<br>English<br>Composition<br>3.0 cr. hrs. | SPCH1110<br>Public<br>Speaking<br>3.0 cr. hrs. | ARTS1010<br>Intro to Visual<br>Arts<br>3.0 cr. hrs. | MUSC1010<br>Intro to<br>Music<br>3.0 cr. hrs. | THEA1010<br>Intro to<br>Theatre<br>3.0 cr. hrs. | BSAD1050<br>Intro to<br>Business<br>3.0 cr. hrs. | BSAD2520<br>Principles of<br>Marketing<br>3.0 cr. hrs. | BSAD2540<br>Principles of<br>Management<br>3.0 cr. hrs. | ACCT1200<br>Principles of<br>Accounting I<br>3.0 cr. hrs. | ACCT1210<br>Principles of<br>Accounting II<br>3.0 cr. hrs. |
| <u>RECEIVING<br/>INSTITUTION</u> |  |  |   |   |   |  |  |   |   |  |
| Bellevue University              | EN101  | CA103  | Art Elective  | No Equivalent                                 | No Equivalent                                   | BA101  | BA252  | BA232   | AC205   | AC206  |
| Chadron State College            | ENG135   | SP135  | No Equivalent                                       | MUS235  | TH235   | N/A  | MKTG231  | MGMT230   | ACTG241   | ACTG242  |
| Clarkson College                 | EN101  | CA120  | No Equivalent                                       |   |   |  |  |   |   |  |
| College of Saint Mary            | ENG101   | CAC310   | Art200  |   |   |  |  |   |   |  |
| Concordia University             | ENG102   | CTA103   | ART101  | MU101   | CTA151  |  |  |   |   |  |
| Dana College                     | 21.103   | 1511 6   | Gen. Ed.  | MUS209  | Gen. Ed.  | Elective   | BUS311   | BUS303  | ACC101  | ACC102   |
| Doane College                    | ENG101   | CMS105   | ART204  | FAR103  | THE101  | No Equivalent                                    | BUS251   | BUS242  | ACC103  | ACC104   |
| Grace University                 | EN101,102  | SP120  | No Equivalent                                       | MU211   | COM360  | BU101  | BU312  | N/A   | BU201   | BU202  |
| Hastings College                 | ENG100   | SPH100   | ART200  | MU200 (2 cr)                                  | THR200 (2 cr)                                   | N/A  | BUS340   | BUS330  | ACC100  | ACC110   |
| Midland Lutheran                 | ENG101   | SPE110   | ART120  |   |   |  |  |   |   |  |
| Nebraska Christian College       | ENG101   | SP101  | ART100  |   |   | N/A  | N/A  | AM350   | N/A   | N/A  |
| Nebraska Methodist College       | CM101  | CM205  | No Equivalent                                       | No Equivalent                                 | No Equivalent                                   | N/A  | N/A  | N/A   | N/A   | N/A  |
| Nebraska Wesleyan University     | ENG001   | COMM001  | Fulfill Fine Art Requirement                        | MUS013  | THTRE001  | Technical Credit                                 | BUSAD115   | BUSAD100  | ACCT031   | ACCT032  |
| Peru State College               | English 101  | Speech 152                                     | Art 206   | MUSC211                                       | SPCH232   | Elective   | BUS328   | Elective  | Bus231  | BUS232   |
| Union College                    | ENGL111  | COMM105  | ART104  |   |   | BUAD Dynamics of Business                        | Elective   | Elective  | ACCT211   | ACCT212  |
| UNK                              | ENGL101  | SPCH100  | ART120  | MUS100  | THEA120   | BSAD115  | Elective   | Elective  | BACC250   | BACC251  |
| UNL                              | ENGL150  | COMM209  | Gen. Hrs. Cr.                                       | MUNM276G                                      | THEA112   | 100 Level Bus Elective                           | MRKT341  | MNGT320   | ACCT201   | ACCT202  |
| UNO                              | ENGL115  | SPCH 1110                                      | ART 1010  | MUS1090                                       | DART1010  | Bus Elective                                     | N/A  | N/A   | ACCT2010  | ACCT2020   |
| Wayne State                      | ENG102   | CNA100   | ART100  | MUS100  | CNA101  | BUS124   | N/A  | N/A   | BUS240  | BUS241   |
| York College                     | ENG113   | COM113   | ART203  | MUS203  | COM173  | BUS133   | MKT323   | MGM313  | ACC213  | ACC223   |

# NEBRASKA COMMUNITY COLLEGES INITIATIVE

## ASSOCIATE OF ARTS ARTICULATION MATRIX

| CORE AREA                    | HISTORY - 3.0 CR. HRS                              |  | DIVERSITY  | MATH   | HUMANITIES - 3.0 CREDIT HOURS                      |  |  |  |
|------------------------------|--|--|--|--|--|--|--|--|
|                              | HIST2010<br>American<br>History I<br>3.0 cr. hrs.  | HIST2020<br>American<br>History II<br>3.0 cr. hrs. | SOCI2150<br>Issues of Unity<br>& Diversity<br>3.0 cr. hrs. | MATH1150<br>College<br>Algebra<br>3.0 cr. hrs. | ENGL2100<br>Intro to<br>Literature<br>3.0 cr. hrs. | PHIL2610<br>Comparative<br>Religions<br>3.0 cr. hrs. | HUMS1100<br>Intro to<br>Humanities<br>3.0 cr. hrs. | PHIL1150<br>Critical &<br>Creative<br>Thinking<br>3.0 cr. hrs. |
| RECEIVING<br>INSTITUTION     |  |  |  |  |  |  |  |  |
| Bellevue University          | HI151  | HI152  | SOC Elective   | MA102  | EN110  | PH215  | HU101  | PH103  |
| Chadron State College        | HIST231  | HIST232  | SOC335   | MATH141  | ENG233   | HUM335   | HUM231   | PHIL333  |
| Clarkson College             | HI201  | HI202  | No Equivalent  | MA120  | No Equivalent                                      | PL201  | No Equivalent                                      | PL330  |
| College of Saint Mary        | HPS131   | HPS132   | PSY/EDU 475  | MTH114   | ENG105 or 106                                      | THE104   | Elective   | PHL110   |
| Concordia University         | HIST115  | HIST115  | No Equivalent  | Math 132                                       | ENG201   | THEO390  | No Equivalent                                      | No Equivalent  |
| Dana College                 | HIS103   | HIS104   | Gen. Ed.   | 30122  | ENG120   | 38111  | Gen. Ed.   | Gen. Ed.   |
| Doane College                | HIS205   | HIS206   | ANT/SPC 308  | MTH105   | ENG237   | Pre323 (Doane-                                       | No Equivalent<br>Lincoln only)                     | No Equivalent  |
| Grace University             | SS431  | SS432  | ED203  | MA201  | HU381 or<br>HU382                                  | HU321  | HU 100   | HU414  |
| Hastings College             | HIS251   | HIS253   | No Equivalent  | No Equivalent                                  | ENG110   | PHIL Elective  | No Equivalent                                      | Any course in<br>PHL   |
| Midland Lutheran             | HIS205   | HIS207   | SOC210   | Math140  | ENG110   | REL240   | HIS260   | No Equivalent  |
| Nebraska Christian College   | HS205  | HS206  | SS118, 119,<br>120   | Math 1140                                      | ENG102   | MI206  | MU101  | PHI310   |
| Nebraska Methodist College   | No Equivalent                                      | No Equivalent                                      | HU130  | No Equivalent                                  | No Equivalent                                      | No Equivalent  | No Equivalent                                      | CM201  |
| Nebraska Wesleyan University | HIST001  | HIST002  | Elective   | Math 010                                       | Elective   | RELIG120   | Elective   | PHIL101  |
| Peru State College           | History 113  | History 114  | Sociology 370  | Math 112                                       | English 202  | Sociology 321  | Elective   | Elective   |
| Union College                | HIST255  | HIST455  | SOCI227  | MATH111  | ENGL235  | RELT147  | HMNT305  | No Equivalent  |
| UNK                          | HIST250  | HIST251  | Elective   | MATH102  | ENG254   | Elective   | Hum. Elective                                      | Elective<br>General Studies                                    |
| UNL                          | HIST201  | HIST202  | SOCI217  | MATH101  | ENGL180  | Gen. Hrs. Cr.  | Gen. Hrs. Cr.                                      | Gen. Hrs. Cr.  |
| UNO                          | HIST 1110  | HIST 1120  | BGS CREDIT   | MATH 1320<br>or GET 1010                       | ENGL 2300  | REL CREDIT   | ELECTIVE   | BGS CREDIT   |
| Wayne State                  | HIS 180<br>Only 3 crs.<br>from this<br>block apply | HIS 181  | Soc Elective   | MATH115  | ENG150   | PHE130   | No Equivalent                                      | No Equivalent  |
| York College                 | HST213   | HSST223  | EDU343<br>(LD credit only)                                 | MTH173   | Sub<br>ENGL213/223                                 | No Equivalent  | Sub MUS203   | No Equivalent  |

# NEBRASKA COMMUNITY COLLEGES INITIATIVE

## ASSOCIATE OF ARTS ARTICULATION MATRIX

| CORE AREA                                   | SOCIAL SCIENCE-3.0 credit hours                    |   | ECON/POLITICAL SCIENCE - 3.0 CREDIT HOURS          |  |  | SCIENCE - 7.0 CREDIT HOURS                        |   |   |
|---|--|---|--|--|--|---|---|---|
|   | PSYC1810<br>Intro to<br>Psychology<br>3.0 cr. hrs. | SOCI1010<br>Intro to<br>Sociology<br>3.0 cr. hrs. | POLS1000<br>American<br>Government<br>3.0 cr. hrs. | POLS1600<br>International<br>Relations<br>3.0 cr. hrs. | ECON2110<br>Macroeconomics<br>3.0 cr. hrs. | ECON2120<br>Microeconomics<br>3.0 cr. hrs.        | BIOS1010<br>General<br>Biology<br>3.0 cr. hrs.    | PHYS1100<br>Physical<br>Science<br>4.0 cr. hrs. |
| <b>RECEIVING<br/>INSTITUTION</b>            |  |   |  |  |  |   |   |   |
| <b>Bellevue<br/>University</b>              | PY101  | S0101   | PS102  | Econ Elective  | EC201                                      | EC202   | BI101   | PC101   |
| <b>Chadron<br/>State College</b>            | PSYC131  | SOC231  | PS231  | PS332  | ECON231                                    | ECON232   | BIOL 136 &<br>136L                                | PHYS135   |
| <b>Clarkson<br/>College</b>                 | PY101  | S0101   | GV101  | No Equivalent  | BU200                                      | BU202   | BI0117  | No Equivalent                                   |
| <b>College of<br/>Saint Mary</b>            | PSY101   | SOC101  | HPS110   | HPS110   | ECO131                                     | ECO132  | BI0110 &111                                       | Science<br>Gen. Ed.                             |
| <b>Concordia<br/>University</b>             | PSY101   | SOC101  | PS111  | No Equivalent  | ECON101                                    | ECON102   | Science<br>Gen. Ed.                               | Science<br>Gen. Ed.                             |
| <b>Dana<br/>College</b>                     | 37101  | 40103   | 36217  | Elective   | 18201                                      | 18202   | 12121   | 32112   |
| <b>Doane<br/>College</b>                    | PSY117   | SOC109  | PSI101   | PSI214   | ECO203                                     | ECO204  | BI0101  | PHS105  |
| <b>Grace<br/>University</b>                 | SS100  | SS222   | SS 433   | BU402  | SS202                                      | SS201   | SCI341  | SCI342  |
| <b>Hastings<br/>College</b>                 | PSY100   | SOC200  | PSL100   | No Equivalent  | ECO213                                     | ECO211  | BI0101 or<br>BI0300                               | PHY201,<br>CHM 124/136<br>SCI223/232            |
| <b>Midland<br/>Lutheran</b>                 | PSY120   | SOC130  | HIS207   | N/A  | ECO201                                     | ECO202  | BI0103  | PHY151  |
| <b>Nebraska<br/>Christian<br/>College</b>   | PS101  | SOC2100   | POLS1110   | POS110   | ECON2130                                   | ECON2140  | BIOS1010  | PHY1010   |
| <b>Nebraska<br/>Methodist<br/>College</b>   | SS101  | SS120   | No Equivalent                                      | No Equivalent  | No Equivalent                              | No Equivalent                                     | No Equivalent                                     | No Equivalent                                   |
| <b>Nebraska<br/>Wesleyan<br/>University</b> | PSYCH001 002<br>SS Requirement                     | SOC003  | POLSC001   | POLSC009   | ECON053                                    | ECON054   | BI0001  | Fulfills Natural<br>Science<br>Requirement      |
| <b>Peru State<br/>College</b>               | Psychology 121                                     | Sociology 201                                     | Political<br>Science 201                           | No Equivalent  | Economics 222                              | Economics 221                                     | ELECTIVE  | ESCI206   |
| <b>Union<br/>College</b>                    | PSY205   | SOCI105   | PLSC205  | No Equivalent  | ECON236                                    | ECON235   | BIOL151   | PHYS111   |
| <b>UNK</b>                                  | PSY203   | SOC100  | PSCI110  | PSCI168  | ECON270                                    | ECON271   | BIOL103   | PHYS100   |
| <b>UNL</b>                                  | PSYC181  | SOCI101   | POLS100  | POLS160  | ECON211                                    | ECON212   | BIOS101 +<br>101L                                 | Gen. Sc. Credit                                 |
| <b>UNO</b>                                  | PSYC 1010  | SOC101  | PSCI 1100  | PSCI 2210  | ECON 2220                                  | ECON 2200   | BIOL 1020   | Elec Gen Ed                                     |
| <b>Wayne State</b>                          | PSY101<br>Only 3 crs.<br>from this<br>block apply  | SOC101<br>Only 3 crs.<br>from this<br>block apply | POS100<br>Only 3 crs.<br>from this<br>block apply  | POS110<br>Only 3 crs.<br>from this<br>block apply      | ECO202                                     | ECO203<br>Only 3 crs.<br>from this<br>block apply | BI0102<br>Only 3 crs.<br>from this<br>block apply | Phys. Sc.<br>Requirement                        |
| <b>York College</b>                         | PSY113   | SOC113  | POL123   | No Equivalent  | ECO233                                     | ECO243  | BI0154 or<br>NSC163                               | NSC153  |

# Associate of Science Degree (A.S.)

The Associate of Science degree is a transfer program option for students who plan to obtain bachelor's degrees, especially in the areas of science, mathematics, engineering and other pre-professional programs. Central Community College general education requirements must be selected from the Associate of Science program guide shown below. Students are encouraged to meet with their adviser to determine a program of transfer courses which meet the receiving institution requirements in the following fields of study.

## Central Community College A.S. Degree Requirements

A minimum of 60 semester credit hours is required for the Associate of Science Degree. The student must meet all the college graduation requirements. Students are advised to register for and complete an entire course as partial course credits may not fulfill receiving institutions requirements. Credits needed to fulfill the general education and degree requirements, as agreed upon by the receiving institution, should be selected from the following list and the Academic Transfer Course List found on pages 33-34. Below is a typical planning guide for an Associate of Science degree. Students should make course selections in consultation with the institution in which they plan to complete their baccalaureate program. Institutions have varied requirements.

|   |       |                                 |           |
|---|-------|---------------------------------|-----------|
| <b>I. Communications</b>                              |       |                                 | <b>6</b>  |
| ENGL  | 101.0 | English Composition             | 3         |
| ENGL  | 102.0 | Writing & Research              | 3         |
| ENGL  | 123.0 | Business Communication          | 3         |
| ENGL  | 124.0 | Technical Communications        | 3         |
| SPCH  | 111.0 | Public Speaking                 | 3         |
| SPCH  | 140.0 | Oral Communication              | 3         |
| <b>II. Humanities, Social and Behavioral Sciences</b> |       |                                 | <b>12</b> |
| A. Fine Arts  |       |                                 |           |
| ARTS  | 101.0 | Introduction to the Visual Arts | 3         |
| HUMS  | 110.0 | Introduction to Humanities      | 3         |
| HUMS  | 220.0 | Introduction to Women's Studies | 3         |
| MUSC  | 101.0 | Introduction to Music           | 3         |
| THEA  | 101.0 | Introduction to Theater         | 3         |
| B. Literature   |       |                                 |           |
| ENGL  | 210.0 | Introduction to Literature      | 3         |
| ENGL  | 234.0 | American Literature             | 3         |
| ENGL  | 237.0 | Non-Western Literature          | 3         |
| C. History  |       |                                 |           |
| HIST  | 170.0 | World Civilization I            | 3         |
| HIST  | 171.0 | World Civilization II           | 3         |
| HIST  | 201.0 | American History I              | 3         |
| HIST  | 202.0 | American History II             | 3         |
| D. Sociology  |       |                                 |           |
| ANTH  | 110.0 | Introduction to Anthropology    | 3         |
| SOCI  | 101.0 | Introduction to Sociology       | 3         |

|                      |       |                              |   |
|----------------------|-------|------------------------------|---|
| SOCI                 | 201.0 | Social Problems              | 3 |
| E. Political Science |       |                              |   |
| POLS                 | 100.0 | American Government          | 3 |
| POLS                 | 160.0 | International Relations      | 3 |
| F. Psychology        |       |                              |   |
| PSYC                 | 101.0 | Psychology of the Family     | 3 |
| PSYC                 | 181.0 | Introduction to Psychology   | 3 |
| PSYC                 | 289.0 | Developmental Psychology     | 3 |
| G. Economics         |       |                              |   |
| ECON                 | 211.0 | Principles of Macroeconomics | 3 |
| ECON                 | 212.0 | Principles of Microeconomics | 3 |
| H. Philosophy        |       |                              |   |
| PHIL                 | 115.0 | Critical & Creative Thinking | 3 |
| PHIL                 | 265.0 | Introduction to Ethics       | 3 |

## III. Mathematics and Science 12-16

*A minimum of five hours in mathematics selected from:*

|  |       |                                    |   |
|--|-------|------------------------------------|---|
| MATH   | 115.0 | College Algebra                    | 3 |
| MATH   | 138.0 | Trigonometry                       | 2 |
| (No duplicate credit for MATH 141.0 with MATH 115.0, MATH 138.0) |       |                                    |   |
| MATH   | 141.0 | Pre-Calculus                       | 5 |
| MATH   | 202.0 | Applied Statistics                 | 3 |
| MATH   | 204.0 | Applied Calculus                   | 3 |
| MATH   | 206.0 | Analytic Geometry and Calculus I   | 5 |
| MATH   | 207.0 | Analytic Geometry and Calculus II  | 5 |
| MATH   | 208.0 | Analytic Geometry and Calculus III | 5 |
| MATH   | 221.0 | Differential Equations             | 3 |

*A minimum of four hours in a lab science course selected from:*

|       |       |                                  |   |
|-------|-------|----------------------------------|---|
| *BIOS | 101.0 | General Biology                  | 4 |
| *BIOS | 109.0 | General Botany                   | 4 |
| *BIOS | 112.0 | Principles of Zoology            | 4 |
| *BIOS | 225.0 | General Anatomy & Physiology I   | 4 |
| *BIOS | 226.0 | General Anatomy & Physiology II  | 4 |
| *BIOS | 242.0 | Principles of Genetics           | 4 |
| *CHEM | 105.0 | Elements of Chemistry            | 4 |
| *CHEM | 106.0 | Basics of Organic Chemistry      | 4 |
| *CHEM | 109.0 | General Chemistry I              | 5 |
| *CHEM | 110.0 | General Chemistry II             | 5 |
| *CHEM | 251.0 | Organic Chemistry I              | 5 |
| *CHEM | 252.0 | Organic Chemistry II             | 5 |
| *PHYS | 110.0 | Physical Science                 | 4 |
| *PHYS | 141.0 | General Physics I                | 5 |
| *PHYS | 150.0 | Physical Geography               | 4 |
| *PHYS | 211.0 | General Physics I with Calculus  | 5 |
| *PHYS | 212.0 | General Physics II with Calculus | 5 |

*\*Designates laboratory courses*

## Credits to fulfill the Associate Degree Requirements

(as agreed upon by the receiving institution): 30

**Total Credits for Associate of Science Degree** **60**

*Students interested in pursuing a baccalaureate degree in Agriculture see the Agriculture Occupations section.*

# Academic Transfer Course List

Please note: The courses listed below typically transfer to four-year senior institutions. However, transfer of specific courses varies with individual senior institutions. A student should work closely with an adviser and personnel at the college to which he/she plans to transfer. Additional Central Community College courses may transfer to some institutions for some baccalaureate programs. Students should check with the receiving institution to verify specific course transfer status.

## Accounting

|      |       |                             |   |
|------|-------|-----------------------------|---|
| ACCT | 120.0 | Principles of Accounting I  | 3 |
| ACCT | 121.0 | Principles of Accounting II | 3 |

## Agriculture

|      |       |                        |   |
|------|-------|------------------------|---|
| AGRI | 131.0 | Crop Science           | 4 |
| AGRI | 141.0 | Agricultural Economics | 4 |
| AGRI | 153.0 | Soil Science           | 4 |
| AGRI | 170.0 | Animal Science         | 4 |
| AGRI | 201.0 | Farm Management        | 4 |

## Anthropology

|      |       |                              |   |
|------|-------|------------------------------|---|
| ANTH | 110.0 | Introduction to Anthropology | 3 |
|------|-------|------------------------------|---|

## Arts

|      |       |   |   |
|------|-------|---|---|
| ARTS | 101.0 | Introduction to the Visual Arts         | 3 |
| ARTS | 125.0 | Art Fundamentals                        | 3 |
| ARTS | 126.0 | Printmaking                             | 3 |
| ARTS | 127.0 | Fundamentals of Drawing/Composition     | 3 |
| ARTS | 128.0 | Oil & Acrylic Painting                  | 3 |
| ARTS | 129.0 | Watercolor Painting                     | 3 |
| ARTS | 130.0 | Visual Design                           | 3 |
| ARTS | 131.0 | Ceramics I                              | 3 |
| ARTS | 224.0 | Life Drawing                            | 3 |
| ARTS | 226.0 | Problems in Studio-Printmaking          | 3 |
| ARTS | 227.0 | Problems in Studio-Drawing              | 3 |
| ARTS | 228.0 | Problems in Studio-Oil/Acrylic Painting | 3 |
| ARTS | 229.0 | Problems in Studio-Watercolor Painting  | 3 |
| ARTS | 230.0 | Problems in Studio-Design               | 3 |
| ARTS | 231.0 | Ceramics II                             | 3 |

## Biological Science

|      |       |                                 |   |
|------|-------|---------------------------------|---|
| BIOS | 101.0 | General Biology                 | 4 |
| BIOS | 102.0 | Human Biology                   | 3 |
| BIOS | 103.0 | Ecology                         | 3 |
| BIOS | 106.0 | Earth & Its Environment         | 3 |
| BIOS | 109.0 | General Botany                  | 4 |
| BIOS | 112.0 | Principles of Zoology           | 4 |
| BIOS | 225.0 | General Anatomy & Physiology I  | 4 |
| BIOS | 226.0 | General Anatomy & Physiology II | 4 |
| BIOS | 242.0 | Principles of Genetics          | 4 |

|      |       |                            |   |
|------|-------|----------------------------|---|
| BIOS | 249.0 | Principles of Microbiology | 4 |
|------|-------|----------------------------|---|

## Business Administration

|      |       |                     |   |
|------|-------|---------------------|---|
| BSAD | 202.0 | Business Statistics | 3 |
|------|-------|---------------------|---|

## Criminal Justice

|      |       |                                  |   |
|------|-------|----------------------------------|---|
| CRIM | 101.0 | Introduction to Criminal Justice | 3 |
| CRIM | 102.0 | Introduction to Corrections      | 3 |
| CRIM | 203.0 | Police and Society               | 3 |

## Economics

|      |       |                              |   |
|------|-------|------------------------------|---|
| ECON | 110.0 | Economic Understanding       | 3 |
| ECON | 211.0 | Principles of Macroeconomics | 3 |
| ECON | 212.0 | Principles of Microeconomics | 3 |

## Education

|      |       |  |   |
|------|-------|--|---|
| EDUC | 111.0 | Introduction to Education              | 3 |
| EDUC | 150.0 | Pre-Student Teaching/Observation       | 1 |
| EDUC | 200.0 | Fundamentals of Educational Psychology | 3 |
| EDUC | 250.0 | Pre-Student Teaching/Observation       | 1 |

## English

|      |       |                            |   |
|------|-------|----------------------------|---|
| ENGL | 101.0 | English Composition        | 3 |
| ENGL | 102.0 | Writing & Research         | 3 |
| ENGL | 123.0 | Business Communication     | 3 |
| ENGL | 124.0 | Technical Communications   | 3 |
| ENGL | 210.0 | Introduction to Literature | 3 |
| ENGL | 234.0 | American Literature        | 3 |
| ENGL | 237.0 | Non-Western Literature     | 3 |
| ENGL | 250.0 | Children's Literature      | 3 |

## Early Childhood Education

|      |       |   |   |
|------|-------|---|---|
| ECED | 111.0 | Infant/Toddler Development                | 3 |
| ECED | 112.0 | Preschool/Child Development               | 3 |
| ECED | 115.0 | Introduction to Early Childhood Education | 3 |
| ECED | 131.0 | Development During the Early Years        | 4 |
| HLTH | 147.0 | Nutrition                                 | 3 |

## Geography

|      |       |                    |   |
|------|-------|--------------------|---|
| GEOG | 140.0 | Cultural Geography | 3 |
|------|-------|--------------------|---|

## History

|      |       |                         |   |
|------|-------|-------------------------|---|
| HIST | 100.0 | Western Civilization I  | 3 |
| HIST | 101.0 | Western Civilization II | 3 |
| HIST | 120.0 | World History           | 3 |
| HIST | 201.0 | American History I      | 3 |
| HIST | 202.0 | American History II     | 3 |

## Humanities

|      |       |                                 |   |
|------|-------|---------------------------------|---|
| HUMS | 110.0 | Introduction to Humanities      | 3 |
| HUMS | 220.0 | Introduction to Women's Studies | 3 |



## Academic Transfer Course List

### Mathematics

|      |       |                                     |   |
|------|-------|-------------------------------------|---|
| MATH | 115.0 | College Algebra                     | 3 |
| MATH | 138.0 | Trigonometry                        | 2 |
| MATH | 141.0 | Pre-Calculus                        | 5 |
| MATH | 200.0 | Mathematics for Elementary Teachers | 3 |
| MATH | 202.0 | Applied Statistics                  | 3 |
| MATH | 204.0 | Applied Calculus                    | 3 |
| MATH | 206.0 | Analytic Geometry/Calculus I        | 5 |
| MATH | 207.0 | Analytic Geometry/Calculus II       | 5 |
| MATH | 208.0 | Analytic Geometry/Calculus III      | 5 |
| MATH | 221.0 | Differential Equations              | 3 |

### Music

|      |         |                               |   |
|------|---------|-------------------------------|---|
| MUSC | 101.0   | Introduction to Music         | 3 |
| MUSC | 141.0   | Chorus                        | 1 |
| MUSC | 143.0   | Concert Band                  | 1 |
| MUSC | 144.0   | Instrumental Jazz             | 1 |
| MUSC | 145.0   | Vocal Jazz                    | 1 |
| MUSC | 147.0   | Music Theory I                | 3 |
| MUSC | 148.0   | Music Theory II               | 3 |
| MUSC | 150-158 | Applied Music                 | 1 |
| MUSC | 162.0   | Small Ensemble – Vocal        | 1 |
| MUSC | 163.0   | Small Ensemble – Instrumental | 1 |
| MUSC | 247.0   | Music Theory III              | 3 |
| MUSC | 248.0   | Music Theory IV               | 3 |
| MUSC | 249.0   | Music for Elementary Teachers | 3 |
| MUSC | 250-258 | Applied Music                 | 1 |
| MUSC | 258.0   | Applied Music – Woodwinds II  | 1 |
| MUSC | 260.0   | Aural Skills I                | 1 |
| MUSC | 261.0   | Aural Skills II               | 1 |

### Personal Development

|      |       |                     |   |
|------|-------|---------------------|---|
| PRDV | 101.0 | Consumer Problems   | 3 |
| PRDV | 109.0 | College Foundations | 3 |

### Philosophy

|      |       |                              |   |
|------|-------|------------------------------|---|
| PHIL | 115.0 | Critical & Creative Thinking | 3 |
| PHIL | 265.0 | Introduction to Ethics       | 3 |

### Physical Education and Recreation

|      |       |  |    |
|------|-------|--|----|
| PHED | 107.0 | Physical Education – Body Conditioning | 1  |
| PHED | 122.0 | Physical Education – Golf              | .5 |
| PHED | 140.0 | Personal Health                        | 3  |
| PHED | 150.0 | Recreation in Society                  | 3  |
| PHED | 178.0 | Introduction to Physical Education     | 3  |
| PHED | 185.0 | Varsity Competition/Basketball (M)     | 1  |
| PHED | 188.0 | Varsity Competition/Volleyball         | 1  |

|      |       |                                    |   |
|------|-------|------------------------------------|---|
| PHED | 240.0 | Non-Rhythmic Act/Elem Children     | 2 |
| PHED | 250.0 | Recreational Leadership            | 3 |
| PHED | 285.0 | Varsity Competition/Basketball (M) | 1 |
| PHED | 288.0 | Varsity Competition/Volleyball     | 1 |

### Chemistry/Physical Science

|      |       |                                  |   |
|------|-------|----------------------------------|---|
| CHEM | 105.0 | Elements of Chemistry            | 4 |
| CHEM | 106.0 | Basics of Organic Chemistry      | 4 |
| CHEM | 109.0 | General Chemistry I              | 5 |
| CHEM | 110.0 | General Chemistry II             | 5 |
| CHEM | 221.0 | Quantitative Analysis            | 4 |
| CHEM | 251.0 | Organic Chemistry I              | 5 |
| CHEM | 252.0 | Organic Chemistry II             | 5 |
| CHEM | 260.0 | Principles of Biochemistry       | 3 |
| PHYS | 110.0 | Physical Science                 | 4 |
| PHYS | 141.0 | General Physics I                | 5 |
| PHYS | 142.0 | General Physics II               | 5 |
| PHYS | 157.0 | Physical Geology                 | 3 |
| PHYS | 211.0 | General Physics I with Calculus  | 5 |
| PHYS | 212.0 | General Physics II with Calculus | 5 |

### Political Science

|      |       |                         |   |
|------|-------|-------------------------|---|
| POLS | 100.0 | American Government     | 3 |
| POLS | 160.0 | International Relations | 3 |

### Psychology

|      |       |                            |   |
|------|-------|----------------------------|---|
| PSYC | 101.0 | Psychology of the Family   | 3 |
| PSYC | 181.0 | Introduction to Psychology | 3 |
| PSYC | 212.0 | Social Psychology          | 3 |
| PSYC | 222.0 | Psychology of Adjustment   | 3 |
| PSYC | 286.0 | Abnormal Psychology        | 3 |
| PSYC | 289.0 | Developmental Psychology   | 3 |

### Sociology

|      |       |                               |   |
|------|-------|-------------------------------|---|
| SOCI | 101.0 | Introduction to Sociology     | 3 |
| SOCI | 201.0 | Social Problems               | 3 |
| SOCI | 215.0 | Issues of Unity and Diversity | 3 |

### Spanish

|      |       |                         |   |
|------|-------|-------------------------|---|
| SPAN | 201.0 | Intermediate Spanish I  | 3 |
| SPAN | 202.0 | Intermediate Spanish II | 3 |

### Speech

|      |       |                    |   |
|------|-------|--------------------|---|
| SPCH | 111.0 | Public Speaking    | 3 |
| SPCH | 140.0 | Oral Communication | 3 |

### Theater

|      |       |                         |   |
|------|-------|-------------------------|---|
| THEA | 101.0 | Introduction to Theater | 3 |
| THEA | 171.0 | Play Production         | 1 |

# Associate of Applied Science Degree (A.A.S.) and Associate Degree in Nursing (A.D.N.)

## Central Community College A.A.S. and A.D.N. Degree Requirements

To complete an Associate of Applied Science Degree or an Associate Degree in Nursing at Central Community College a student must achieve the following general education competencies.

Students may demonstrate these competencies by any combination of the following:

1. Passing Central Community College courses that teach or require as a prerequisite the required Central Community College general education competencies. **The General Education hours required for A.A.S. and A.D.N. degree programs are set at a minimum of 15 credit hours with students taking at least three credits from each of the four groups approved by the adviser.** Only complete courses will count toward general education requirements.
2. Transferring to Central Community College, equivalent courses that teach the required Central Community College general education competencies.
3. Submitting documentation of acceptable scores on standardized, nationally recognized higher education achievement tests (such as CLEP), which assess students' knowledge and skills identified as intended general education competencies.
4. Achieving an acceptable passing score on an in-house developed assessment instrument(s) designed to measure the achievement of Central Community College general education competencies.

**Group A: Communications:** Comprehend and produce effective communication. Subset outcomes:

1. Organize to express ideas clearly and grammatically.
2. Communicate a purpose to an audience incorporating appropriate information from outside sources ethically.

|      |       |                         |   |
|------|-------|-------------------------|---|
| COMM | 104.0 | Efficient Reading       | 3 |
| ENGL | 100.0 | Applied Writing         | 3 |
| ENGL | 101.0 | English Composition     | 3 |
| ENGL | 102.0 | Writing & Research      | 3 |
| ENGL | 123.0 | Business Communication  | 3 |
| ENGL | 124.0 | Technical Communication | 3 |
| SPCH | 111.0 | Public Speaking         | 3 |
| SPCH | 140.0 | Oral Communication      | 3 |

**Group B: Math/Science:** Solve problems using quantitative reasoning or the scientific method. Subset outcomes:

1. Analyze and organize data.
2. Apply appropriate methods.
3. Evaluate solutions.

|      |        |                                 |   |
|------|--------|---------------------------------|---|
| BIOS | 101.0  | General Biology                 | 4 |
| BIOS | 102.0  | Human Biology                   | 3 |
| BIOS | 103.0  | Ecology                         | 3 |
| BIOS | 106.0  | Earth & Its Environment         | 3 |
| BIOS | 109.0  | General Botany                  | 4 |
| BIOS | 112.0  | Principles of Zoology           | 4 |
| BIOS | 125.0  | Structure & Function I          | 2 |
| BIOS | 126.0  | Structure & Function II         | 2 |
| BIOS | 225.0  | General Anatomy & Phy I         | 4 |
| BIOS | 226.0  | General Anatomy & Phy II        | 4 |
| BIOS | 242.0  | Principles of Genetics          | 4 |
| BIOS | 249.0  | Principles of Microbiology      | 4 |
| CHEM | 100.0  | Basic Concepts of Chemistry     | 2 |
| CHEM | 105.0  | Elements of Chemistry           | 4 |
| CHEM | 106.0  | Basics of Organic Chemistry     | 4 |
| CHEM | 109.0  | General Chemistry I             | 5 |
| CHEM | 110.0  | General Chemistry II            | 5 |
| CHEM | 221.0  | Quantitative Analysis           | 4 |
| MATH | 105.0  | Occupational Math               | 3 |
| MATH | 106.0  | Business Math                   | 3 |
| MATH | 108.0  | Technical Math                  | 3 |
| MATH | 114.0  | Intermediate Algebra            | 3 |
| MATH | 115.0  | College Algebra                 | 3 |
| MATH | 138.0  | Trigonometry                    | 2 |
| MATH | 141.0  | Pre-Calculus                    | 5 |
| MATH | 200.0  | Mathematics for Elem Teachers   | 3 |
| MATH | 202.0/ |                                 |   |
| BSAD | 202.0  | Applied Statistics              | 3 |
| MATH | 204.0  | Applied Calculus                | 3 |
| MATH | 206.0  | Analytic Geometry & Calculus I  | 5 |
| PHYS | 101.0  | Earth Science                   | 3 |
| PHYS | 110.0  | Physical Science                | 4 |
| PHYS | 115.0  | Technical Physics               | 3 |
| PHYS | 141.0  | General Physics I               | 5 |
| PHYS | 142.0  | General Physics II              | 5 |
| PHYS | 150.0  | Intro to Physical Geog with lab | 4 |
| PHYS | 157.0  | Physical Geology                | 3 |

**Group C: Personal Development/Humanities:** Apply effective self management skills or make judgments reflective of human values. Subset outcomes: (Choose from the following.)

A. Demonstrate awareness of personal strengths and weaknesses and understand techniques of working with others.

|      |       |                               |   |
|------|-------|-------------------------------|---|
| PHED | 140.0 | Personal Health               | 3 |
| PHIL | 108.0 | Critical Thinking Skills      | 2 |
| PHIL | 115.0 | Critical & Creative Thinking  | 3 |
| PRDV | 101.0 | Consumer Problems             | 3 |
| PRDV | 102.0 | College Survival              | 1 |
| PRDV | 103.0 | Successful Job Relations      | 1 |
| PRDV | 105.0 | Life Planning                 | 1 |
| PRDV | 109.0 | College Foundations           | 3 |
| PRDV | 110.0 | Career Exploration            | 1 |
| PRDV | 115.0 | Basics of Money Management    | 1 |
| PRDV | 185.0 | Employment Search & Interview | 2 |
| PRDV | 205.0 | Assertiveness Training        | 2 |
| PRDV | 260.0 | Stress Management             | 2 |

B. Demonstrate an awareness of works or concepts as a reflection of specific cultures, times and/or places.

|      |       |                          |   |
|------|-------|--------------------------|---|
| ARTS | 101.0 | Intro to the Visual Arts | 3 |
| ARTS | 125.0 | Art Fundamentals         | 3 |
| HUMS | 110.0 | Intro to the Humanities  | 3 |
| HUMS | 220.0 | Intro to Women's Studies | 3 |
| ENGL | 210.0 | Intro to Literature      | 3 |
| ENGL | 234.0 | American Literature      | 3 |
| ENGL | 237.0 | Non-Western Literature   | 3 |
| HIST | 100.0 | Western Civilization I   | 3 |
| HIST | 170.0 | World Civilization I     | 3 |
| HIST | 101.0 | Western Civilization II  | 3 |
| HIST | 171.0 | World Civilization II    | 3 |

|      |       |                          |   |
|------|-------|--------------------------|---|
| HIST | 201.0 | American History I       | 3 |
| HIST | 202.0 | American History II      | 3 |
| HUMS | 110.0 | Intro to the Humanities  | 3 |
| HUMS | 220.0 | Intro to Women's Studies | 3 |
| MUSC | 101.0 | Introduction to Music    | 3 |
| MUSC | 270.0 | History of Jazz          | 3 |
| PHIL | 265.0 | Introduction to Ethics   | 3 |
| THEA | 101.0 | Intro to Theater         | 3 |

**Group D: Social and Behavioral Sciences:** Apply empirical data to the study of human behavior. Subset outcomes:

1. Analyze and evaluate social science data.
2. Use critical thinking skills to explain the interaction between human behavior and the social environment.

|      |       |                               |   |
|------|-------|-------------------------------|---|
| AGRI | 141.0 | Agricultural Economics        | 3 |
| ANTH | 110.0 | Intro to Anthropology         | 3 |
| ECON | 110.0 | Economic Understanding        | 3 |
| ECON | 211.0 | Principles of Macroeconomics  | 3 |
| ECON | 212.0 | Principles of Microeconomics  | 3 |
| GEOG | 140.0 | Cultural Geography            | 3 |
| POLS | 100.0 | American Government           | 3 |
| POLS | 160.0 | International Relations       | 3 |
| PSYC | 101.0 | Psychology of the Family      | 3 |
| PSYC | 115.0 | Human Relations               | 3 |
| PSYC | 181.0 | Intro to Psychology           | 3 |
| PSYC | 212.0 | Social Psychology             | 3 |
| PSYC | 222.0 | Psychology of Adjustment      | 3 |
| PSYC | 286.0 | Abnormal Psychology           | 3 |
| PSYC | 289.0 | Developmental Psychology      | 3 |
| SOCI | 101.0 | Intro to Sociology            | 3 |
| SOCI | 201.0 | Social Problems               | 3 |
| SOCI | 215.0 | Issues of Unity and Diversity | 3 |

|  |     |
|--|-----|
| Academic Transfer . . . . .  | 39  |
| Agribusiness . . . . .   | 41  |
| Agriculture Sciences and Natural Resources . . . . .               | 43  |
| Auto Body Technology . . . . .                                     | 44  |
| Automotive Technology . . . . .                                    | 46  |
| Business Administration, Accounting and Entrepreneurship . . . . . | 48  |
| Business Technology (Office Technology). . . . .                   | 52  |
| Commercial Art (Electronic Imaging and Graphics) . . . . .         | 55  |
| Commercial Horticulture . . . . .                                  | 57  |
| Construction Technology . . . . .                                  | 59  |
| Criminal Justice . . . . .   | 61  |
| Dental Assisting . . . . .   | 63  |
| Dental Hygiene . . . . .   | 64  |
| Diesel Technology . . . . .  | 65  |
| Drafting . . . . .   | 67  |
| Drafting Transfer Agreement in Construction Management . . . . .   | 70  |
| Early Childhood Education . . . . .                                | 71  |
| Electrical Technology . . . . .                                    | 73  |
| Electronics Technology . . . . .                                   | 75  |
| Health Information Management Services . . . . .                   | 78  |
| Health Services and Safety . . . . .                               | 80  |
| Heating, Air Conditioning and Refrigeration . . . . .              | 81  |
| Hospitality Management and Culinary Arts . . . . .                 | 83  |
| Human Services . . . . .   | 86  |
| Industrial Technology . . . . .                                    | 88  |
| Information Technology . . . . .                                   | 90  |
| Library Technical Assistant . . . . .                              | 93  |
| Machine Tool Technology . . . . .                                  | 94  |
| Media Arts . . . . .   | 96  |
| Medical Assisting . . . . .  | 98  |
| Medical Laboratory Technician . . . . .                            | 100 |
| Nursing Education . . . . .  | 101 |
| Paralegal Studies. . . . .   | 104 |
| Parts Sales and Management . . . . .                               | 106 |
| Quality Control . . . . .  | 108 |
| Truck Driving . . . . .  | 109 |
| Welding Technology . . . . .                                       | 110 |

# PROGRAMS





# Academic Transfer

## Agriculture Transfer

Select agriculture courses are recommended for students who intend to continue studies at four-year colleges and universities in such areas as agricultural economics, agricultural education, agronomy, animal science, entomology, food science and technology, horticulture, integrated pest management, mechanized agriculture, natural resources, and plant pathology.

### University of Nebraska-Lincoln (Associate to Bachelor Program)

The A to B Program is a joint program between Central Community College and the College of Agriculture Sciences and Natural Resources (CASNR) at the University of Nebraska-Lincoln which allows students to continue their education and work toward a bachelor of science degree in agriculture sciences, food science and technology or natural resources.

A student who is interested in pursuing a baccalaureate degree should consult an adviser and the transfer guide and catalog of the four-year institution.

## Art

Courses within the art discipline give students opportunities for both the study of masters in the visual arts and development of their skills in artistic expression. Selected courses meet general education requirements in the humanities, while the program is designed for transfer into baccalaureate programs in either Art or Graphics Arts. Students are given opportunities to explore a variety of media, including computer graphic development.

## Biological Science

The courses in biological science are designed for students who intend to transfer to four-year colleges and universities to complete a bachelor's degree in agronomy, horticulture, animal husbandry, zoology, physiology, anatomy, pathology, botany, microbiology, or pharmacology. Biological science courses also are an important part of various health related programs.

A student who is interested in pursuing a baccalaureate degree should consult an adviser and the transfer guide and catalog of the four-year institution.

## Business Administration

The business administration program provides a variety of opportunities for employment, employee growth, and transfer to other colleges and universities. Courses in this area offer the skills and broad business background needed for a lifetime of opportunity.

## Criminal Justice

The criminal justice program provides the skills and knowledge necessary for entry-level employment in law enforcement, corrections, probation, security, loss prevention, rehabilitation, youth development centers and domestic violence centers. In addition, this program offers an avenue of professional development for persons already working in these fields.

Although the associate of applied science degree is intended to prepare graduates for immediate employment, many courses will transfer to four-year colleges and universities. A student who is interested in pursuing a baccalaureate degree should consult an adviser, the transfer guide, and the catalog of the four-year institution.

## Economics

Economists study the production, distribution, and consumption of wealth and related problems. They generally work in business and industry, in education, or for government agencies. Some economists are self-employed or work for private research organizations.

## Education

The courses in education are designed for students who plan to complete baccalaureate studies at four-year colleges and universities, and for those interested in a related occupation such as para-educator. A bachelor's degree in education is the basic qualification necessary for teacher certification.

## English

English composition courses provide students with the skills in written expression needed to achieve career success and personal effectiveness, as well as those skills needed in advanced studies requiring written expression of ideas.

Literature courses provide students with opportunities for exploring their own rich literary heritage in various genres, as well as the literature of other cultures. Critical analysis and response is an important general education competency, and courses within this area meet both general education and academic transfer options for students.

## Geography

Geography courses offered by CCC focus on the origins, movements, and regions of cultures. Language, religion, and ethnicity, as well as economic, political and historical development are explored. The geography courses would be of interest to students who wish to expand their knowledge as well as those who plan to complete a bachelor's degree in the social sciences.

## History

The courses in history offer topical and period courses of general cultural and educational value to all college students to broaden their range of experience and sense of perspective.

## Library Technical Assistant Program

An Associate of Arts degree with an emphasis in library science has been developed through a partnership with other Nebraska community colleges, Nebraska Library Commission and the University of Nebraska-Omaha. Students will learn vital skills in the areas of youth and adult programming, circulation and acquisition of both print and electronic materials, reference services and collection development. Courses offered will fulfill requirements for the Nebraska Library Commission's Basic Skills Training Courses for Public Librarian Certification Program or for recertification continuing education. This degree is designed to transfer to the Library Science program at UNO. Further information and course requirements are on page 93.

## Mathematics

The college offers the basic math courses which students need to complete a bachelor's degree in a variety of areas including agriculture, arts and sciences, business, computer science, psychology, and social science. A student who is interested in

pursuing a baccalaureate degree should consult an adviser and the transfer guide and catalog of the four-year institution.

### Music

Courses within the music discipline afford students opportunities to enhance personal talents and enjoyment of music in both individual and group activities. Selected courses allow students to meet general education competencies in the humanities. In addition, most courses prepare students for transfer into baccalaureate programs, with majors or minors in music performance or education. Performance groups at the Columbus campus provide students with continued opportunities for public performance.

### Philosophy

Courses offered in philosophy address both the study of how individuals and groups have formed meaning in human experience, and also the skills for enhancing the critical and creative thinking of students through contact with the primary sources of great philosophers. Course selections may provide general education competencies as well as opportunities for academic transfer into baccalaureate programs.

### Physical Education and Recreation

The physical education and recreation courses are designed for students who wish to prepare for careers in education or in the recreational services field. Employment opportunities are available in schools, youth-service agencies, convalescent homes, churches, governmental agencies, and corporate settings.

Activity courses offer the opportunity to develop skill and knowledge for lifetime leisure enjoyment. Students are required to provide clothing appropriate for activities.

A student who is interested in pursuing a baccalaureate degree should consult an adviser and the transfer guide and catalog of the four-year institution.

### Physical Science/Chemistry

The physical science and chemistry courses are designed for students who intend to transfer to four-year colleges and universities to complete educational requirements necessary for careers as chemists, geologists, geophysicists, meteorologists, physicists, astronomers, and numerous related occupations.

Physical science and chemistry courses are also a part of pre-professional programs, such as engineering, agriculture, medicine, nursing, and numerous health occupations.

A student who is interested in pursuing a baccalaureate degree should consult an adviser and the transfer guide and catalog of the four-year institution.

### Political Science

Students with an interest in political science can take courses which transfer to a four-year degree program. This field of study involves study of the use of authority and influence within legal, political, human and governmental contexts. Political science bachelor's degree graduates generally pursue careers

in law, government, politics, management, teaching and leadership positions.

### Pre-Professional

Pre-professional courses are selected from the disciplines related to the following fields: chiropractic, dentistry, engineering, law, medical technology, medicine, mortuary science, nursing (B.S.N.), occupational therapy, optometry, pharmacy, physical therapy, physician's assistant, radiological technology, speech therapy, and veterinary medicine. Students planning to transfer to other colleges should consult with their adviser and with the transfer institution regarding suggested curriculum.

### Psychology

Psychology is the study of human behavior and the mind. Courses offered in psychology are focused on human development from conception throughout the lifespan, the dynamics of the family, normal and abnormal behavior, group behavior, emotion, motivation, and personality. These courses will provide students with a basic knowledge of human behavior.

### Sociology

The sociology program of study prepares students to transfer to sociology departments and programs at four-year colleges and universities. Students graduating with bachelor's degrees in sociology develop their ability to critically consider issues having to do with human social behavior, develop an understanding of the logic and techniques of examining human social behavior, develop practical skills and knowledge about work, and develop an understanding of sociological concepts, theories, ideas, and explanations.

### Spanish

Courses in Spanish language and literature provide for the development of reading, writing and speaking competencies in the Spanish language. Basic skills for specific interaction purposes, as well as progressive skills in preparation for baccalaureate degree transfer can be acquired by students. Spanish literature study is included in advanced courses.

### Speech

Course offerings in speech prepare students for oral communication situations encountered in both everyday life and formal settings in which they speak to groups for specific purposes. Courses meet general education competencies, vocational program support skills, and baccalaureate educational program requirements as transfer courses.

### Theater

Courses within the theater discipline afford students opportunities to enhance personal talents and their enjoyment of theater production and performance. Selected courses allow students to meet general education competencies in the humanities. In addition, most courses prepare students for transfer into baccalaureate programs, with majors or minors in theater.

# Agribusiness

## Career Opportunities

The agribusiness program provides students the fundamental knowledge needed to pursue successful careers in the agribusiness sector. Agribusiness majors take a wide variety of courses and are given the opportunity to interact with agribusiness professionals, both in and out of the classroom. The student is given support to reach their highest potential as they prepare for a challenging career in a dynamic agribusiness industry.

Professional careers could include sales, service, and technical positions in the agronomy, livestock, and agribusiness areas. Students may select programs of study which lead to an Associate of Applied Science degree, a one year diploma, or a certificate in a specific area.

Agriculture and its supporting businesses employ about 25% of the labor force in the United States. Central Community College recognizes the importance of the Agribusiness program of study to our nation, state, and local communities.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Agribusiness (C, H)

**Purpose**—The associate of applied science degree in agribusiness certifies that the graduates demonstrate interpersonal skills, fundamental knowledge, and the ability to function as a responsible citizen in our society as needed for entry-level positions in the agribusiness industry.

#### First Semester

|                |                           |   |
|----------------|---------------------------|---|
| AGRI 100.0     | Agribusiness Applications | 2 |
| AGRI 111.0     | Farm Accounting           | 3 |
| AGRI 131.0     | Crop Science              | 4 |
| AGRI 141.0     | Agricultural Economics    | 3 |
| Communications |                           | 3 |

**First Semester Total** **15**

#### Second Semester

|              |                              |   |
|--------------|------------------------------|---|
| AGRI 145.0   | Agricultural Sales & Service | 4 |
| AGRI 153.0   | Soil Science                 | 4 |
| Math/Science |                              | 3 |

|  |     |
|--|-----|
| Successful Job Relations                             | 1   |
| Employment Search & Interview                        | 2   |
| Agribusiness Electives (adviser's approval required) | 0-3 |

**Second Semester Total** **14-17**

#### Summer (12 weeks)

|            |                                    |   |
|------------|------------------------------------|---|
| AGRI 186.0 | Cooperative Education/Internship I | 8 |
|------------|------------------------------------|---|

**Summer Session Total** **8**

#### Third Semester

|   |                                  |     |
|---|----------------------------------|-----|
| AGRI 170.0  | Animal Science                   | 4   |
| AGRI 211.0  | Agricultural Commodity Marketing | 3   |
| Agriculture Electives (adviser's approval required) |                                  | 0-5 |
| Communications                                      |                                  | 3   |
| Social Science                                      |                                  | 3   |

**Third Semester Total** **13-18**

#### Fourth Semester

|   |                              |   |
|---|------------------------------|---|
| AGRI 201.0  | Farm Management              | 4 |
| AGRI 256.0  | Legal Aspects in Agriculture | 3 |
| AGRI 259.0  | Agribusiness Capstone        | 2 |
| Agriculture Electives (Adviser's approval required) |                              | 5 |

**Fourth Semester Total** **14**

#### Total Credits for Agribusiness

**Associate of Applied Science Degree** **64**

## Diploma

### Agribusiness (C, H)

**Purpose**—The diploma in agribusiness certifies that graduates have received one year of college training to prepare them for entry-level non-management positions the agribusiness industry.

#### First Semester

|                |                           |   |
|----------------|---------------------------|---|
| AGRI 100.0     | Agribusiness Applications | 2 |
| AGRI 111.0     | Farm Accounting           | 3 |
| AGRI 131.0     | Crop Science              | 4 |
| AGRI 141.0     | Agricultural Economics    | 3 |
| Communications |                           | 3 |

**First Semester Total** **15**

#### Second Semester

|  |                              |   |
|--|------------------------------|---|
| AGRI 145.0   | Agricultural Sales & Service | 4 |
| AGRI 153.0   | Soil Science                 | 4 |
| Math/Science   |                              | 3 |
| Successful Job Relations                             |                              | 1 |
| Employment Search & Interview                        |                              | 2 |
| Agribusiness Electives (adviser's approval required) |                              | 3 |

**Second Semester Total** **17**

**Total Credits for Agribusiness Diploma** **32**

### Certificate

#### Agriculture (C, H)

**Purpose**—The certificate in agriculture provides specialized training which enhances a student's skill and ability in an agriculture area of study. With approval of adviser, the student will complete a minimum of 12 credits in agriculture specialty areas such as: agribusiness, agriculture marketing, agriculture mechanics, crop production, farm computer applications, farm and ranch business management (18 credits), farm financial management, livestock production, swine management, or crop protection.

# Agriculture Sciences and Natural Resources

## Associate to Bachelor Program

### University of Nebraska-Lincoln A to B Program

The A to B Program is a joint program between Central Community College and the College of Agriculture Sciences and Natural Resources (CASNR) at the University of Nebraska-Lincoln which allows students to continue their education and work toward a Bachelor of Science degree in agriculture sciences or natural resources. Specific transfer agreements exist for the following majors:

- Agriculture Economics
- Agriculture Education
- Agronomy
- Diversified Agriculture
- Fisheries and Wildlife

A student who is interested in pursuing a baccalaureate degree should consult an adviser and the transfer guide and catalog of the four-year institution.

### Hastings College Agribusiness Program

This agreement is a joint program between Central Community College and Hastings College and allows graduates of the agribusiness program at Central Community College to continue their education and work toward a Bachelor of Arts degree in agribusiness at Hastings College. A student enrolled in this program will complete the requirements for an associate of arts degree from Central Community College, which includes 22-24 transferable agriculture course credits. The completed credits are then transferred to Hastings College and the student continues working toward a bachelor's degree in agribusiness.

### Chadron State College and Wayne State College

Graduates of Central Community College's agribusiness program can also transfer to Chadron State and Wayne State Colleges and work toward a bachelor's degree in agribusiness. Formal transfer agreements are in place with these institutions. Students interested in transferring to these colleges will develop a program of study at Central Community College with help from their adviser.

## Associate of Science Degree (C, H)

|  |           |
|--|-----------|
| <b>Required and Elective Courses</b>                   | <b>45</b> |
| <b>General Education (see page 32)</b>                 | <b>15</b> |
| <b>Academic Transfer (see page 33)</b>                 |           |
| <b>Total Credits for Associate of Science Degree</b>   | <b>60</b> |
| <b>Suggested Agriculture Transfer Program of Study</b> |           |
| <b>Agriculture Transfer Courses</b>                    |           |
| AGRI 141.0    Agriculture Economics                    | 3         |
| AGRI 153.0    Soil Science                             | 4         |

|   |                                 |   |
|---|---------------------------------|---|
| AGRI 170.0  | Animal Science                  | 4 |
| AGRI 201.0  | Farm Management                 | 4 |
| AGRI 211.0  | Agriculture Commodity Marketing | 3 |
| Possible internships available with adviser approval based on major |                                 |   |

### Select 4 hours from the following:

|            |                              |   |
|------------|------------------------------|---|
| AGRI 132.0 | Corn Production (2)<br>AND   | 4 |
| AGRI 133.0 | Soybean Production (2)<br>OR |   |
| AGRI 131.0 | Crop Science (4)             |   |

### Courses to Complete A to B Program:

|            |                                       |   |
|------------|---------------------------------------|---|
| ECON 211.0 | Principles of Macroeconomics          | 3 |
| BIOS 101.0 | General Biology<br>OR                 | 4 |
| BIOS 109.0 | General Botany<br>OR                  |   |
| BIOS 112.0 | Principles of Zoology                 |   |
| ENGL 101.0 | English Composition<br>OR             | 3 |
| ENGL 102.0 | Writing & Research                    |   |
| ENGL 124.0 | Technical Communications              | 3 |
| SPCH 111.0 | Public Speaking<br>OR                 | 3 |
| SPCH 140.0 | Oral Communication                    |   |
| ARTS 101.0 | Introduction to the Visual Arts<br>OR | 3 |
| THEA 101.0 | Introduction to Theater               |   |
| ENGL 210.0 | Introduction to Literature<br>OR      | 3 |
| PHIL 265.0 | Introduction to Ethics                |   |
| MATH 115.0 | College Algebra                       | 3 |
| MATH 138.0 | Trigonometry                          | 2 |
| MATH 202.0 | Applied Statistics                    | 3 |
| CHEM 109.0 | General Chemistry I                   | 5 |
| PHYS 141.0 | General Physics I                     | 5 |
| HIST 201.0 | American History I<br>OR              | 3 |
| HIST 202.0 | American History II                   |   |

**Total** **65**

The previous courses are also generally recommended for students who intend to continue studies at other four-year colleges and universities in such areas as agricultural economics, agricultural education, agronomy, animal science, entomology, horticulture, integrated pest management, mechanized agriculture, natural resources, and plant pathology.



# Auto Body Technology

The auto body technology program provides the fundamental knowledge and skills for employment in the auto body repair industry. Students, through selection of courses, can specialize in sheet metal repair and paint reconditioning and refinishing.

## Career Opportunities

Depending on the area of specialization, a variety of employment opportunities are available, including automotive service departments, independent repair shops, private ownership, factory representatives, and insurance adjusters. Career and employment services are provided by the college.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Auto Body Technology (H)

**Purpose**—The degree award is for those graduates who wish to combine vocational skills with interpersonal knowledge, necessary to find employment in all areas of the auto body field, including sales, technical representative, and service.

#### First Semester

|   |   |
|---|---|
| General Education Group B                     | 3 |
| General Education Group C                     | 1 |
| AUTB 125.0 Basic Metal Bumping & Finishing    | 4 |
| AUTB 126.0 Welding                            | 5 |
| AUTB 127.0 Filler & Plastic/Fiberglass Repair | 2 |
| AUTB 128.0 Estimating                         | 1 |
| AUTB 129.0 Fender Repair & Replacement        | 3 |

**First Semester Total** 19

#### Second Semester

|   |   |
|---|---|
| General Education Group B                 | 3 |
| AUTB 130.0 Door Straightening & Alignment | 4 |
| AUTB 131.0 Quarter Panel Straightening    | 4 |
| AUTB 132.0 Glass Installation             | 2 |
| AUTB 133.0 Front End Assembly             | 2 |
| AUTB 134.0 Frame Straightening            | 4 |

**Second Semester Total** 19

#### Third Semester

|   |   |
|---|---|
| General Education Group A                         | 3 |
| AUTB 135.0 Body Panel Replacement                 | 6 |
| AUTB 250.0 Introduction to Automotive Refinishing | 1 |
| AUTB 251.0 Spray Equipment                        | 1 |

|  |   |
|--|---|
| AUTB 253.0 Paint Materials & Abrasives | 1 |
| AUTB 254.1-.4 Refinishing Procedures I | 7 |

**Third Semester Total** 19

#### Fourth Semester

|   |   |
|---|---|
| General Education Group D                       | 3 |
| General Education Group C                       | 2 |
| AUTB 254.5-.6 Refinishing Procedures I          | 4 |
| AUTB 255.0 Refinishing Procedures II            | 4 |
| AUTB 256.0 Refinishing Procedures III           | 4 |
| Auto Body Electives (adviser approval required) | 1 |

**Fourth Semester Total** 18

**General Education Listings on page 35**

**Total Credits for Associate of Applied Science Degree** 75

## Diploma

**Purpose**—The diploma award is for those graduates who wish only “hands-on” skill development in the auto body program. Their immediate objective is to find employment as a service technician.

### Auto Body Repair (H)

#### First Semester

|   |   |
|---|---|
| Communications  | 3 |
| AUTB 125.0 Basic Metal Bumping & Finishing            | 4 |
| AUTB 126.0 Welding                                    | 5 |
| AUTB 127.0 Plastic Filler & Plastic/Fiberglass Repair | 2 |
| AUTB 128.0 Estimating                                 | 1 |
| AUTB 129.0 Fender Repair & Replacement                | 3 |

**First Semester Total** 18

#### Second Semester

|  |   |
|--|---|
| Mathematics/Science                            | 3 |
| Academic support electives approved by adviser | 3 |
| AUTB 130.0 Door Straightening & Alignment      | 4 |
| AUTB 131.0 Quarter Panel Straightening         | 4 |
| AUTB 133.0 Front End Assembly                  | 2 |

**Second Semester Total** 16

**Total Credits for Diploma** 34

### Auto Body Refinishing (H)

#### First Semester

|   |   |
|---|---|
| Communications                                    | 3 |
| Academic support electives approved by adviser    | 3 |
| AUTB 250.0 Introduction to Automotive Refinishing | 1 |
| AUTB 251.0 Spray Equipment                        | 1 |
| AUTB 252.0 Refinishing Shop Equipment             | 1 |
| AUTB 253.0 Paint Materials & Abrasives            | 1 |
| AUTB 254.1-.4 Refinishing Procedures I            | 7 |

**First Semester Total** 17

|  |           |
|--|-----------|
| <b>Second Semester</b>                 |           |
| Mathematics/Science                    | 3         |
| AUTB 254.5-.6 Refinishing Procedures I | 4         |
| AUTB 255.0 Refinishing Procedures II   | 4         |
| AUTB 256.0 Refinishing Procedures III  | 4         |
| <b>Second Semester Total</b>           | <b>15</b> |
| <b>Total Credits for Diploma</b>       | <b>32</b> |

## Certificates

### Auto Body Technology (H)

**Purpose**—The auto body certificate provides limited educational opportunity to enhance a student's skill and ability in a chosen specialty. With approval of the adviser, the student will complete a minimum of 12 credits in one of the following: basic sheet metal, collision repair, refinishing, etc.

# Automotive Technology

The automotive technology option is part of the Mechanics Technology program. This option provides opportunities to obtain the fundamental knowledge, skills, and training needed for employment or career advancement as an automotive technician with awards including associate of applied science degree, diplomas, and certificates. Students in this program are required to take the courses listed in a common core if they wish to complete an associate of applied science degree in either the automotive or diesel options. Besides this shared core, which is listed below, students work with their advisers to decide what other courses are necessary to complete their degree.

## Career Opportunities

Depending on the area of specialization, a variety of employment opportunities are available, including automotive dealerships, independent repair shops, specialty repair shops, automotive sales or factory representative, or private ownership of a repair business. The college provides career and employment services.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Mechanics with Automotive Endorsement (H)

**Purpose**—Graduates of the associate of applied science degree in mechanics technology in automotive are educated as entry-level technicians in light duty vehicle repair, maintenance, and related fields such as service writing, warranty, and parts sales (available at the Hastings Campus only.)

#### First Semester

|            |                                   |   |
|------------|-----------------------------------|---|
| AUTO 100.0 | Basic Shop Practices              | 4 |
| AUTO 110.0 | Electrical/Electronics            | 7 |
| AUTO 120.0 | Manual Transmissions and Clutches | 2 |
| GEN ED     | Group A: Communications           | 3 |
| GEN ED     | Group B: Math/Science             | 3 |

**First Semester Total** **19**

#### Second Semester

|            |  |   |
|------------|--|---|
| AUTO 140.0 | Transportation Heating & A/C                   | 4 |
| AUTO 170.0 | Electronic Ignition & Computer Control Systems | 4 |

|            |  |   |
|------------|--|---|
| AUTO 180.0 | Brakes, Suspension, Alignment & Tire Balancing | 6 |
| GEN ED     | Group C: Personal Development/Humanities       | 3 |

**Second Semester Total** **17**

#### Third Semester

|            |                                     |   |
|------------|-------------------------------------|---|
| AUTO 160.0 | Brakes                              | 2 |
| AUTO 172.0 | Scopes & Minor Tune                 | 2 |
| AUTO 260.0 | Anti-Lock Brake Systems             | 2 |
| AUTO 270.0 | Fuel Systems                        | 6 |
| AUTO 280.0 | Wheel Alignment                     | 3 |
| GEN ED     | Group D: Social/Behavioral Sciences | 3 |

**Third Semester Total** **18**

#### Fourth Semester

|            |   |   |
|------------|---|---|
| AUTO 150.0 | Basic Automatic Transmissions             | 2 |
| AUTO 281.0 | Steering & Suspension Systems             | 5 |
| AUTO       | Electives with advisers approval          | 6 |
| GEN ED     | Choose 3 credits from Group A, B, C, or D | 3 |

**Fourth Semester Total** **16**

**Total Credits for Associate of Applied Science Degree** **70**

#### Automotive Electives

|            |                                     |   |
|------------|-------------------------------------|---|
| AUTO 121.0 | Transaxles/Drive Shafts             | 2 |
| AUTO 122.0 | Differentials/Four-Wheel Drive      | 2 |
| AUTO 130.0 | Engine Restoration                  | 8 |
| AUTO 186.0 | Cooperative Education/Internship I  | 8 |
| AUTO 199.0 | Special Topics                      | 4 |
| AUTO 230.0 | Engine Services & Accessories       | 8 |
| AUTO 250.0 | Automatic Transmissions             | 5 |
| AUTO 251.0 | Automatic Transaxles                | 4 |
| AUTO 286.0 | Cooperative Education/Internship II | 8 |
| AUTO 299.0 | Special Topics                      | 4 |

## Diploma

### Mechanics Technology (H)

**Purpose**—The purpose of the mechanics technology diploma is to provide the person wanting to be an entry-level technician with the “hands-on” skills and knowledge necessary to find employment as a mechanics technician in either the automotive or diesel industry (available at the Hastings Campus only).

#### Basic Core

|              |                                   |   |
|--------------|-----------------------------------|---|
| AUTO 100.0   | Basic Shop Practices              | 4 |
| AUTO 110.1-2 | Electrical/Electronics            | 2 |
| AUTO 120.0   | Manual Transmissions and Clutches | 2 |

**Subtotal** **8**

**Elective Credits** **37**

To be selected from the automotive course offerings with adviser approval.

#### Academic Support

|                |   |
|----------------|---|
| Communications | 3 |
| Math/Science   | 3 |

|  |           |
|--|-----------|
| Academic support electives approved by adviser | 3         |
| <b>Total Credits for the Diploma</b>           | <b>54</b> |

### Accelerated (10 Month)

#### Ford Motor Company Maintenance and Light Repair (MLR) Program

**Purpose**—The Maintenance and Light Repair diploma program offers a quick, high-intensity opportunity for students to enter the challenging world of automotive service. You'll acquire the necessary skills to perform regular maintenance, minor or light repairs, and parts installation on all types of Ford and Lincoln Mercury automobiles and light trucks.

#### Typical Course of Study

##### Fall Semester

|              |                                 |   |
|--------------|---------------------------------|---|
| AUTO 101.0   | Ford MLR Basic Shop Functions   | 4 |
| AUTO 111.0   | Ford MLR Electrical             | 7 |
| AUTO 120.0   | Manual Transmissions & Clutches | 2 |
| Math/Science |                                 | 3 |

**First Semester Total** **16**

##### Spring Semester

|                |  |   |
|----------------|--|---|
| AUTO 130.1-2   | Engine Restoration                             | 2 |
| AUTO 141.0     | Ford MLR Air Conditioning                      | 4 |
| AUTO 170.1-.2  | Electronic Ignition & Computer Control Systems | 2 |
| AUTO 181.0     | Ford MLR Brakes & Suspension                   | 6 |
| Communications |  | 3 |

**Second Semester Total** **17**

##### Summer Semester

|                                 |  |   |
|---------------------------------|--|---|
| AUTO 170.3-.4                   | Electronic Ignition & Computer Control Systems | 2 |
| AUTO 172.0                      | Scopes and Minor Tune                          | 2 |
| AUTO 182.0                      | Ford MLR Brakes and Alignment                  | 3 |
| Personal Development/Humanities |  | 3 |

**Summer Semester Total** **10**

**Total Credits for Diploma** **43**

## Certificate

### Mechanics Technology (H)

**Purpose**—The mechanics technology certificate provides limited educational opportunity to enhance a student's skill and ability in a chosen specialty. With approval of the adviser, the student will complete a minimum of 12 credits in one of the following: engine overhaul, engine performance, drive train, alignment and brakes, electrical and accessories and fuel systems and emissions (available at Hastings, Grand Island, and Columbus).

#### FORD Motor Company Maintenance and Light Repair (MLR) Program (H)

**Purpose**—The Maintenance and Light Repair program offers a quick, low-intensity opportunity for students to enter the challenging world of automotive service. You'll acquire the necessary skills to perform regular maintenance, minor or light repairs, and parts installation on all types of Ford and Lincoln Mercury automobiles and light trucks.

|            |                                 |   |
|------------|---------------------------------|---|
| AUTO 101.0 | Ford MLR Basic Shop Functions   | 4 |
| AUTO 111.0 | Ford MLR Electrical             | 7 |
| AUTO 120.0 | Manual Transmissions & Clutches | 2 |
| AUTO 141.0 | Ford MLR Air Conditioning       | 4 |
| AUTO 181.0 | Ford MLR Brakes & Suspension    | 6 |
| AUTO 182.0 | Ford MLR Brakes & Alignment     | 3 |

**Total Credits for Certificate** **26**

### General Automotive Technology (G, H, C)

|              |  |   |
|--------------|--|---|
| AUTO 100.0   | Basic Shop Practices                           | 4 |
| AUTO 130.1-4 | Engine Restoration                             | 4 |
| AUTO 180.0   | Brakes, Suspension, Alignment & Tire Balancing | 6 |

**Total** **14**

# Business Administration, Accounting and Entrepreneurship

The business administration degree offers the skills and broad business background needed for a lifetime of opportunity. The program develops the critical thinking, problem-solving, interpersonal, communication, and computer skills needed by graduates to successfully serve as leaders within modern organizations. Each business major extensively studies an area of emphasis, either accounting or business administration. Students are required to develop expertise by completing 12 electives in the area of Business Administration, Information Technology, Media Arts, Nursing Home Administration, Business Technology, Quality Control or Hospitality Management and Culinary Arts.

Diplomas are offered in accounting, management or marketing. Certificates are offered in bookkeeping, accounting, advanced accounting, management, and marketing.

## Career Opportunities

According to the Occupational Outlook Handbook, management positions will grow by 11.4 percent. Careers available include management and supervision in advertising, marketing, public relations, sales, retail, food service, human resources, labor relations, production, hotel and restaurant, medical and health, real estate, purchasing, nursing home administration, finance, insurance, wholesale, manufacturing, banking and quality control.

Accounting careers include financial managers; budget analysts; collection agents, tellers, tax preparers, and clerical positions in billing, posting, accounting, auditing, payroll, and procurement.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

**Purpose**—The business administration associate of applied science degree provides students with the opportunity to obtain management, marketing, accounting, computer, and interpersonal skills necessary for business, accounting, nursing home administration, and related occupations while establishing a foundation for continued personal and professional growth in a global society.

## Accounting Emphasis for A.A.S. Degree:

### First Semester

|        |       |  |   |
|--------|-------|--|---|
| BSAD   | 105.0 | Introduction to Business                 | 3 |
| *ACCT  | 120.0 | Principles of Accounting I               | 3 |
| OFFT   | 120.0 | Workplace Interaction                    | 3 |
| **OFFT | 155.0 | Intermediate Microsoft Integration       | 3 |
| GEN ED |       | Group B: Math/Science                    | 3 |
| GEN ED |       | Group C: Personal Development/Humanities | 1 |

**First Semester Total** **16**

### Second Semester

|        |       |  |   |
|--------|-------|--|---|
| ACCT   | 121.0 | Principles of Accounting II              | 3 |
| ACCT   | 135.0 | Payroll Accounting                       | 2 |
| ACCT   | 163.0 | QuickBooks Accounting                    | 2 |
| ACCT   | 165.0 | Spreadsheets—Accounting I                | 2 |
| ACCT   | 169.0 | Simulated Accounting                     | 1 |
| OFFT   | 147.0 | Electronic Calculators                   | 2 |
| GEN ED |       | Group A: Communications                  | 3 |
| GEN ED |       | Group C: Personal Development/Humanities | 2 |

**Second Semester Total** **17**

(Diploma requirements are met after the second semester)

### Third Semester

|                                   |       |                            |   |
|-----------------------------------|-------|----------------------------|---|
| ACCT                              | 161.0 | Personal Income Tax        | 3 |
| ACCT                              | 164.0 | Peachtree Accounting       | 2 |
| ACCT                              | 166.0 | Spreadsheets—Accounting II | 1 |
| ***Cooperative Education/Business |       |                            |   |
| Elective                          |       |                            | 3 |
| Select three credit hours:        |       |                            | 3 |

|        |       |                                     |   |
|--------|-------|-------------------------------------|---|
| ACCT   | 230.0 | Intermediate Accounting I (3)       |   |
| ACCT   | 235.0 | Accounting for Management (3)       |   |
| ACCT   | 262.0 | Cost Accounting (3)                 |   |
| GEN ED |       | Group D: Social/Behavioral Sciences | 3 |

**Third Semester Total** **15**

### Fourth Semester

|                                   |       |   |   |
|-----------------------------------|-------|---|---|
| ACCT                              | 261.0 | Business Income Tax                             | 3 |
| ACCT                              | 269.0 | Accounting Capstone                             | 2 |
| BSAD                              | 136.0 | Personal Financial Planning or Student Elective | 3 |
| BSAD                              | 257.0 | Leadership, Law & Ethics                        | 3 |
| ***Cooperative Education/Business |       |   |   |
| Elective                          |       |   | 3 |
| GEN ED                            |       | Group A, B, C or D                              | 3 |

**Fourth Semester Total** **17**

**Total Credits for Associate of Applied Science Degree** **65**



\*If high school accounting or an equivalent course has not been completed, it is recommended that ACCT 110.0 Small Business Accounting be completed prior to ACCT 120.0 Principles of Accounting I.

\*\* If high school microcomputer fundamentals or equivalent has not been completed, it is recommended that INFO 112.0 Microcomputer Applications be completed prior to OFFT 155.0 Intermediate Microsoft Integration.

\*\*\*Business Electives:

Courses from the Business Administration, Business Technology, Cooperative Education, Hospitality Management and Culinary Arts, Information Technology, and Media Arts programs. Courses from the Nursing Home Administrator program at Southeast Community College may also be used.

### **Business Administration Emphasis for A.A.S. Degree:**

#### **First Semester**

|            |   |   |
|------------|---|---|
| BSAD 105.0 | Introduction to Business                                | 3 |
| BSAD 252.0 | Principles of Marketing                                 | 3 |
| OFFT 120.0 | Workplace Interaction                                   | 3 |
| GEN ED     | Group A: Communications<br>(ENGL 101.0, 102.0 or 123.0) | 3 |
| GEN ED     | Group B: Math/Science                                   | 3 |

**First Semester Total 15**

#### **Second Semester**

|                    |                                     |   |
|--------------------|-------------------------------------|---|
| BSAD 254.0         | Principles of Management            | 3 |
| ECON 110.0         | Economic Understanding              | 3 |
|                    | OR                                  |   |
| ECON 211.0         | Principles of Macroeconomics        |   |
| OFFT 155.0         | Intermediate Microsoft Integration  | 3 |
| GEN ED             | Group D: Social/Behavioral Sciences | 3 |
| *Business Elective |                                     | 3 |

**Second Semester Total 15**

#### **Third Semester**

|                    |                              |   |
|--------------------|------------------------------|---|
| ACCT 110.0         | Small Business Accounting    | 3 |
|                    | OR                           |   |
| ACCT 120.0         | Principles of Accounting I   |   |
| BSAD 256.0         | Microcomputers in Management | 3 |
| *Business Elective |                              | 6 |
| GEN ED             | Group A, B, C or D           | 3 |

**Third Semester Total 15**

#### **Fourth Semester**

|  |  |   |
|--|--|---|
| BSAD 136.0                               | Personal Financial Planning<br>or Student Elective | 3 |
| BSAD 245.0                               | International Business                             | 3 |
| BSAD 251.0                               | Supervisory Management                             | 3 |
| BSAD 257.0                               | Leadership, Law & Ethics                           | 3 |
| *Cooperative Education/Business Elective |  | 3 |
| GEN ED                                   | Group C: Personal<br>Development/Humanities        | 3 |

**Fourth Semester Total 18**

**Total Credits for Associate of Applied Science Degree 63**

### **Business Electives**

Courses from the Business Administration, Business Technology, Cooperative Education, Hospitality Management and Culinary Arts, Information Technology, and Media Arts programs. Courses from the Nursing Home Administrator program at Southeast Community College may also be used.

## **Diploma**

**Purpose**—The business administration diploma provides students with the opportunity to obtain the fundamental knowledge and skills necessary for entry-level employment in management, marketing or accounting.

### **Accounting Emphasis for Diploma:**

#### **Required Courses:**

|            |                                    |   |
|------------|------------------------------------|---|
| ACCT 120.0 | Principles of Accounting I         | 3 |
| ACCT 121.0 | Principles of Accounting II        | 3 |
| ACCT 135.0 | Payroll Accounting                 | 2 |
| ACCT 163.0 | QuickBooks Accounting              | 2 |
|            | OR                                 |   |
| ACCT 164.0 | Peachtree Accounting               |   |
| ACCT 165.0 | Spreadsheets—Accounting I          | 2 |
| ACCT 169.0 | Simulated Accounting               | 1 |
| BSAD 105.0 | Introduction to Business           | 3 |
| OFFT 147.0 | Electronic Calculators             | 2 |
| OFFT 155.0 | Intermediate Microsoft Integration | 3 |

**Required Courses Subtotal 21**

**Student Electives (with adviser approval) 3**

General Education Requirements:

|        |                         |   |
|--------|-------------------------|---|
| GEN ED | Group A: Communications | 3 |
| GEN ED | Group B, C, or D        | 6 |

**Total Credits for Diploma 33**

### **Management Emphasis for Diploma:**

#### **Required Courses**

|            |                                    |   |
|------------|------------------------------------|---|
| ACCT 110.0 | Small Business Accounting          | 3 |
|            | OR                                 |   |
| ACCT 120.0 | Principles of Accounting I         |   |
| BSAD 105.0 | Introduction to Business           | 3 |
| BSAD 251.0 | Supervisory Management             | 3 |
| BSAD 254.0 | Principles of Management           | 3 |
| BSAD 257.0 | Leadership, Law & Ethics           | 3 |
| OFFT 155.0 | Intermediate Microsoft Integration | 3 |

**Required Courses Subtotal 18**

**Management Electives 6**

#### **Select two courses from the following:**

|            |                                      |
|------------|--------------------------------------|
| ACCT 121.0 | Principles of Accounting II (3)      |
| BSAD 186.0 | Cooperative Education (1-8)          |
| BSAD 220.0 | Business Law Principles I (3)        |
| BSAD 221.0 | Business Law Principles II (3)       |
| BSAD 236.0 | Corporate Finance (3)                |
| BSAD 256.0 | Microcomputers in Management (3)     |
| ECON 110.0 | Economic Understanding (3)           |
| ECON 211.0 | Principles of Macroeconomics (3)     |
| ECON 212.0 | Principles of Microeconomics (3)     |
| ENTR 105.0 | Introduction to Entrepreneurship (3) |

|      |       |   |  |
|------|-------|---|--|
| ENTR | 106.0 | Entrepreneurship Opportunity Analysis (3)     |  |
| ENTR | 205.0 | Marketing for the Entrepreneur (3)            |  |
| ENTR | 206.0 | Entrepreneurship Legal Issues (3)             |  |
| ENTR | 207.0 | Entrepreneurship Taxes & Financial Topics (3) |  |
| ENTR | 209.0 | Entrepreneurship Business Plan (3)            |  |

**Management Emphasis Total 24**

## General Education Requirements:

|        |  |   |
|--------|--|---|
| GEN ED | Group A: Communications                  | 3 |
|        | (ENGL 101.0, ENGL 102.0 or ENGL 123.0)   |   |
| GEN ED | Group B: Math/Science                    | 3 |
| GEN ED | Group C: Personal Development/Humanities | 3 |

**Subtotal 9**

**Total Credits for Management Diploma 33**

## Marketing Emphasis for Diploma:

### Required Courses

|      |       |                          |   |
|------|-------|--------------------------|---|
| BSAD | 105.0 | Introduction to Business | 3 |
| BSAD | 252.0 | Principles of Marketing  | 3 |
| BSAD | 258.0 | Consumer Behavior        | 3 |

**Subtotal 9**

**Marketing Electives 15**

### Select five courses from the following:

|      |       |  |  |
|------|-------|--|--|
| BSAD | 141.0 | Sales Techniques (3)                   |  |
| BSAD | 142.0 | Retailing (3)                          |  |
| BSAD | 186.0 | Cooperative Education (1-8)            |  |
| BSAD | 241.0 | Advertising (3)                        |  |
| BSAD | 243.0 | Public Relations (3)                   |  |
| BSAD | 245.0 | International Business (3)             |  |
| ENTR | 205.0 | Marketing for Entrepreneur (3)         |  |
| OFFT | 155.0 | Intermediate Microsoft Integration (3) |  |

**Marketing Emphasis Total 24**

## General Education Requirements:

|        |  |   |
|--------|--|---|
| GEN ED | Group A: Communications                  | 3 |
|        | (ENGL 101.0, ENGL 102.0 or ENGL 123.0)   |   |
| GEN ED | Group B: Math/Science                    | 3 |
| GEN ED | Group C: Personal Development/Humanities | 3 |

**General Education Subtotal 9**

**Total Credits for Marketing Diploma 33**

## Certificates

### Accounting Clerk

**Purpose**—The accounting clerk certificate combines software applications with accounting procedures for students to develop skills needed for general office employment.

#### Required Courses:

|      |       |                             |   |
|------|-------|-----------------------------|---|
| ACCT | 120.0 | Principles of Accounting I  | 3 |
| ACCT | 121.0 | Principles of Accounting II | 3 |
| ACCT | 135.0 | Payroll Accounting          | 2 |

|      |       |                            |   |
|------|-------|----------------------------|---|
| ACCT | 163.0 | QuickBooks Accounting OR   |   |
| ACCT | 164.0 | Peachtree Accounting       | 2 |
| ACCT | 165.0 | Spreadsheets—Accounting I  | 2 |
| ACCT | 166.0 | Spreadsheets—Accounting II | 1 |

**Subtotal 13**

**Select 3 credit hours: 3**

|      |       |  |  |
|------|-------|--|--|
| BSAD | 256.0 | Microcomputers in Management (3)       |  |
| OFFT | 155.0 | Intermediate Microsoft Integration (3) |  |
| OFFT | 255.0 | Advanced Microsoft Integration (3)     |  |

**Total Credits for Certificate 16**

### Advanced Accounting

**Purpose**—The advanced accounting certificate provides students with the opportunity to develop skills in financial, cost and tax accounting.

#### Required Courses:

|      |       |                            |   |
|------|-------|----------------------------|---|
| ACCT | 163.0 | QuickBooks Accounting      | 2 |
| ACCT | 164.0 | Peachtree Accounting       | 2 |
| ACCT | 165.0 | Spreadsheets—Accounting I  | 2 |
| ACCT | 166.0 | Spreadsheets—Accounting II | 1 |

**Subtotal 7**

**Select 9 credit hours: 9**

|      |       |                               |  |
|------|-------|-------------------------------|--|
| ACCT | 161.0 | Personal Income Tax (3)       |  |
| ACCT | 230.0 | Intermediate Accounting I (3) |  |
| ACCT | 261.0 | Business Income Tax (3)       |  |
| ACCT | 262.0 | Cost Accounting (3)           |  |
| BSAD | 257.0 | Leadership, Law & Ethics (3)  |  |

**Total Credits for Certificate 16**

### Bookkeeping

**Purpose**—The bookkeeping certificate provides students with the opportunity to obtain fundamental recordkeeping skills needed for general office employment.

#### Required Courses:

|      |       |                                    |   |
|------|-------|------------------------------------|---|
| ACCT | 110.0 | Small Business Accounting OR       |   |
| ACCT | 120.0 | Principles of Accounting I         | 3 |
| ACCT | 135.0 | Payroll Accounting                 | 2 |
| ACCT | 163.0 | QuickBooks Accounting OR           |   |
| ACCT | 164.0 | Peachtree Accounting               | 2 |
| OFFT | 155.0 | Intermediate Microsoft Integration | 3 |

**Subtotal 10**

**Select 5 credit hours: 5**

|      |       |  |  |
|------|-------|--|--|
| MATH | 106.0 | Business Mathematics (3)                   |  |
| OFFT | 147.0 | Electronic Calculators (2)                 |  |
| OFFT | 240.0 | Records Management (3)                     |  |
| OFFT | 283.0 | Administrative Professional Procedures (3) |  |

**Total Credits for Certificate 15**

### Entrepreneurship Certificate

**Purpose**—The Entrepreneurship Certificate provides students with the opportunity to develop a business plan based on

the financial, legal, marketing, and management strategies needed to own and operate a business.

|                                      |       |   |           |
|--------------------------------------|-------|---|-----------|
| ENTR                                 | 105.0 | Introduction to Entrepreneurship          | 3         |
| ENTR                                 | 106.0 | Entrepreneurship Opportunity Analysis     | 3         |
| ENTR                                 | 205.0 | Marketing for the Entrepreneur            | 3         |
| ENTR                                 | 206.0 | Entrepreneurship Legal Issues             | 3         |
| ENTR                                 | 207.0 | Entrepreneurship Taxes & Financial Topics | 3         |
| ENTR                                 | 209.0 | Entrepreneurship Business Plan            | 3         |
| <b>Total Credits for Certificate</b> |       |   | <b>18</b> |

### Management Certificate

**Purpose**—The management certificate provides students with the opportunity to obtain fundamental management skills.

**Required Courses:**

|      |       |                          |   |
|------|-------|--------------------------|---|
| BSAD | 251.0 | Supervisory Management   | 3 |
| BSAD | 254.0 | Principles of Management | 3 |

**Subtotal** **6**

**Select 6 credit hours** **6**

|      |       |                                      |  |
|------|-------|--------------------------------------|--|
| ACCT | 110.0 | Small Business Accounting (3)        |  |
|      |       | OR                                   |  |
| ACCT | 120.0 | Principles of Accounting I (3)       |  |
| BSAD | 105.0 | Introduction to Business (3)         |  |
| BSAD | 220.0 | Business Law Principles I (3)        |  |
| BSAD | 236.0 | Corporate Finance (3)                |  |
| BSAD | 257.0 | Leadership, Law & Ethics (3)         |  |
| ENTR | 105.0 | Introduction to Entrepreneurship (3) |  |

**Student Electives (adviser approval)** **3**

**Total Credits for Certificate** **15**

### Marketing Certificate

**Purpose**—The marketing certificate provides students with the opportunity to obtain fundamental marketing skills.

**Required Courses:**

|      |       |                         |   |
|------|-------|-------------------------|---|
| BSAD | 252.0 | Principles of Marketing | 3 |
| BSAD | 258.0 | Consumer Behavior       | 3 |

**Subtotal** **6**

**Select 6 credit hours:** **6**

|      |       |  |  |
|------|-------|--|--|
| BSAD | 105.0 | Introduction to Business (3)                       |  |
| BSAD | 141.0 | Sales Techniques (3)                               |  |
| BSAD | 142.0 | Retailing (3)                                      |  |
| BSAD | 143.0 | Introduction to Sports & Recreation Management (3) |  |
| BSAD | 241.0 | Advertising (3)                                    |  |
| BSAD | 243.0 | Public Relations (3)                               |  |
| ENTR | 205.0 | Marketing for the Entrepreneur (3)                 |  |

**Student Electives (adviser approval)** **3**

**Total Credits for Certificate** **15**

### Supervisory Management Certificate (C)

**Purpose**—The supervisory management certificate provides students with the opportunity to obtain fundamental supervisory skills.

**Required Courses:**

|      |       |                                 |   |
|------|-------|---------------------------------|---|
| BSAD | 190.0 | Ethics & Stress                 | 1 |
| BSAD | 191.0 | Staffing & Employee Development | 2 |
| BSAD | 192.0 | Leading & Motivating            | 3 |
| BSAD | 193.0 | Product/Service Management      | 3 |
| BSAD | 194.0 | General Business Knowledge      | 2 |
| BSAD | 195.0 | Computer Orientation            | 2 |
| BSAD | 196.0 | Communications with Results     | 3 |

**Total Credits for Certificate** **16**

# Business Technology

As technology continues to expand in businesses and offices, the role of the office assistant has evolved to include a wide range of new responsibilities. These new duties include providing training and orientation to new staff, conducting research on the Internet and operating new technologies and software. Office personnel serve as an information clearinghouse for a business; schedule appointments; provide information to internal and external customers; organize and maintain paper and electronic files; manage projects; and produce correspondence. They use personal computers to run spreadsheet, word processing, database management, desktop publishing, and graphics programs.

## Career Opportunities

According to Occupational Outlook Handbook, located on the Internet, the fastest growing occupations will be service-oriented. Desktop publishing specialists, legal specialists, medical office specialists, and administrative positions are listed as careers with growing opportunities. Workers in these fields will need technical skills, to be flexible and to adapt to new situations. Entry-level positions frequently serve as stepping-stones to jobs with more responsibilities. Careers available in this area include administrative assistants, medical and legal office assistants, desktop publishing specialists, and office supervisors.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Business Technology

**Purpose**—The business technology degree provides graduates the full scope of office techniques and microcomputer and software competencies with appropriate general education courses needed to succeed in an office environment. See a business technology adviser to plan your program of study listed below. Areas of specialization include:

- Administrative Professional
- Agribusiness Office Services
- Business Software Specialist
- Desktop Publishing Specialist
- Legal Office
- Medical Office
- Medical Transcription

### First Semester

|        |       |                                     |   |
|--------|-------|-------------------------------------|---|
| BSAD   | 105.0 | Introduction to Business            | 3 |
| OFFT   | 110.0 | Introduction to Business Technology | 3 |
| OFFT   | 120.0 | Workplace Interaction               | 3 |
| OFFT   | 227.0 | Advanced Document Production        | 3 |
| OR     |       |                                     |   |
| OFFT   | 254.0 | Word Processing                     |   |
| GEN ED |       | Group A: Communications             | 3 |

**First Semester Total 15**

### Second Semester

|        |       |   |   |
|--------|-------|---|---|
| OFFT   | 155.0 | Intermediate Microsoft Integration        | 3 |
| OFFT   | 220.0 | Customer Service Skills                   | 3 |
| OFFT   | 240.0 | Records Management                        | 3 |
| OFFT   |       | Select required course from BTEC emphasis | 2 |
| GEN ED |       | Group B: Math/Science                     | 3 |
| GEN ED |       | Group C: Personal Development/Humanities  | 3 |

**Second Semester Total 17**

### Third Semester

|        |       |   |   |
|--------|-------|---|---|
| ACCT   | 110.0 | Small Business Accounting                 | 3 |
| OR     |       |   |   |
| ACCT   | 120.0 | Principles of Accounting I                |   |
| OFFT   |       | Select required course from BTEC emphasis | 3 |
| OFFT   |       | Select required course from BTEC emphasis | 3 |
| OFFT   |       | Select required course from BTEC emphasis | 5 |
| GEN ED |       | Group D: Social & Behavioral Sciences     | 3 |

**Third Semester Total 17**

### Fourth Semester

|                                      |       |  |   |
|--------------------------------------|-------|--|---|
| BSAD                                 | 257.0 | Leadership, Law and Ethics                 | 3 |
| OFFT                                 |       | Advisor Approved Elective                  | 1 |
| OFFT                                 |       | Internship/MOS Certification/Electives     | 5 |
| GEN ED                               |       | Group A, B, C, or D                        | 3 |
| Select one of the following courses: |       |  |   |
| OFFT                                 | 263.0 | Medical Office Procedures (3)              |   |
| OFFT                                 | 273.0 | Legal Office Procedures (3)                |   |
| OFFT                                 | 283.0 | Administrative Professional Procedures (3) |   |

**Fourth Semester Total 15**

**Total Credits for Associate of Applied Science Degree 64**

## MEDICAL TRANSCRIPTION OPTION

### First Semester

|      |        |   |   |
|------|--------|---|---|
| BIOS | 125.0  | Structure & Function of the Human Body I  | 2 |
| BIOS | 126.0  | Structure & Function of the Human Body II | 2 |
| OFFT | 101.0/ |   |   |
| HIMS | 101.0  | Basic Medical Terms                       | 2 |

|      |       |  |   |
|------|-------|--|---|
| OFFT | 124.0 | Medical Keyboarding  | 3 |
|      |       | Prerequisite: OFFT 127.0 Keyboarding or 40 words per minute/2 error limit/ 5 minute timing |   |
| OFFT | 125.0 | Medical Writing Principles   | 3 |
|      |       | Computer Course (see adviser)  | 3 |

**First Semester Total 15**

#### Second Semester

|        |        |                                    |   |
|--------|--------|------------------------------------|---|
| OFFT   | 102.0/ |                                    |   |
| HIMS   | 102.0  | Medical Terminology                | 3 |
| OFFT   | 120.0  | Workplace Interaction              | 3 |
| OFFT   | 155.0  | Intermediate Microsoft Integration | 3 |
| OFFT   | 161.0  | Medical Transcription I            | 3 |
| GEN ED |        | Writing Course (Group A)           | 3 |
| GEN ED |        | Group A, B, C or D                 | 3 |

**Second Semester Total 18**

#### Third Semester

|        |       |                          |   |
|--------|-------|--------------------------|---|
| BSAD   | 105.0 | Introduction to Business | 3 |
| OFFT   | 261.0 | Medical Transcription II | 3 |
| HIMS   | 130.0 | Legal Aspects of HIMS    | 2 |
| MEDA   | 133.0 | Pharmacology             | 3 |
|        |       | Elective                 | 3 |
| GEN ED |       | Group A, B, C or D       | 3 |

**Third Semester Total 17**

#### Fourth Semester

|        |       |                                     |     |
|--------|-------|-------------------------------------|-----|
| ACCT   | 110.0 | Small Business Accounting OR        | 3   |
| ACCT   | 120.0 | Principles of Accounting I          |     |
| HIMS   | 125.0 | Introduction to HIMS                | 3   |
| MEDA   | 220.0 | Disease Conditions                  | 3   |
| GEN ED |       | Group A, B, C or D                  | 2-3 |
| OFFT   | 186.0 | Cooperative Education/Internship OR | 3   |
| HIMS   | 280.0 | Practicum                           |     |

**Fourth Semester Total 14-15**

**Total Credits for Associate of Applied Science Degree 64-65**

## Diploma

### Business Technology

**Purpose**—The business technology diploma provides the fundamental knowledge and current skills necessary for employment in office occupations.

**Select from one of the following areas of emphasis 15**

#### Legal Office

Legal Office Certificate

#### Medical Office

Medical Office Certificate

#### Business Technology

Office Assistant Certificate

#### Software Integration

Business Software Specialist Certificate

### General Education Requirements:

|        |                         |   |
|--------|-------------------------|---|
| GEN ED | Group A: Communications | 3 |
| GEN ED | Group B: Math/Science   | 3 |
| GEN ED | Group A, B, C, or D     | 3 |

**Subtotal 9**

**Select 8 credits of related courses approved by adviser. 8**

**Total Credits for Diploma 32**

### Medical Transcription

|        |        |  |     |
|--------|--------|--|-----|
|        |        | Computer Course (see adviser)  | 3   |
| BIOS   | 102.0  | Human Biology (3) OR   | 3-4 |
| BIOS   | 125.0  | Structure & Function of the Human Body (2) AND   |     |
| BIOS   | 126.0  | Structure & Function of the Human Body II (2)  |     |
| GEN ED |        | Writing Course (Group A)   | 3   |
| GEN ED |        | Group A, B, C, or D  | 3   |
| HIMS   | 130.0  | Legal Aspects of Health Information Management   | 2   |
| MEDA   | 133.0  | Pharmacology   | 3   |
| OFFT   | 101.0/ |  |     |
| HIMS   | 101.0  | Basic Medical Terms  | 2   |
| OFFT   | 102/   |  |     |
| HIMS   | 102    | Medical Terminology  | 3   |
| OFFT   | 124.0  | Medical Keyboarding  | 3   |
|        |        | Prerequisite: OFFT 127.0 Keyboarding or 40 words per minute/2 error limit/ 5 minute timing |     |
| OFFT   | 125.0  | Medical Writing Principles   | 3   |
| OFFT   | 161.0  | Medical Transcription I  | 3   |
| OFFT   | 186.0  | Cooperative Education/Internship OR  |     |
| HIMS   | 280.1  | Practicum  | 1   |
| OFFT   | 261.0  | Medical Transcription II   | 3   |

**Total Credits for Diploma 35-36**

## Certificates

### Administrative Professional

**Purpose**—The administrative professional certificate provides students with the opportunity to obtain advanced office management skills.

|      |       |  |   |
|------|-------|--|---|
| OFFT | 250.0 | Emerging Business Technology           | 3 |
| OFFT | 255.0 | Advanced Microsoft Integration         | 3 |
| OFFT | 282.0 | Office Management                      | 3 |
| OFFT | 283.0 | Administrative Professional Procedures | 3 |

**Select 3 credits of related courses approved by adviser 3**

**Total Credits for Certificate 15**

### Agribusiness Office Services

**Purpose**—The agribusiness office services certificate provides students the opportunity to develop skills for employment in businesses that support the agriculture industry.

|      |       |                                    |   |
|------|-------|------------------------------------|---|
| OFFT | 147.0 | Electronic Calculators             | 2 |
| OFFT | 155.0 | Intermediate Microsoft Integration | 3 |



|   |  |           |
|---|--|-----------|
| OFFT 283.0  | Administrative Professional Procedures | 3         |
| <b>Select 1 credit of related courses approved by adviser.</b>                |  | <b>1</b>  |
| <b>Select 6 credits of agriculture related electives approved by adviser.</b> |  | <b>6</b>  |
| <b>Total Credits for Certificate</b>  |  | <b>15</b> |

### **Business Software Specialist**

**Purpose**—The business software specialist certificate provides advanced training for business and office support staff in the use of computer software packages.

Select 5 courses from the following list:

|                                      |  |           |
|--------------------------------------|--|-----------|
| BSAD 256.0                           | Microcomputers in Management (3)           |           |
| OFFT 155.0                           | Intermediate Microsoft Integration (3)     |           |
| OFFT 250.0                           | Emerging Business Technology (3)           |           |
| OFFT 252.0                           | Project Planning (3)                       |           |
| OFFT 255.0                           | Advanced Microsoft Integration (3)         |           |
| OFFT 258.0                           | Universal Document Exchange (3)            |           |
| OFFT 283.0                           | Administrative Professional Procedures (3) |           |
| <b>Total Credits for Certificate</b> |  | <b>15</b> |

### **Desktop Publishing Specialist**

**Purpose**—The desktop publishing specialist certificate provides additional training for business and office support staff in the graphic arts.

|   |                              |           |
|---|------------------------------|-----------|
| OFFT 157.0  | Desktop Publishing           | 3         |
| OFFT 250.0  | Emerging Business Technology | 3         |
| OFFT 257.0  | Advanced Desktop Publishing  | 3         |
| <b>Select 6 credits of related courses approved by adviser from the following areas: OFFT, INFO, EIGT, MART, or DRAF.</b> |                              | <b>6</b>  |
| <b>Total Credits for Certificate</b>  |                              | <b>15</b> |

### **Legal Office**

**Purpose**—The legal office certificate provides students the opportunity to develop skills for entry-level legal office employment.

|  |                           |           |
|--|---------------------------|-----------|
| OFFT 103.0   | Legal Terminology         | 3         |
| OFFT 171.0   | Legal Document Production | 3         |
| OFFT 273.0   | Legal Office Procedures   | 3         |
| <b>Select 6 credits of related courses approved by adviser</b> |                           | <b>6</b>  |
| <b>Total Credits for Certificate</b>                           |                           | <b>15</b> |

### **Medical Office**

**Purpose**—The medical office certificate provides entry-level knowledge and skills necessary for employment within the health care profession.

|            |                                    |   |
|------------|------------------------------------|---|
| OFFT 101.0 | Basic Medical Terms                | 2 |
| OFFT 155.0 | Intermediate Microsoft Integration | 3 |
| OFFT 263.0 | Medical Office Procedures          | 3 |

**Select 7 credit hours from the following and/or related courses approved by adviser.** **7**

|            |                                      |  |
|------------|--------------------------------------|--|
| MEDA 163.0 | Administrative Medical Assisting (3) |  |
| OFFT 102.0 | Medical Terminology (3)              |  |
| OFFT 124.0 | Medical Keyboarding (3)              |  |
| OFFT 125.0 | Medical Writing Principles (3)       |  |
| OFFT 161.0 | Medical Transcription I (3)          |  |
| OFFT 240.0 | Records Management (3)               |  |
| OFFT 261.0 | Medical Transcription II (3)         |  |
| OFFT 262.0 | Insurance for the Medical Office (3) |  |
| OFFT 265.0 | Computerized Medical Management (2)  |  |

**Total Credits for Certificate** **15**

### **Medical Transcription**

The medical transcription certificate provides entry-level knowledge and skills necessary to transcribe medical documents.

|            |                              |   |
|------------|------------------------------|---|
| OFFT 101.0 | Basic Medical Terms          | 2 |
| OFFT 102.0 | Medical Terminology          | 3 |
| OFFT 110.0 | Intro to Business Technology | 3 |
| OFFT 124.0 | Medical Keyboarding          | 3 |
| OFFT 125.0 | Medical Writing Principles   | 3 |
| OFFT 161.0 | Medical Transcription I      | 3 |
| BIOS 102.0 | Human Biology                | 3 |

**Total Credits for Certificate** **20**

### **Office Assistant**

**Purpose**—The office assistant certificate provides students the opportunity to develop skills for entry-level office employment.

|            |                                    |   |
|------------|------------------------------------|---|
| OFFT 155.0 | Intermediate Microsoft Integration | 3 |
| OFFT 220.0 | Customer Service Skills            | 3 |
| OFFT 227.0 | Advanced Document Production       | 3 |
| OR         |                                    |   |
| OFFT 254.0 | Word Processing                    |   |
| OFFT 240.0 | Records Management                 | 3 |

**Select 3 credits of related courses approved by adviser** **3**

**Total Credits for Certificate** **15**

# Commercial Art

## (Electronic Imaging and Graphics)

### Career Opportunities

Graduates enter careers as commercial artists, graphic designers, publishing industry layout and design technicians, advertising designers, along with careers involving visual design in the various media industries.

### Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Commercial Art (C)

**Purpose**—The commercial art program provides students with the professional experience necessary for careers in commercial art, publishing, graphic design, and emerging visual communications careers such as electronic imaging graphics. In addition to immediate career employment opportunities, the commercial art program provides students with the first two years foundation courses toward completion of baccalaureate programs in the graphic and visual communications arts.

#### First Semester

|        |       |                                       |   |
|--------|-------|---------------------------------------|---|
| EIGT   | 120.0 | Electronic Illustration               | 3 |
| EIGT   | 126.0 | Printmaking                           | 3 |
| ARTS   | 125.0 | Art Fundamentals                      | 3 |
| OR     |       |                                       |   |
| EIGT   | 129.0 | Watercolor Painting                   |   |
| ARTS   | 127.0 | Fundamentals of Drawing & Composition | 3 |
| GEN ED |       | General Education Class               | 3 |

**First Semester Total** **15**

#### Second Semester

|        |       |                         |   |
|--------|-------|-------------------------|---|
| EIGT   | 130.0 | Visual Design           | 3 |
| ARTS   | 125.0 | Art Fundamentals        | 3 |
| OR     |       |                         |   |
| EIGT   | 128.0 | Oil & Acrylic Painting  |   |
| EIGT   | 240.0 | Electronic Design       | 3 |
| ARTS   | 101.0 | Intro to Visual Art     | 3 |
| GEN ED |       | General Education Class | 3 |

**Second Semester Total** **15**

#### Third Semester

|                   |       |                           |   |
|-------------------|-------|---------------------------|---|
| EIGT              | 230.0 | Problems in Studio-Design | 3 |
| ARTS              | 233.0 | Color Theory              | 2 |
| EIGT              |       | Art Electives             | 6 |
| GEN ED            |       | General Education         | 3 |
| STUDENT ELECTIVES |       |                           | 3 |

**Third Semester Total** **17**

#### Fourth Semester

|                   |       |                      |   |
|-------------------|-------|----------------------|---|
| ARTS              | 270.0 | Portfolio-Multimedia | 2 |
| EIGT              | 275.0 | Graduate Exhibit     | 2 |
| GEN ED            |       | General Education    | 3 |
| GEN ED            |       | General Education    | 3 |
| STUDENT ELECTIVES |       |                      | 4 |
| EIGT/             |       |                      |   |
| ARTS              |       | Art Electives        | 3 |

**Fourth Semester Total** **17**

#### Options:

Take Intro to Visual Art (web class), Art Fundamentals and Color Theory through Extended Learning Center during the summer. Would help lighten your fall/spring semesters so you can complete your degree in two years.

**Total Credits for Associate of Applied Science Degree** **64**

## Diploma

### Commercial Art (C)

**Purpose**—The diploma in commercial art provides students with fundamental art skills in layout and design necessary for graphics and publishing occupations.

#### Required Courses

|      |       |                                       |   |
|------|-------|---------------------------------------|---|
| ARTS | 125.0 | Art Fundamentals                      | 3 |
| EIGT | 120.0 | Electronic Illustration               | 3 |
| EIGT | 127.0 | Fundamentals of Drawing & Composition | 3 |
| EIGT | 128.0 | Oil & Acrylic Painting OR             |   |
| EIGT | 129.0 | Watercolor Painting                   | 3 |
| EIGT | 130.0 | Visual Design                         | 3 |
| ARTS | 233.0 | Color Theory                          | 2 |
| EIGT | 240.0 | Electronic Design                     | 3 |

**Subtotal** **20**

**Student Electives** **3**

#### Academic Support

|  |   |
|--|---|
| Communications                                 | 3 |
| Mathematics/Science                            | 3 |
| Academic support electives approved by adviser | 3 |

**General Education Subtotal** **9**

**Total Credits for Diploma** **32**

### Certificate

#### Commercial Art (C)

**Purpose**—The certificate in commercial art provides students with the technical skills necessary for entry-level employment in graphics and commercial art fields.

|                                      |       |                                       |           |
|--------------------------------------|-------|---------------------------------------|-----------|
| ARTS                                 | 125.0 | Art Fundamentals                      | 3         |
| EIGT                                 | 120.0 | Electronic Illustration               | 3         |
| EIGT                                 | 127.0 | Fundamentals of Drawing & Composition | 3         |
| EIGT                                 | 128.0 | Oil & Acrylic Painting OR             |           |
| EIGT                                 | 129.0 | Watercolor Painting                   | 3         |
| EIGT                                 | 130.0 | Visual Design                         | 3         |
| <b>Total Credits for Certificate</b> |       |                                       | <b>15</b> |

# Commercial Horticulture

The commercial horticulture program provides the fundamental knowledge needed for employment in the horticulture industry. Students may specialize in turf management, greenhouse/nursery management, landscape design, tree and shrub care, ornamental horticulture, integrated pest management, golf course management, sports turf management, or landscape installation and management.

## Career Opportunities

Depending upon your specialization in horticulture, a variety of employment opportunities are available. Included is employment with park departments, golf courses, nurseries, greenhouses, grounds maintenance firms, sports turf maintenance, or self employment. Career and employment services are provided by the college.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Commercial Horticulture (H)

**Purpose**—The degree graduate will have the skills and knowledge of horticulture practices for job entry, plus the interpersonal skills for retailing, sales representative, mid-management, etc., which generally demand a broader academic background.

#### First Semester

|   |   |
|---|---|
| General Education Group A                       | 3 |
| General Education Group B                       | 3 |
| COMH 125.0 Basic Landscape Design (Units 1 & 2) | 2 |
| COMH 130.0 Tree & Shrub Identification          | 5 |
| COMH 160.0 Introduction to Soils                | 2 |

**First Semester Total** 15

#### Second Semester

|  |   |
|--|---|
| General Education Group D                      | 3 |
| COMH 140.0 Plant Reproduction                  | 2 |
| COMH 154.0 Small Engines (Units 1 & 2)         | 2 |
| COMH 170.0 Orientation – Pesticides            | 2 |
| COMH 234.1 Integrated Pest Management (Unit 1) | 2 |
| Commercial Horticulture Elective               | 4 |

**Second Semester Total** 15

**Summer Session**

|  |   |
|--|---|
| COMH 186.0 Cooperative Education/Internship    | 6 |
| COMH 234.2 Integrated Pest Management (Unit 2) | 4 |

**Summer Session Total** 10

#### Third Semester

|  |   |
|--|---|
| General Education Group A                  | 3 |
| AGRI 264.0 Chemical Application Management | 4 |
| Commercial Horticulture Electives          | 5 |
| (Adviser's approval required)              |   |

**Third Semester Total** 12

#### Fourth Semester

|                                   |   |
|-----------------------------------|---|
| AGRI 155.0 Soil Analysis          | 4 |
| General Education Group C         | 3 |
| Commercial Horticulture Electives | 5 |
| (Adviser's approval required)     |   |

**Fourth Semester Total** 12

**(Maximum 6-8 Semester Credit Hours of Cooperative Education)**

**General Education Listings on page 35**

**Total Credits for Associate of Applied Science Degree** 64

## Diploma

### Commercial Horticulture (H)

**Purpose**—The diploma curriculum in commercial horticulture introduces the student to the job market as a technician with entry-level skills in commercial horticulture. The credits earned toward a diploma apply to the degree without loss of credit.

#### First Semester

|   |   |
|---|---|
| Communications                                  | 3 |
| Math/Science                                    | 3 |
| COMH 125.0 Basic Landscape Design (Units 1 & 2) | 2 |
| COMH 130.0 Tree & Shrub Identification          | 5 |
| COMH 170.0 Orientation – Pesticides             | 2 |

**First Semester Total** 15

#### Second Semester

|  |    |
|--|----|
| Academic support electives approved by adviser | 3  |
| COMH 234.1 Integrated Pest Management (Unit 1) | 2  |
| Commercial Horticulture Electives              | 10 |
| (Adviser's approval required)                  |    |

**Second Semester Total** 15

#### Summer Session

|  |   |
|--|---|
| COMH 234.2 Integrated Pest Management (Unit 2) | 4 |
| COMH 186.1 Cooperative Education               | 1 |

**Summer Session Total** 5

#### Third Semester

|  |   |
|--|---|
| AGRI 264.0 Chemical Application Management | 4 |
|--|---|

**Third Semester Total** 4

**Total Credits for Diploma** 39

### Certificate

#### Commercial Horticulture (H)

**Purpose**—The certificate curriculum in commercial horticulture prepares the student with job skills in a specialized area of commercial horticulture. The student will take a minimum of 12 hours of related horticulture/agriculture classes in the following specialized areas: turf maintenance, green house/nursery management, landscape design, tree and shrub care, ornamental horticulture, integrated pest management, golf course management, landscape installation and management, and sports turf management.



# Construction Technology

Students in the construction technology program will acquire the skills necessary for employment in the areas of residential and light commercial construction. Students may pursue areas of special interest such as framing, roofing, and cabinet-making. Related courses in drafting, welding, and residential wiring are also available as options to give students a solid background in construction. See the drafting program for the associate of science degree in construction management.

## Career Opportunities

Students may be employed by residential contractors, building materials dealers, and commercial contractors. The possibility also exists for self-employment or business ownership. Career and employment services are provided by the college.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Construction Management (H)

#### First Semester

|  |   |
|--|---|
| Academic support approved by adviser         | 3 |
| CNST 129.0 Construction Safety               | 1 |
| CNST 132.1 Construction Materials            | 1 |
| CNST 150.0 Floor, Wall & Ceiling Framing     | 3 |
| CNST 152.1 Roof Framing                      | 1 |
| CNST 156.0 Exterior Wall & Roof Coverings    | 2 |
| CNST 233.0 Interior Wall & Ceiling Coverings | 2 |
| CNST 235.2 Doors & Windows                   | 1 |
| CNST Construction electives                  | 2 |
| ACCT 110.0 Small Business Accounting         | 3 |

**First Semester Total 19**

#### Second Semester

|  |   |
|--|---|
| Academic support approved by adviser       | 3 |
| BSAD 105.0 Introduction to Business        | 3 |
| CNST 132.2&3 Construction Materials        | 2 |
| CNST 231.0 Stair Building                  | 2 |
| CNST 235.1 Doors & Windows                 | 1 |
| CNST 237.0 Interior Trim & Finish Hardware | 1 |
| CNST 251.0 Cabinet Construction I          | 2 |
| CNST 253.0 Cabinet Finishing               | 2 |
| CNST 255.0 Cabinet Construction II         | 2 |

**Second Semester Total 18**

#### Third Semester

|  |   |
|--|---|
| Academic support approved by adviser   | 6 |
| CNST 152.2&3 Roof Framing              | 2 |
| CNST 240.0 Residential Design          | 2 |
| CNST 261.0 Construction Applications I | 4 |
| CNST Construction electives            | 2 |

**Third Semester Total 16**

#### Fourth Semester

|  |   |
|--|---|
| Academic support approved by adviser                 | 3 |
| BSAD 152.0 Introduction to Project Management        | 3 |
| CNST 179.0 Construction Blueprint Reading            | 2 |
| CNST 257.0 Construction Cost & Estimates             | 4 |
| Construction Electives (Adviser's approval required) | 4 |

**Fourth Semester Total 16**

#### General Education listing on Page 35

**Total Credits for Associate of Applied Science Degree 69**

## Diploma

### Construction Technology (H)

#### First Semester:

|  |   |
|--|---|
| Academic support approved by adviser         | 3 |
| CNST 129.0 Construction Safety               | 1 |
| CNST 132.1 Construction Materials            | 1 |
| CNST 150.0 Floor, Wall, & Ceiling Framing    | 3 |
| CNST 152.1 Roof Framing                      | 1 |
| CNST 156.0 Exterior Wall & Roof Coverings    | 2 |
| CNST 233.0 Interior Wall & Ceiling Coverings | 2 |
| CNST 235.2 Doors & Windows                   | 1 |
| CNST Construction electives                  | 2 |

**First Semester Total 16**

#### Second Semester

|  |   |
|--|---|
| Academic support approved by adviser       | 3 |
| CNST 132.2&3 Construction Materials        | 2 |
| CNST 231.0 Stair Building                  | 2 |
| CNST 235.1 Doors & Windows                 | 1 |
| CNST 237.0 Interior Trim & Finish Hardware | 1 |
| CNST 251.0 Cabinet Construction I          | 2 |
| CNST 253.0 Cabinet Finishing               | 2 |
| CNST 255.0 Cabinet Construction II         | 2 |

**Second Semester Total 15**

#### Third Semester

|   |   |
|---|---|
| Academic support approved by adviser      | 3 |
| CNST 152.2&3 Roof Framing                 | 2 |
| CNST 179.0 Construction Blueprint Reading | 2 |
| CNST Construction electives               | 2 |

**Third Semester Total 9**

#### General Education listing on Page 35

**Total Credits for Diploma 40**

### Elective Courses

Courses from construction technology and other vocational programs will be considered for approval by the adviser.

|      |       |  |
|------|-------|--|
| CNST | 130.0 | Carpentry Tools & Machines (3)           |
| CNST | 136.0 | Building Layout (2)                      |
| CNST | 154.0 | Scaffold & Cornice Work (2)              |
| CNST | 186.0 | Cooperative Education/Internship I (8)   |
| CNST | 198.0 | Workshop in Construction Technology (18) |
| CNST | 199.0 | Special Topics in Construction Tech. (4) |
| CNST | 240.0 | Residential Design (2)                   |
| CNST | 257.0 | Construction Costs & Estimates (4)       |
| CNST | 261.0 | Construction Applications I (4)          |
| CNST | 262.0 | Construction Applications II (4)         |

|      |       |  |
|------|-------|--|
| CNST | 286.0 | Cooperative Education/Internship II (8)  |
| CNST | 298.0 | Workshops in Construction Tech. (18)     |
| CNST | 299.0 | Special Topics in Construction Tech. (4) |
| WELD | 128.0 | Welding For Related Occupations (3)      |

### Certificates

#### Construction Technology (H)

**Purpose**—The construction technology certificate provides limited educational opportunity to enhance a student's skill and ability in a chosen specialty. With approval of the adviser, the student will complete a minimum of 12 credits in one of the following: finish carpentry, framing, cabinet construction, etc.

# Criminal Justice

The criminal justice program provides a broad exposure to the criminal justice field and development of entry-level competencies for employment. It will contribute to upgrading knowledge and skills for those already employed in the field.

## Career Opportunities

Graduates can work in law enforcement, corrections, security, and social services. The degree also prepares students for continuing their education to pursue employment in probation, parole, forensic science, crime lab technicians, and federal law enforcement agencies.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Criminal Justice (G)

**Purpose**—The associate of applied science degree in criminal justice provides students with the skills and knowledge of criminal justice necessary for entry-level employment in law enforcement, corrections, and related jobs.

#### First Semester (see adviser for assistance)

|                           |                                     |   |
|---------------------------|-------------------------------------|---|
| CRIM 101.0                | Introduction to Criminal Justice    | 3 |
| CRIM 112.0                | Communication & the CJ Professional | 3 |
| CRIM 210.0                | Juvenile Justice                    | 3 |
| CRIM 235.0                | Security & Loss Prevention          | 3 |
| General Education Credits |                                     | 3 |

**First Semester Total** 15

#### Second Semester (see adviser for assistance)

|                           |   |   |
|---------------------------|---|---|
| CRIM 102.0                | Introduction to Corrections               | 3 |
| CRIM 114.0                | Reporting Techniques for Criminal Justice | 3 |
| CRIM 215.0                | Contemporary Issues in Criminal Justice   | 3 |
| General Education Credits |   | 6 |
| Elective Credits          |   | 2 |

**Second Semester Total** 17

#### Third Semester (see adviser for assistance)

|            |                    |   |
|------------|--------------------|---|
| CRIM 186.1 | Coop Ed Internship | 1 |
| CRIM 200.0 | Criminal Law       | 3 |
| CRIM 203.0 | Policy & Society   | 3 |

|                           |                        |   |
|---------------------------|------------------------|---|
| CRIM 226.0                | Criminal Investigation | 3 |
| General Education Credits |                        | 3 |
| Elective Credits          |                        | 3 |

**Third Semester Total** 16

#### Fourth Semester (see adviser for assistance)

|                           |                    |   |
|---------------------------|--------------------|---|
| CRIM 220.0                | Criminology        | 3 |
| CRIM 231.0                | Rules of Evidence  | 3 |
| CRIM 286.1                | Coop Ed Internship | 1 |
| General Education Credits |                    | 3 |
| Elective Credits          |                    | 6 |

**Fourth Semester Total** 16

**Total Credits for Associate of Applied Science Degree** 64

**Suggested Electives:** Spanish, speech, sociology, psychology, physical education, philosophy, personal development, paralegal, human services, health services, microcomputers, criminal justice or other courses approved by adviser.

### Security (G)

**Purpose**—The criminal justice security emphasis provides for training for students interested in pursuing a career in the private security sector. Employment opportunities include retail security, corporate security, loss prevention and other related fields.

#### First Semester (see adviser for assistance)

|                           |                                     |   |
|---------------------------|-------------------------------------|---|
| CRIM 101.0                | Introduction to Criminal Justice    | 3 |
| CRIM 112.0                | Communication & the CJ Professional | 3 |
| CRIM 235.0                | Security & Loss Prevention          | 3 |
| General Education Credits |                                     | 6 |

**First Semester Total** 15

#### Second Semester (see adviser for assistance)

|                           |                                      |   |
|---------------------------|--------------------------------------|---|
| CRIM 231.0                | Rules of Evidence                    | 3 |
| CRIM 238.0                | Security Administration & Management | 3 |
| HLTH 175.0                | Emergency Medical Technician         | 6 |
| General Education Credits |                                      | 3 |
| Elective Credits          |                                      | 2 |

**Second Semester Total** 17

#### Third Semester (see adviser for assistance)

|                           |                                    |   |
|---------------------------|------------------------------------|---|
| CRIM 186.1                | Coop Ed Internship                 | 1 |
| CRIM 200.0                | Criminal Law                       | 3 |
| CRIM 226.0                | Criminal Investigation             | 3 |
| CRIM 236.0                | Risk Management & Security Methods | 3 |
| General Education Credits |                                    | 3 |
| Elective Credits          |                                    | 3 |

**Third Semester Total** 16

#### Fourth Semester (see adviser for assistance)

|            |                                      |   |
|------------|--------------------------------------|---|
| CRIM 237.0 | Contemporary Issues in Security      | 3 |
| CRIM 239.0 | Legal & Ethical Concerns in Security | 3 |

|  |                           |           |
|--|---------------------------|-----------|
| CRIM 286.1   | Coop Ed Internship        | 1         |
|  | General Education Credits | 3         |
|  | Elective Credits          | 6         |
| <b>Fourth Semester Total</b>                                 |                           | <b>16</b> |
| <b>Total Credits for Associate of Applied Science Degree</b> |                           | <b>64</b> |
| Suggested Electives (see list above)                         |                           |           |

### Certificates

#### Criminal Justice (G)

**Purpose**—The security certificate provides students with a comprehensive overview of the private security sector. With approval from the advisor, the student will complete a minimum of 15 credits in the following:

|                                      |                                      |           |
|--------------------------------------|--------------------------------------|-----------|
| CRIM 235.0                           | Security & Loss Prevention           | 3         |
| CRIM 236.0                           | Risk Management & Security Methods   | 3         |
| CRIM 238.0                           | Security Administration & Management | 3         |
| CRIM 239.0                           | Legal & Ethical Concerns in Security | 3         |
| HLTH 178.0                           | First Responder                      | 3         |
| <b>Total Credits for Certificate</b> |                                      | <b>15</b> |

#### Nebraska Law Enforcement (G)

**Purpose**—The program provides a special degree to those at the six Nebraska community colleges who want to pursue a career in Nebraska law enforcement. This degree includes criminal justice courses with common learning objectives identified by the colleges and the Nebraska Law Enforcement Training Center (NLETC) in Grand Island. As a result of the common learning objectives and courses, students will complete an abbreviated certification program at the NLETC designated as a practicum. Upon graduation, students will receive an AAS degree and certification as a law enforcement officer in the state of Nebraska.

#### Required Courses

|            |   |   |
|------------|---|---|
| CRIM 101.0 | Introduction to Criminal Justice          | 3 |
| CRIM 103.0 | Courts & the Judicial Process             | 3 |
| CRIM 114.0 | Reporting Techniques for Criminal Justice | 3 |
| CRIM 200.0 | Criminal Law                              | 3 |
| CRIM 203.0 | Police & Society                          | 3 |
| CRIM 210.0 | Juvenile Justice                          | 3 |
| CRIM 215.0 | Contemporary Issues in Criminal Justice   | 3 |
| CRIM 220.0 | Criminology                               | 3 |
| CRIM 226.0 | Criminal Investigation                    | 3 |
| CRIM 231.0 | Rules of Evidence                         | 3 |

**Subtotal** **30**

#### General Education Requirements **15**

|  |  |   |
|--|--|---|
| CRIM 294.0                               | Nebraska Law Enforcement Training Center Practicum                   | 9 |
| PHED 107.0                               | Physical Education: Body Conditioning (1 credit each of 4 semesters) | 4 |
| Electives (non-criminal justice courses) |  | 6 |

**Total Credits for Associate of Applied Science Degree** **64**

**Special Notice:** Students enrolling in the Nebraska Law Enforcement degree program need to be aware of the admission requirements for acceptance at the NLETC for the nine credit-hour practicum to complete the requirements for the AAS degree. Please contact the college criminal justice adviser for detailed information (308 398-7532).

#### World Wide Web Programming

Online criminal justice courses can be taken from any of the six community colleges in Nebraska. See adviser for current online course schedule.

# Dental Assisting

The dental assisting program provides the educational environment and experiences necessary for a student to prepare for employment as a dental assistant.

The program graduate will have the knowledge and skills needed to assist during the delivery of dental care and to perform supportive laboratory and business office procedures in an effective professional manner.

The program graduate will meet all requirements for the practice of dental assisting in the state of Nebraska and will be eligible to take the Dental Assisting National Board examination to become a Certified Dental Assistant (CDA).

The dental assisting program is accredited by the American Dental Association Commission on Dental Accreditation.

Additional program costs for clinical clothing, student-in-practicum insurance, CPR certification, and immunizations will be incurred by the student.

Students taking dental assisting classes must have on file a Course of Study approved by the program director.

## Career Opportunities

Employment opportunities for qualified dental assistants exist in private dental offices, dental schools, hospital dental departments, or public health departments. The federal government employs dental assistants in the hospitals and dental clinics of the Public Health Service, the Veterans Administration, and the Armed Forces. Career and employment services are provided by the college.

## Admissions Information

Admission to the dental assisting program is selective. Applicants are required to have a high school diploma or equivalent with at least a "C" average or a college GPA of 2.0, provide proof of 16 hours of observation in a dental office, and complete a personal interview with a member of the program staff. For more detailed information on the admission procedure and process, please contact the program director.

Note: Current CPR certification and completion of the first two in the series of three hepatitis immunizations are required before taking DENT 138.0 Clinical Experience and Seminar I.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Diploma

### Dental Assisting (H)

**Purpose**—The graduate of the dental assisting diploma program will have the knowledge and skills necessary to assist

during the delivery of dental care and to perform supportive laboratory procedures and basic business office tasks.

#### First Semester

|                             |                     |                                    |   |
|-----------------------------|---------------------|------------------------------------|---|
| DENT                        | 130.0               | Introduction to Dental Assisting   | 1 |
| DENT                        | 132.0               | Dental Anatomy & Physiology        | 3 |
| DENT                        | 133.0               | Dental Materials I                 | 1 |
| DENT                        | 134.0               | Chairside Assisting Skills         | 3 |
| DENT                        | 135.0               | Infection Control                  | 3 |
| DENT                        | 136.0               | Pharmacology & Medical Emergencies | 1 |
| DENT                        | 138.0               | Clinical Experience                | 1 |
| ENGL                        | 100.0 or ENGL 101.0 |                                    | 3 |
| General Education Electives |                     |                                    | 3 |

**First Semester Total** **19**

#### Second Semester

|                           |       |   |   |
|---------------------------|-------|---|---|
| DENT                      | 140.0 | Dental Practice Management              | 3 |
| DENT                      | 143.0 | Dental Materials II                     | 2 |
| DENT                      | 145.0 | Oral Pathology                          | 1 |
| DENT                      | 146.0 | Dental Radiography                      | 3 |
| DENT                      | 147.0 | Nutrition & Prevention in Dentistry     | 2 |
| DENT                      | 148.0 | Clinical Concepts                       | 1 |
| DENT                      | 154.0 | Dental Specialties & Expanded Functions | 3 |
| General Education Group B |       |   | 3 |

**Second Semester Total** **18**

#### Summer Session

|      |       |                         |   |
|------|-------|-------------------------|---|
| DENT | 158.0 | Clinical Experiences II | 5 |
|------|-------|-------------------------|---|

**Total Credits for Diploma** **42**

## Associate of Applied Science Degree

### Dental Assisting (H)

**Purpose**—The graduate of the dental assisting degree program will have the knowledge and skills necessary to assist during the delivery of dental care, perform supportive laboratory procedures, and manage the business office of a dental practice.

**Required Courses for Diploma (see above)** **42**

#### In addition:

|                              |       |                            |   |
|------------------------------|-------|----------------------------|---|
| ACCT                         | 110.0 | Small Business Accounting  | 3 |
| BSAD                         | 105.0 | Introduction to Business   | 3 |
| BSAD                         | 251.0 | Supervisory Management     | 3 |
| INFO                         | 112.0 | Microcomputer Applications | 3 |
| OFFT                         | 127.0 | Keyboarding                | 3 |
| Elective approved by adviser |       |                            | 3 |

**Subtotal** **18**

**Additional General Education Competencies or Credits (see page 35)** **6**

**Total Credits for Associate of Applied Science Degree** **66**



# Dental Hygiene

The dental hygiene program prepares students for employment in a variety of clinical settings. Clinical skills in scaling and polishing teeth, exposing and processing X-rays, applying topical anesthetics and fluorides, performing oral examinations, and nutritional counseling are taught. In addition to theory and laboratory classes, the college provides an on-campus clinic where dental hygiene services are offered to the public under the supervision of licensed dentists and dental hygienists. Graduates are eligible to take national and regional examinations which are required to become a Registered Dental Hygienist (R.D.H.).

The dental hygiene program is accredited by the American Dental Association Commission on Dental Accreditation. It is the only two-year dental hygiene program in Nebraska.

**NOTE:** Applicants should be aware of additional costs for uniforms, instruments and supplies, travel to various clinical sites, board examinations, student-in-practicum insurance, and a reasonable background investigation, including a criminal background check. A \$200 non-refundable deposit towards tuition will be required at the time of acceptance into the program.

## Career Opportunities

Employment opportunities for dental hygienists are available in dental offices, schools, hospitals, clinics, nursing homes, and government agencies. Career and employment services are provided by the college.

## Admissions Information

Admission to the dental hygiene program is selective. The following college courses or their equivalents are prerequisite requirements for entrance into the dental hygiene program. Courses taken at other college must meet our transfer requirements.

|      |       |   |    |
|------|-------|---|----|
| BIOS | 125.0 | Structure & Function of the Human Body I  | 2* |
|      |       | or  |    |
| BIOS | 225.0 | General Anatomy & Physiology I            | 4  |
| BIOS | 126.0 | Structure & Function of the Human Body II | 2* |
|      |       | or  |    |
| BIOS | 226.0 | General Anatomy & Physiology II           | 4  |
| BIOS | 249.0 | Principles of Microbiology                | 4  |
| ENGL | 101.0 | English Composition                       | 3  |
| PSYC | 181.0 | Introduction to Psychology                | 3  |
| SOCI | 101.0 | Introduction to Sociology                 | 3  |

Additionally, applicants are required to have a high school diploma or equivalent with at least a "C" plus average; present acceptable scores on the ACT exam; provide proof of 40 hours of observation in a dental office; and have completed high school or college algebra, chemistry, and biology. For more detailed information on the admission procedure and process, please contact the program director.

**NOTE:** During all clinical experiences, CPR certification must be current. The Hepatitis B immunization series is required for admittance into the program.

\* Students planning to pursue a bachelor degree completion program in dental hygiene or a related area should complete BIOS 225.0 and BIOS 226.0

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study

will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Dental Hygiene (H)

**Purpose**—Graduates of the dental hygiene degree are eligible to take national and regional board examinations which are required to become a Registered Dental Hygienist (R.D.H.). An R.D.H. license is required in order to practice in a dental office or clinic.

#### First Semester

|      |       |                            |   |
|------|-------|----------------------------|---|
| DENH | 125.0 | Preclinical Dental Hygiene | 5 |
| DENH | 126.0 | Oral Anatomy I             | 2 |
| DENH | 131.0 | Head & Neck Anatomy        | 2 |
| DENH | 146.0 | Radiology                  | 3 |
| CHEM | 105.0 | Elements of Chemistry      | 4 |

**First Semester Total** **16**

#### Second Semester

|      |       |                           |   |
|------|-------|---------------------------|---|
| DENH | 127.0 | Oral Anatomy II           | 1 |
| DENH | 147.0 | Dental Materials          | 3 |
| DENH | 165.0 | Clinical Dental Hygiene I | 4 |
| DENH | 166.0 | Pharmacology              | 2 |
| DENH | 170.0 | Preventive Dentistry      | 1 |
| BIOS | 128.0 | General Pathology         | 1 |

**Second Semester Total** **12**

#### Summer Session

|      |       |  |   |
|------|-------|--|---|
| DENH | 180.0 | Local Anesthesia/Nitrous Oxide Analgesia | 2 |
| DENH | 200.0 | Clinical Interim                         | 3 |
| SPCH | 111.0 | Public Speaking                          | 3 |

**Summer Session Total** **8**

#### Third Semester

|      |       |                            |   |
|------|-------|----------------------------|---|
| DENH | 225.0 | Clinical Dental Hygiene II | 5 |
| DENH | 227.0 | Dental Health Education    | 2 |
| DENH | 229.0 | Periodontics               | 2 |
| DENH | 232.0 | Oral Pathology             | 2 |
| DENH | 233.0 | Nutrition                  | 2 |
| DENH | 247.1 | Community Health           | 1 |

**Total Semester Total** **14**

#### Fourth Semester

|      |       |                               |   |
|------|-------|-------------------------------|---|
| DENH | 247.2 | Community Health              | 2 |
| DENH | 265.0 | Clinical Dental Hygiene III   | 5 |
| DENH | 266.0 | Community Practicum           | 2 |
| DENH | 268.0 | Jurisprudence                 | 1 |
| PRDV | 185.0 | Employment Search & Interview | 2 |
| PRDV |       | Elective                      | 1 |

**Fourth Semester Total** **13**

**Prerequisites** **17**

**Total Credits for Associate of Applied Science Degree** **80**

# Diesel Technology

The diesel technology program provides opportunities to obtain the fundamental knowledge, skills, and training needed for employment or career advancement as a diesel technician with awards including associate of applied science degrees, diplomas, and certificates. Students in this program will work with their advisers to decide which courses are necessary to complete their degree or diploma in diesel truck or agriculture construction equipment.

## Career Opportunities

Depending on the area of specialization, a variety of employment opportunities are available, including diesel service departments, independent repair shops, factory representative, or private ownership of a repair business. Career and employment services are offered by the college.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree (H)

**Purpose**—Graduates of the associate of applied science degree in diesel technology will have entry-level technician skills in drive trains, engines, electrical, brakes and hydraulics. In addition, graduates apply professional behavior, research and apply technical information, and demonstrate basic shop skills.

## Diesel with Ag & Construction Endorsement

### First Semester:

|  |   |
|--|---|
| General Education Group A                  | 3 |
| General Education Group B                  | 3 |
| AUTO 120.0 Manual Transmissions & Clutches | 2 |
| DSLTL 100.0 Basic Shop Practices           | 3 |
| DSLTL 110.0 Standard Hardware              | 1 |
| DSLTL 120.0 Special Tools                  | 4 |

**First Semester Total** 16

### Second Semester

|                                    |   |
|------------------------------------|---|
| General Education Group A          | 3 |
| General Education Group C          | 3 |
| DSLTL 150.0 Electrical/Electronics | 7 |

**Second Semester Total** 13

### Summer Session

|  |   |
|--|---|
| DSLTL 186.0 Cooperative Education/Internship I | 8 |
|--|---|

**Summer Session Total** 8

### Third Semester

|  |   |
|--|---|
| General Education Group D                      | 3 |
| DSLTL 170.0 Fuel Injection Theory              | 3 |
| DSLTL 210.0 Tractor & Hydrostatic Power Trains | 4 |
| DSLTL 220.1, .2 Diesel Engine I                | 3 |

**Third Semester Total** 13

### Fourth Semester

|   |   |
|---|---|
| AUTO 140.1-3 Transportation Heating & A/C | 3 |
| DSLTL 240.0 Hydraulics                    | 9 |
| DSLTL 260.0 Computerized Fuel Systems     | 3 |
| DSLTL 270.0 Diesel Equipment Maintenance  | 1 |

**Fourth Semester Total** 16

**Total Credits for Associate of Applied Science Degree** 66

## Diesel with Diesel Truck Endorsement

### First Semester

|  |   |
|--|---|
| General Education Group A                  | 3 |
| General Education Group B                  | 3 |
| AUTO 120.0 Manual Transmissions & Clutches | 2 |
| DSLTL 100.0 Basic Shop Practices           | 3 |
| DSLTL 110.0 Standard Hardware              | 1 |
| DSLTL 120.0 Special Tools                  | 4 |

**First Semester Total** 16

### Second Semester

|                                    |   |
|------------------------------------|---|
| General Education Group A          | 3 |
| General Education Group C          | 3 |
| DSLTL 150.0 Electrical/Electronics | 7 |

**Second Semester Total** 13

### Summer Session

|  |   |
|--|---|
| DSLTL 186.0 Cooperative Education/Internship | 7 |
|--|---|

**Summer Session Total** 7

### Third Semester

|                                   |   |
|-----------------------------------|---|
| General Education Group D         | 3 |
| DSLTL 170.0 Fuel Injection Theory | 3 |
| DSLTL 200.1-.3 Truck Power Trains | 5 |
| DSLTL 200.1, .2 Diesel Engine I   | 3 |

**Third Semester Total** 14

### Fourth Semester

|  |   |
|--|---|
| AUTO 140.1-.3 Transportation Heating & A/C | 3 |
| DSLTL 230.0 Brakes                         | 4 |
| DSLTL 235.0 Steering & Suspension          | 2 |
| DSLTL 260.0 Computerized Fuel Systems      | 3 |

|  |           |
|--|-----------|
| DSLTLT 270.0 Diesel Equipment Maintenance    | 1         |
| Diesel Electives (Adviser approval required) | 3         |
| <b>Fourth Semester Total</b>                 | <b>16</b> |

(See General Educational requirements page 35)

**Total Credits for Associate of Applied Science Degree 66**

### **Diploma (H)**

**Purpose**—The purpose of the diesel technology diploma is to provide the person wanting to be an entry-level technician with “hands-on” skills and knowledge necessary to find employment as an entry-level technician in the diesel industry.

## **Diesel Technology – Ag & Construction**

### **First Semester**

|  |   |
|--|---|
| Communications                             | 3 |
| AUTO 120.0 Manual Transmissions & Clutches | 2 |
| AUTO 140.1-.3 Transportation Heating & A/C | 3 |
| DSLTLT 100.0 Basic Shop Practices          | 3 |
| DSLTLT 110.0 Standard Hardware             | 1 |
| DSLTLT 120.0 Special Tools                 | 4 |
| DSLTLT 150.1 Electrical/Electronics        | 2 |

**First Semester Total 18**

### **Second Semester**

|   |   |
|---|---|
| DSLTLT 170.0 Fuel Injection Theory              | 3 |
| DSLTLT 210.0 Tractor & Hydrostatic Power Trains | 4 |
| DSLTLT 220.1-.2 Diesel Engines I                | 3 |
| DSLTLT 221.0 Diesel Engines II                  | 6 |

**Second Semester Total 16**

### **Third Semester**

|  |   |
|--|---|
| Mathematics/Science                            | 3 |
| Academic support electives approved by adviser | 3 |
| DSLTLT 240.1,.2,.4,.6 Hydraulics               | 7 |
| DSLTLT 260.0 Computerized Fuel Systems         | 3 |
| DSLTLT 270.0 Diesel Equipment Maintenance      | 1 |

**Third Semester Total 17**

**Total Credits for Diploma 51**

## **Diesel Technology – Diesel Truck**

### **First Semester**

|  |   |
|--|---|
| Communications                             | 3 |
| AUTO 120.0 Manual Transmissions & Clutches | 2 |
| AUTO 140.1-.3 Transportation Heating & A/C | 3 |
| DSLTLT 100.0 Basic Shop Practices          | 3 |
| DSLTLT 110.0 Standard Hardware             | 1 |
| DSLTLT 120.0 Special Tools                 | 4 |
| DSLTLT 150.1-.2 Electrical/Electronics     | 3 |

**First Semester Total 19**

### **Second Semester**

|                                    |   |
|------------------------------------|---|
| DSLTLT 170.0 Fuel Injection Theory | 3 |
| DSLTLT 200.1-.3 Truck Power Trains | 5 |
| DSLTLT 220.1-.2 Diesel Engines I   | 3 |
| DSLTLT 221.0 Diesel Engines II     | 6 |

**Second Semester Total 17**

### **Third Semester**

|  |   |
|--|---|
| Mathematics/Science                            | 3 |
| Academic support electives approved by adviser | 3 |
| DSLTLT 230.0 Brakes                            | 4 |
| DSLTLT 235.0 Steering & Suspension             | 2 |
| DSLTLT 260.0 Computerized Fuel Systems         | 3 |
| DSLTLT 270.0 Diesel Equipment Maintenance      | 1 |

**Third Semester Total 16**

**Total Credits for Diploma 52**

## **Certificate (H)**

### **Diesel Technology**

**Purpose**—The diesel technology certificate provides limited educational opportunity to enhance a student’s skill and ability in a chosen specialty. With approval of the adviser, the student will complete a minimum of 12 credits in one of the following: basic mechanics, engine performance, drive train, electrical, and hydraulics.

# Drafting

The drafting program provides the fundamental knowledge and skills for employment in the drafting field. Skills are acquired to prepare clear, complete, and accurate plans and detailed drawings for use in the building industry and manufacturing.

## Career Opportunities

Employment opportunities in architectural drafting can be found in engineering firms, construction companies, and governmental agencies. Mechanical drafters are employed by manufacturers, utility companies, engineering firms, and governmental agencies. Career and employment services are provided by the college.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Engineering Drafting

**Purpose**—The associate of applied science degree in engineering drafting is available for students wanting to find employment in drafting or related areas.

#### First Semester

|      |       |                               |   |
|------|-------|-------------------------------|---|
| DRAF | 141.0 | Basic Drafting I              | 3 |
| DRAF | 143.0 | Basic Drafting II             | 3 |
| DRAF | 159.0 | Basic CAD Operations          | 3 |
| DRAF | 259.0 | Intermediate CAD Applications | 3 |
| MATH | 108.0 | Technical Mathematics         | 3 |

**First Semester Total** 15

#### Second Semester

|                           |       |                                     |   |
|---------------------------|-------|-------------------------------------|---|
| DRAF                      | 150.0 | Dimensioning – G,D, & T             | 4 |
| DRAF                      | 152.0 | Threads, Fasteners & Springs        | 2 |
| DRAF                      | 154.0 | Overview of Manufacturing Processes | 1 |
| DRAF                      | 241.0 | Intersections & Developments        | 2 |
| PHYS                      | 115.0 | Technical Physics                   | 3 |
| General Education Group C |       |                                     | 3 |

**Second Semester Total** 15

#### Third Semester

|      |           |                          |   |
|------|-----------|--------------------------|---|
| DRAF | 243.0     | Production Drawing       | 6 |
| DRAF | Electives |                          | 8 |
| ENGL | 124.0     | Technical Communications | 3 |

**Third Semester Total** 17

#### Fourth Semester

|                                      |   |
|--------------------------------------|---|
| Required Engineering Drafting Course | 3 |
| DRAF Electives                       | 5 |
| Student Electives                    | 6 |
| General Education Group D            | 3 |

**Fourth Semester Total** 17

**Total Credits for Associate of Applied Science Degree** 64

## Architectural Drafting

**Purpose**—The associate of applied science degree in architectural drafting is available for students wanting to find employment in drafting or related areas.

#### First Semester

|      |       |                               |   |
|------|-------|-------------------------------|---|
| DRAF | 141.0 | Basic Drafting I              | 3 |
| DRAF | 143.0 | Basic Drafting II             | 3 |
| DRAF | 159.0 | Basic CAD Operations          | 3 |
| DRAF | 259.0 | Intermediate CAD Applications | 3 |
| MATH | 108.0 | Technical Mathematics         | 3 |

**First Semester Total** 15

#### Second Semester

|      |       |                                 |     |
|------|-------|---------------------------------|-----|
| DRAF | 160.0 | Basic Architectural Drafting OR |     |
| DRAF | 161.0 | Architectural CAD Drafting I    | 3-4 |
| DRAF | 164.0 | Building Components & Schedules | 2   |
| DRAF | 166.0 | Building Foundations            | 2   |
| DRAF | 168.0 | Site Drawings                   | 2   |
| DRAF | 170.0 | Wood Construction               | 4   |
| PHYS | 115.0 | Technical Physics               | 3   |

**Second Semester Total** 16-17

#### Third Semester

|                           |           |                          |   |
|---------------------------|-----------|--------------------------|---|
| DRAF                      | 267.0     | Cost Estimating          | 3 |
| DRAF                      | Electives |                          | 6 |
| ENGL                      | 124.0     | Technical Communications | 3 |
| General Education Group D |           |                          | 3 |

**Third Semester Total** 15

#### Fourth Semester

|  |   |
|--|---|
| DRAF Electives                         | 6 |
| General Education Group D              | 3 |
| Student Electives                      | 6 |
| Required Architectural Drafting Course | 3 |

**Fourth Semester Total** 18

**Total Credits for Associate of Applied Science Degree** 64-65

## Civil Engineering Drafting

**Purpose**—The Associate of Applied Science Degree in civil engineering drafting provides the technical skills for students wanting to find employment in the civil engineering or related areas. The general education requirements build the math, communication, and other skills necessary for the student to be more successful and flexible in their employment.

**First Semester**

|      |       |                               |   |
|------|-------|-------------------------------|---|
| DRAF | 141.0 | Basic Drafting I              | 3 |
| DRAF | 143.0 | Basic Drafting II             | 3 |
| DRAF | 159.0 | Basic CAD Operations          | 3 |
| DRAF | 259.0 | Intermediate CAD Applications | 3 |
| MATH | 108.0 | Technical Mathematics         | 3 |

**First Semester Total** 15

**Second Semester**

|      |       |                           |   |
|------|-------|---------------------------|---|
| DRAF | 180.0 | Civil Drafting Technology | 3 |
| DRAF | 168.0 | Site Drawings             | 2 |
|      |       | Drafting Electives        | 8 |
| MATH | 109.0 | Math for Surveyors        | 1 |
| PHYS | 115.0 | Technical Physics         | 3 |

**Second Semester Total** 17

**Third Semester**

|      |       |                           |   |
|------|-------|---------------------------|---|
| DRAF | 267.0 | Cost Estimating           | 3 |
| DRAF | 181.0 | Introductory Survey I     | 3 |
|      |       | Drafting Electives        | 5 |
| ENGL | 124.0 | Technical Communications  | 3 |
|      |       | General Education Group D | 3 |

**Third Semester Total** 17

**Fourth Semester**

|      |       |                           |   |
|------|-------|---------------------------|---|
| DRAF | 183.0 | Introductory Survey II    | 3 |
| DRAF | 280.0 | Structural Mechanics      | 3 |
|      |       | Student Electives         | 6 |
|      |       | General Education Group C | 3 |

**Fourth Semester Total** 15

**Total Credits for Associate of Applied Science Degree** 64

**Diploma****Architectural Drafting**

**Purpose**—The architectural diploma provides the student with the technical skills to meet initial employment needs or job upgrading. General education courses assist the student in employment flexibility.

**Required Courses**

To be selected with the drafting adviser's approval.

|      |       |                                     |
|------|-------|-------------------------------------|
| DRAF | 141.0 | Basic Drafting I (3)                |
| DRAF | 143.0 | Basic Drafting II (3)               |
| DRAF | 159.0 | Basic CAD Operations (3)            |
| DRAF | 160.0 | Basic Architectural Drafting (4)    |
| DRAF | 161.0 | Architectural CAD Drafting I (3)    |
| DRAF | 164.0 | Building Components & Schedules (2) |
| DRAF | 166.0 | Building Foundations (2)            |
| DRAF | 168.0 | Site Drawings (2)                   |
| DRAF | 170.0 | Wood Construction (4)               |
| DRAF | 259.0 | Intermediate CAD Applications (3)   |
| DRAF | 260.0 | Architectural CAD Applications (3)  |
| DRAF | 269.0 | Multi-Family Housing (3)            |
| DRAF | 299.0 | Special Topics (Architecture) (4)   |

**Subtotal** 25

**Academic Support**

|  |   |
|--|---|
| Communications                                 | 3 |
| Mathematics/Science                            | 3 |
| Academic support electives approved by adviser | 3 |

**Subtotal** 9

**Total Credits for Diploma** 34

**Civil Engineering Drafting**

**Purpose**—The civil engineering diploma provides the student with the technical skills to meet initial employment needs or job upgrading. General education courses assist the student in employment flexibility.

**Required Courses**

To be selected with the drafting adviser's approval.

|      |       |                                   |
|------|-------|-----------------------------------|
| DRAF | 127.0 | Technical Illustrations (4)       |
| DRAF | 141.0 | Basic Drafting I (3)              |
| DRAF | 143.0 | Basic Drafting II (4)             |
| DRAF | 159.0 | Basic CAD Operations (3)          |
| DRAF | 168.0 | Site Drawings (2)                 |
| DRAF | 180.0 | Civil Drafting Technology (3)     |
| DRAF | 181.0 | Introductory Survey I (3)         |
| DRAF | 259.0 | Intermediate CAD Applications (3) |

**Subtotal** 19

**Drafting Electives** 6

Commercial Art  
Commercial Horticulture  
Construction Technology  
Drafting Technology  
Electrical Technology  
Information Technology

**Academic Support**

|  |   |
|--|---|
| Communications                                 | 3 |
| Mathematics/Science                            | 3 |
| Academic support electives approved by adviser | 3 |

**Subtotal** 9

**Total Credits for Diploma** 34

**Engineering Drafting**

**Purpose**—The engineering drafting diploma provides the student with the technical skills to meet initial employment needs or job upgrading. General education courses assist the student in employment flexibility.

**Required Courses:**

To be selected with the drafting adviser's approval.

|      |       |                                  |
|------|-------|----------------------------------|
| DRAF | 127.0 | Technical Illustrations (4)      |
| DRAF | 129.0 | Production & Design (4)          |
| DRAF | 141.0 | Basic Drafting I (3)             |
| DRAF | 143.0 | Basic Drafting II (3)            |
| DRAF | 150.0 | Dimensioning – G, D, & T (4)     |
| DRAF | 152.0 | Threads, Fasteners & Springs (2) |
| DRAF | 159.0 | Basic CAD Operations (3)         |
| DRAF | 243.0 | Production Drawing (6)           |



|  |                                   |           |
|--|-----------------------------------|-----------|
| DRAF 259.0                                     | Intermediate CAD Applications (3) |           |
| DRAF 299.0                                     | Special Topics (Engineering) (4)  |           |
| <b>Subtotal</b>                                |                                   | <b>24</b> |
| <b>Drafting Elective</b>                       |                                   | <b>1</b>  |
| <b>Academic Support</b>                        |                                   |           |
| Communications                                 |                                   | 3         |
| Mathematics/Science                            |                                   | 3         |
| Academic support electives approved by adviser |                                   | 3         |
| <b>Subtotal</b>                                |                                   | <b>9</b>  |
| <b>Total Credits for Diploma</b>               |                                   | <b>34</b> |

## Certificates

### Drafting

**Purpose**—The drafting certificate provides limited educational opportunity to enhance a student's skill and ability in a chosen specialty. With approval of the adviser, the student will complete a minimum of 12 credits in one of the following: architectural drafting, engineering drafting, computer assisted drafting, civil engineering drafting, etc.

# Drafting Transfer Agreement In Construction Management

## University of Nebraska-Kearney

Graduates of the Construction Management program will attain the knowledge and skills necessary to organize, lead, and manage people, materials, and processes of construction. Graduates are prepared to assist architects, structural engineers and construction professionals in project management, scheduling and inspections of construction projects.

This articulated associate of science degree is fully transferable to the University of Nebraska at Kearney into their Construction Management Program.

## Associate of Science Degree

### Construction Management UNK Transfer

#### First Semester

|      |       |                              |   |
|------|-------|------------------------------|---|
| DRAF | 159.0 | Basic CAD Operations         | 3 |
| DRAF | 161.0 | Architectural CAD Drafting I | 3 |
| ENGL | 101.0 | English Composition          | 3 |
| INFO | 112.0 | Microcomputer Applications   | 3 |
| MATH | 115.0 | College Algebra              | 3 |

**First Semester Total** **15**

#### Second Semester

|      |       |                                  |   |
|------|-------|----------------------------------|---|
| BSAD | 254.0 | Principles of Management         | 3 |
| DRAF | 262.0 | Construction Practices & Systems | 3 |
| DRAF | 291.0 | Mechanical & Electrical Systems  | 3 |

|      |       |                              |   |
|------|-------|------------------------------|---|
| MATH | 138.0 | Trigonometry                 | 2 |
| SPCH | 140.0 | Oral Communication           | 3 |
| SOCI | 101.0 | Introduction to Sociology OR | 3 |
| SOCI | 201.0 | Social Problems              |   |

**Second Semester Total** **17**

#### Third Semester

|      |       |                           |     |
|------|-------|---------------------------|-----|
| DRAF | 267.0 | Cost Estimating           | 3   |
| DRAF | 280.0 | Structural Mechanics      | 3   |
| HIST | 100.0 | Western Civilization I OR | 3   |
| HIST | 201.0 | American History I        |     |
| PHYS | 110.0 | Physical Science OR       | 4-5 |
| PHYS | 141.0 | General Physics I         |     |

**Third Semester Total** **13-14**

#### Fourth Semester

|      |       |                               |   |
|------|-------|-------------------------------|---|
| ACCT | 120.0 | Principles of Accounting I    | 3 |
| DRAF |       | Elective                      | 3 |
| ENGL | 210.0 | Introduction to Literature OR | 3 |
| MUSC | 101.0 | Introduction to Music         |   |
| MATH | 202.0 | Applied Statistics            | 3 |
| PSYC | 181.0 | Introduction to Psychology OR | 3 |
| ECON | 110.0 | Economic Understanding        |   |

**Fourth Semester Total** **15**

**Total Associate of Science Degree** **60-61**

# Early Childhood Education

The early childhood education program prepares students for occupations in early childhood education.

## Career Opportunities

Early childhood education employment opportunities include child care centers and homes, preschools, Head Start programs, foster care, community recreational programs, and day camps. Career and employment services are provided by the college.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Early Childhood Education

**Purpose**—The early childhood education program prepares students to provide developmentally appropriate activities in an enriched environment for children, to build partnerships with families and communities, and to maintain a commitment to professionalism.

#### First Semester

|            |   |   |
|------------|---|---|
| ECED 105.0 | Expressive Arts                           | 3 |
| ECED 111.0 | Infant/Toddler Development                | 3 |
| ECED 115.0 | Introduction to Early Childhood Education | 3 |
| ECED 122.0 | Prepracticum                              | 1 |
| ECED 125.1 | Infant/Toddler Practicum                  | 1 |
| ENGL 100.0 | Applied Writing                           | 3 |

**First Semester Total** 14

#### Second Semester

|            |                                  |   |
|------------|----------------------------------|---|
| ECED 112.0 | Preschool Child Development      | 3 |
| ECED 124.1 | Preschool & School Age Practicum | 1 |
| ECED 126.0 | Safety, Health & Nutrition       | 3 |
| MATH 200.0 | Math for Elementary Teachers     | 3 |

OR

MATH 105.0 Occupational Math (3)

OR

Science Course Approved by Adviser (3)

GEN ED Personal Development/Humanities 3

ECED Program Elective 2

**Second Semester Total** 15

#### Summer Session

|  |   |
|--|---|
| Student Elective                                 | 3 |
| ECED 123.0 School Age Child Development          | 2 |
| ECED 124.2 & .3 Preschool & School Age Practicum | 2 |

**Summer Session Total** 7

#### Third Semester

|  |   |
|--|---|
| ECED 106.0 Observation, Assessment, & Guidance | 3 |
| ECED Program Elective Approved by Adviser      | 3 |
| ECED Program Elective Approved by Adviser      | 3 |
| GEN ED Social and Behavioral Science           | 3 |
| Student Elective                               | 3 |

**Third Semester Total** 15

#### Fourth Semester

|  |   |
|--|---|
| ECED 245.0 Administration of Early Childhood Education | 3 |
| ECED 280.0 Graduation Seminar                          | 1 |
| GEN ED One from any four Gen Ed groups                 | 3 |
| ECED Program Elective                                  | 3 |
| ECED Program Elective                                  | 3 |

**Fourth Semester Total** 13

**Total Credits for Associate of Applied Science Degree** 64

**First Aid and CPR are recommended in addition to course requirements.**

## Diploma

### Early Childhood Education

**Purpose**—The diploma in early childhood education provides students with the skills and knowledge necessary to plan and implement appropriate experiences for children from birth to age six in various early childhood education occupations.

#### First Semester

|   |   |
|---|---|
| ECED 105.0 Expressive Arts                    | 3 |
| OR Early Childhood Elective (3)               |   |
| ECED 111.0 Infant/Toddler Development         | 3 |
| ECED 115.0 Intro to Early Childhood Education | 3 |
| ECED 122.0 Prepracticum                       | 1 |
| GEN ED Approved by Adviser                    | 3 |

**First Semester Total** 13

#### Second Semester

|  |   |
|--|---|
| ECED 106.0 Observation, Assessment, & Guidance | 3 |
| OR Elective Approved by Adviser (3)            |   |
| ECED 112.0 Preschool Child Development         | 3 |
| ECED 124.1 Preschool & School Age Practicum    | 1 |
| ECED 126.0 Safety, Health & Nutrition          | 3 |
| GEN ED Course Approved by Adviser              | 3 |

**Second Semester Total** 13

## Early Childhood Education

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### Summer Session

|               |                                  |   |
|---------------|----------------------------------|---|
| ECED 124.2&.3 | Preschool & School-Age Practicum | 2 |
| OR            |                                  |   |
| ECED 125.0    | Infant/Toddler Practicum (2)     |   |
| GEN ED        | Course Approved by Adviser       | 3 |
| ELECTIVE      | Approved by Adviser              | 1 |

**Summer Total** **6**

**Total Credits for Diploma** **32**

**First Aid and CPR are recommended in addition to course requirements.**

## Certificate

### Early Childhood Para-Educator Certificate

|            |                                    |   |
|------------|------------------------------------|---|
| ECED 106.0 | Observation, Assessment & Guidance | 3 |
| ECED 111.0 | Infant/Toddler Development         | 3 |
| OR         |                                    |   |

|                                      |   |           |
|--------------------------------------|---|-----------|
| ECED 206.0                           | Early Childhood Education Curriculum Planning (3) |           |
| ECED 112.0                           | Preschool Child Development                       | 3         |
| ECED 124.1                           | Preschool & School-Age Practicum                  | 1         |
| ECED 207.0                           | Family & Community Relationships                  | 3         |
| <b>Total Credits for Certificate</b> |   | <b>13</b> |

### Early Childhood Nanny Certificate

|                                      |                                  |           |
|--------------------------------------|----------------------------------|-----------|
| ECED 111.0                           | Infant/Toddler Development       | 3         |
| ECED 112.0                           | Preschool Child                  | 3         |
| ECED 124.1                           | Preschool & School-Age Practicum | 1         |
| ECED 126.0                           | Safety, Health and Nutrition     | 3         |
| ECED 241.0                           | The Professional Nanny           | 2         |
| <b>Total Credits for Certificate</b> |                                  | <b>12</b> |

# Electrical Technology

The electrical technology program provides the fundamental knowledge needed for employment as a construction electrician, industrial electrician, electric motor serviceperson, and equipment sales person.

The training received in the electrical program will also help one obtain employment installing and servicing fire alarms, security systems, fiber optics, and other communications systems.

## Career Opportunities

Opportunities for electricians are available in nearly every community. Expansion and renovation in industry is creating new high-tech jobs requiring individuals with broad-based fundamentals and specialized skills.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Construction Electrician (H)

**Purpose**—The degree prepares the student for advancement in the trade. After the completion of an apprenticeship the graduate will be prepared to pass examinations to become journeyman and master electricians. The graduate will also be prepared for related jobs in the electrical trade that may include: estimator, project manager, and electrical contractor. Persons completing the degree have a solid foundation upon which to build their electrical career.

#### First Semester

|   |   |
|---|---|
| General Education Group A                     | 3 |
| ELTR 124.0 Electrical Theory                  | 3 |
| ELTR 128.0 Introduction to Residential Wiring | 3 |
| ELTR 131.0 Residential Materials & Devices    | 3 |
| ELTR 133.0 Electrical Codes                   | 3 |
| ELTR 136.0 Residential Branch Circuits        | 3 |

**First Semester Total** 18

#### Second Semester

|   |   |
|---|---|
| General Education Group B                         | 3 |
| ELTR 138.0 Special Circuits & Services            | 3 |
| ELTR 140.0 Residential Heating & Air Conditioning | 3 |
| ELTR 225.0 Commercial Materials & Devices         | 3 |
| ELTR 227.0 Commercial Code Study                  | 3 |
| ELTR 230.0 Commercial Tools                       | 3 |

**Second Semester Total** 18

#### Third Semester

|  |   |
|--|---|
| General Education Group C                          | 3 |
| General Education Group A, B, C, or D              | 3 |
| ELTR 231.0 Commercial Lighting & Motor Application | 3 |
| ELTR 233.0 Commercial Service Equipment            | 3 |
| ELTR 240.0 Blueprint Reading                       | 3 |
| ELTR 242.1-.3 Motor Controls                       | 3 |

**Third Semester Total** 18

#### Fourth Semester

|   |   |
|---|---|
| General Education Group D                 | 3 |
| ELTR 241.0 Electrical Estimating          | 3 |
| ELTR 242.4 Motor Controls                 | 1 |
| ELTR 244.1-.2 Industrial Controls         | 2 |
| ELTR 247.0 Introduction to PLC's          | 3 |
| ELTR 251.0 AC Motor Theory & Nomenclature | 3 |

**Fourth Semester Total** 15

#### General Education listings on Page 35

**Total Credits for Associate of Applied Science Degree** 69

## Diploma

### Construction Electrician (H)

**Purpose**—The construction electrician diploma prepares the graduate to receive employment in residential, commercial, industrial, and agricultural applications. A person receiving this diploma should expect to become a journeyman electrician and may work into a supervisory position.

#### Required Courses

##### First Semester

|   |   |
|---|---|
| Communications                                | 3 |
| ELTR 124.0 Electrical Theory                  | 3 |
| ELTR 128.0 Introduction to Residential Wiring | 3 |
| ELTR 131.0 Residential Materials & Devices    | 3 |
| ELTR 133.0 Electrical Codes                   | 3 |
| ELTR 136.1 Residential Branch Circuits        | 1 |

**First Semester Total** 16

##### Second Semester

|   |   |
|---|---|
| Mathematics                                   | 3 |
| ELTR 136.2-.3 Residential Branch Circuits     | 2 |
| ELTR 138.0 Special Circuits & Services        | 3 |
| ELTR 140.0 Residential Htg & Air Conditioning | 3 |
| ELTR 225.0 Commercial Materials and Devices   | 3 |
| ELTR 227.0 Commercial Code Study              | 3 |

**Second Semester Total** 17

##### Third Semester

|  |   |
|--|---|
| Academic support electives approved by adviser | 3 |
| ELTR 230.0 Commercial Tools                    | 3 |
| ELTR 231.0 Commercial Lighting & Motor App     | 3 |



## Electrical Technology

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|  |                              |           |
|--|------------------------------|-----------|
| ELTR 233.0   | Commercial Service Equipment | 3         |
| ELTR 240.0   | Blueprint Reading            | 3         |
| <b>Third Semester Total</b>                        |                              | <b>15</b> |
| <b>Fourth Semester</b>                             |                              |           |
| ELTR 242.0   | Motor Controls               | 4         |
| ELTR 244.0   | Industrial Controls          | 4         |
| ELTR 247.0   | Introduction to PLC's        | 3         |
| Electrical Electives (Adviser's approval required) |                              | 5         |
| <b>Fourth Semester Total</b>                       |                              | <b>16</b> |
| <b>Total Credits for Construction Diploma</b>      |                              | <b>64</b> |

## Diploma

### Residential Electrician

**Purpose**—The residential electrician diploma promotes hands-on skill development for job entry as a working technician in residential wiring applications.

|                       |                   |   |
|-----------------------|-------------------|---|
| <b>First Semester</b> |                   |   |
| Communications        |                   | 2 |
| Mathematics           |                   | 2 |
| ELTR 124.0            | Electrical Theory | 3 |

|  |                                    |           |
|--|------------------------------------|-----------|
| ELTR 128.0                                       | Introduction to Residential Wiring | 3         |
| ELTR 131.0                                       | Residential Materials & Devices    | 3         |
| ELTR 133.0                                       | Electrical Codes                   | 3         |
| <b>First Semester Total</b>                      |                                    | <b>16</b> |
| <b>Second Semester</b>                           |                                    |           |
| Communications                                   |                                    | 1         |
| Mathematics                                      |                                    | 1         |
| Academic support electives approved by adviser   |                                    | 3         |
| ELTR 136.0                                       | Residential Branch Circuits        | 3         |
| ELTR 138.0                                       | Special Circuits & Services        | 3         |
| Electrical Electives (Adviser approval required) |                                    | 5         |
| <b>Second Semester Total</b>                     |                                    | <b>16</b> |
| <b>Total Credits for Residential Diploma</b>     |                                    | <b>32</b> |

## Certificates

### Electrical Technology

**Purpose**—The electrical technology certificate provides limited educational opportunity to enhance a student's skill and ability in a chosen specialty. With approval of the adviser, the student will complete a minimum of 12 credits in one of the following: residential wiring, commercial wiring, programmable controllers, electric motors, motor controls, etc.

# Electronics Technology

The electronics technology program provides the knowledge needed for employment in the electronics industry. Options in computer systems repair and support, telecommunications, industrial electronics, local area networking, computer network design and support, or enterprise network design and support are available.

## Career Opportunities

Depending upon the specialization in electronics, a variety of employment opportunities are available. Included are radio technician, broadcast engineer, industrial maintenance technician, computer maintenance technician, computer network support technician, computer network administrator, computer network server administrator, and consumer service businessman. Career and employment services are provided by the college.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Electronics Technology

**Purpose**—The electronics technology degree provides opportunities to obtain the fundamental knowledge, skills, and training needed for employment or career advancement as an electronics technician, with specialization in computer systems repair and support, telecommunications, computer network design and support, enterprise network design and support, industrial electronics and local area networking.

#### First Semester (Fall)

|      |       |   |   |
|------|-------|---|---|
| ELNS | 110.0 | DC Electronics                          | 3 |
| ELNS | 120.0 | AC Electronics                          | 3 |
| ELNS | 167.0 | Computer Repair I                       | 3 |
| ELNS | 175.0 | Cisco I – Intro to Data Network Systems | 3 |
| MATH | 108.0 | Tech Math (GEN ED Group B)              | 3 |
| PRDV | 102.0 | College Survival *GEN ED Group C)       | 1 |

**First Semester Total** **16**

#### Second Semester (Spring)

|      |       |                                    |   |
|------|-------|------------------------------------|---|
| ELNS | 130.0 | Devices                            | 4 |
| ELNS | 140.0 | Analog Circuits                    | 4 |
| ELNS |       | Endorsement Courses/Electives      | 6 |
| PHYS | 115.0 | Technical Physics (GEN ED Group B) | 3 |

**Second Semester Total** **17**

#### Third Semester (Fall)

|        |       |                               |   |
|--------|-------|-------------------------------|---|
| ELNS   | 144.1 | PCB Repair (Unit 1)           | 1 |
| ELNS   | 150.0 | Digital Electronics           | 3 |
| ELNS   |       | Endorsement Courses/Electives | 9 |
| GEN ED |       | Group A                       | 3 |

**Third Semester Total** **16**

#### Fourth Semester (Spring)

|        |       |                                    |   |
|--------|-------|------------------------------------|---|
| ELNS   | 155.0 | Communication Techniques           | 2 |
| ELNS   |       | Endorsement Courses/Electives      | 8 |
| PRDV   | 185.0 | Employment Search (GEN ED Group C) | 2 |
| GEN ED |       | Group D                            | 3 |

**Fourth Semester Total** **15**

#### Total Credits for Associate of Applied Science Degree

**64**

#### Required Courses

|      |       |                                       |   |
|------|-------|---------------------------------------|---|
| ELNS | 110.0 | DC Electronics                        | 3 |
| ELNS | 120.0 | AC Electronics                        | 3 |
| ELNS | 130.0 | Devices                               | 4 |
| ELNS | 140.0 | Analog Circuits                       | 4 |
| ELNS | 144.1 | PCB Repair                            | 1 |
| ELNS | 150.0 | Digital Electronics                   | 3 |
| ELNS | 155.0 | Communications Techniques             | 3 |
| ELNS | 167.0 | Computer Repair I                     | 3 |
| ELNS | 175.0 | Cisco 1 Intro to Data Network Systems | 3 |

**Subtotal** **27**

## Endorsement Options

### Computer Systems Repair and Support

|  |       |                              |    |
|--|-------|------------------------------|----|
| INFO   | 112.0 | Microcomputer Applications   | 3  |
| ELNS   | 260.0 | Microprocessors              | 3  |
| ELNS   | 267.0 | Computer Repair II           | 3  |
| ELNS   | 281.0 | A+ Certification Preparation | 3  |
| Electives (must include one operating system course to be approved by the adviser) |       |                              | 11 |

**Subtotal** **23**

### Computer Network Design and Support

|           |       |  |   |
|-----------|-------|--|---|
| ELNS      | 176.0 | Cisco 2-Intro to Router Configuration        | 3 |
| ELNS      | 177.0 | Cisco 3-Intro to Switched Network & Security | 3 |
| ELNS      | 178.0 | Cisco 4-Wide Area Network Design & Support   | 3 |
| ELNS      | 267.0 | Computer Repair II                           | 3 |
| INFO      | 148.0 | Operating Systems/UNIX/LINUX                 | 3 |
| Electives |       |  | 8 |

**Subtotal** **23**

## Industrial Electronics

|  |       |                                       |           |
|--|-------|---------------------------------------|-----------|
| ELNS   | 167.0 | Computer Repair I                     | 3         |
| ELNS   | 175.0 | Cisco 1-Intro to Data Network Systems | 3         |
| ELTR   | 242.0 | Motor Controls                        | 4         |
| ELTR   | 244.0 | Industrial Controls                   | 4         |
| ELTR   | 246.0 | Advanced Industrial Controls          | 4         |
| INDT   | 120.0 | Introduction to Programmable Controls | 3         |
| Electives (must include one operating system course to be approved by the adviser) |       |                                       | 8         |
| <b>Subtotal</b>  |       |                                       | <b>29</b> |

## Local Area Networking

|                 |       |                                       |           |
|-----------------|-------|---------------------------------------|-----------|
| ELNS            | 176.0 | Cisco 2-Intro to Router Configuration | 3         |
| ELNS            | 267.0 | Computer Repair II                    | 3         |
| ELNS            | 279.0 | Implementing Microsoft Windows Server | 3         |
| ELNS            | 280.0 | LAN Linux                             | 3         |
| ELNS            | 292.0 | Microsoft Windows 2000 Professional   | 3         |
| INFO            | 148.0 | Operating Systems/UNIX/LINUX          | 3         |
| Electives       |       |                                       | 5         |
| <b>Subtotal</b> |       |                                       | <b>23</b> |

## Diploma

### Basic Electronics

**Purpose**—The basic electronic technology diploma provides a basic program curriculum designed to help the student achieve entry-level employment in a reduced period of time after which continued education can be pursued to achieve the AAS degree level.

#### First Semester

|      |       |   |   |
|------|-------|---|---|
| ELNS | 110.0 | DC Electronics                          | 3 |
| ELNS | 120.0 | AC Electronics                          | 3 |
| ELNS | 167.0 | Computer Repair I                       | 3 |
| ELNS | 175.0 | Cisco I – Intro to Data Network Systems | 3 |
| MATH | 108.0 | Technical Mathematics                   | 3 |
| PRDV | 102.0 | College Survival                        | 1 |

**First Semester Total** **16**

#### Second Semester

|      |       |                               |   |
|------|-------|-------------------------------|---|
| ELNS | 130.0 | Devices                       | 4 |
| ELNS | 140.0 | Analog Circuits               | 4 |
| ELNS |       | Endorsement Courses/Electives | 6 |
| PHYS | 115.0 | Technical Physics             | 3 |

**Second Semester Total** **17**

**Total Credits for Diploma** **33**

## Certificate

### Electronics

**Purpose**—The electronics certificate provides limited educational opportunity to enhance a student's skill and ability in

a chosen specialty. With approval of the adviser, the student will complete a minimum of 12 credits in one of the following: basic electronics, computer system repair and support, telecommunications, computer network design and support, enterprise network design and support, industrial electronics, and local area networking

## Associate of Applied Science Degree

### Electronics Technology – Navy Option

**Purpose**—The Nebraska Community Colleges Navy Program will assist the Navy in identifying, recruiting, and training qualified individuals who have the necessary skills to succeed in high-demand job classifications. This Electronics Technology program prepares the student for both entry and advanced level employment in a wide array of work areas related to electronics.

It is recommended that students complete the following courses while attending secondary school:

Algebra I & II  
Trigonometry  
Applied Math I & II  
Physics  
Principles of Technology I & II  
Drafting/AutoCad  
AC, DC, Active Devices  
Digital Electronics  
Computers

The following 15 hours of General Education requirements must be met to complete the requirements for the Electronics Technology AAS degree – Navy Option

|                             |       |                           |   |
|-----------------------------|-------|---------------------------|---|
| ENGL                        | 101.0 | English Composition       | 3 |
| SPCH                        | 111.0 | Public Speaking           | 3 |
| MATH                        | 115.0 | College Algebra           | 3 |
| Or higher level math course |       |                           |   |
| PHYS                        | 115.0 | Technical Physics         | 3 |
| PHIL                        | 265.0 | Introduction to Ethics    | 3 |
| Or                          |       |                           |   |
| SOCI                        | 101.0 | Introduction to Sociology | 3 |

Fifteen hours in the following technical courses need to be completed for the AAS Electronics Degree – Navy Option

|  |       |                     |   |
|--|-------|---------------------|---|
| ELNS   | 110.0 | DC Electronics      | 3 |
| ELNS   | 120.0 | AC Electronics      | 3 |
| ELNS   | 130.0 | Devices             | 4 |
| ELNS   | 150.0 | Digital Electronics | 3 |
| Or other Electronics courses approved by adviser |       |                     |   |

The student will receive additional electronics training from the Navy in the following areas:

- Direct Current
- Alternating Current
- Solid State
- Digital
- Superheterodyne Receiver
- Fire Controlman
- Or Electronics Technician – Communications
- Or Electronics Technician – Radar
- Or Nuclear Field – Electronics Technician
- Or Nuclear Field – Electrician's Mate
- Or Nuclear Field – Machinist's Mate
- "C" School

# Health Information Management Services

Health information management represents a continuum of practice concerned with health related information and the management of systems to collect, store, process, retrieve, analyze, disseminate and communicate information related to research, planning, provision and evaluation of health care services. Patient records in hospitals, clinics, and nursing facilities are the most common sources of health information, however, insurance companies and government agencies also maintain health information systems. The curriculum of the Health Information Management Services program (HIMS) is designed to prepare students to work as health information professionals in both paper-based and computer-based patient record environments within these settings.

The HIMS program at Central Community College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Students who graduate with the associate of applied science degree in HIMS, will be eligible to take the national qualifying examination required for certification as a Registered Health Information Technician (RHIT).

Students who graduate with the Medical Coding diploma will be eligible to take the national qualifying examination through the American Health Information Management Association which is required for entry-level certification as a Certified Coding Associate (CCA).

Students who graduate with the Medical Transcription diploma will be eligible to take the national qualifying examination through the American Association for Medical Transcription (AAMT) as a Certified Medical Transcriptionist (CMT).

In addition to traditional on campus offerings, HIMS courses are offered via on-line courses.

## Admissions Information

Admission to the HIMS program is selective. Applicants are required to have a high school diploma, or equivalent, with at least a "C" average. The applicant must achieve acceptable ASSET scores or complete recommended skill building/prescriptive work, with at least a "C" average, prior to enrolling in HIMS courses. Applicants transferring from another program of study must have a cumulative GPA of at least 2.0. An admissions interview with HIMS program director is required.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program

must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Health Information Technology

**Purpose**—The degree will prepare health information technicians to master the entry-level competencies defined by the American Health Information Management Association, which are nationally accepted standards of practitioner roles and functions.

#### Health Information Technician

##### First Semester

|      |       |                                 |   |
|------|-------|---------------------------------|---|
| BIOS | 125.0 | Structure/Function Human Body I | 2 |
| ENGL | 101.0 | English Composition             | 3 |
| HIMS | 102.0 | Medical Terminology             | 3 |
| HIMS | 125.0 | Introduction to HIM             | 3 |
| HIMS | 130.0 | Legal Aspects of HIM            | 2 |
| OFFT | 155.0 | Intermediate MS Integration     | 3 |

**First Semester Total** **16**

##### Second Semester

|      |       |                                  |   |
|------|-------|----------------------------------|---|
| BIOS | 126.0 | Structure/Function Human Body II | 2 |
| HIMS | 135.0 | Health Care Delivery Systems     | 2 |
| HIMS | 251.0 | ICD-9-CM Coding                  | 3 |
| MATH | 114.0 | Intermediate Algebra             | 3 |
| MEDA | 220.0 | Disease Conditions               | 3 |
| OFFT | 255.0 | Advanced MS Integration          | 3 |
| SPCH | 111.0 | Public Speaking                  | 3 |

**Second Semester Total** **19**

##### Third Semester

|           |       |                                    |   |
|-----------|-------|------------------------------------|---|
| BSAD      | 251.0 | Supervisory Management             |   |
| <b>OR</b> |       |                                    |   |
| OFFT      | 282.0 | Office Management                  | 3 |
| HIMS      | 225.0 | Health Care Statistics             | 2 |
| HIMS      | 230.0 | HIMS Applications I                | 3 |
| HIMS      | 256.0 | CPT/HCPCS Coding                   | 2 |
| HIMS      | 270.0 | Professional Practice Experience I | 3 |
| MEDA      | 133.0 | Pharmacology                       | 3 |
| PRDV      |       | Elective                           | 1 |

**Third Semester Total** **17**

##### Fourth Semester

|      |       |                                  |   |
|------|-------|----------------------------------|---|
| HIMS | 235.0 | HIMS Applications II             | 3 |
| HIMS | 259.0 | Healthcare Reimbursement Methods | 3 |
| HIMS | 260.0 | Quality Assessment               | 3 |
| OFFT | 265.0 | Computerized Medical Management  | 2 |
| OFFT | 252.0 | Project Planning                 | 3 |
| PSYC |       | Psychology Elective              | 3 |
| PRDV | 185.0 | Employment Search & Interview    | 2 |

**Fourth Semester Total** **19**



Additional program cost may include student-in-practicum insurance and a reasonable background investigation, including a criminal background check.

#### Summer Session

HIMS 275.0 Professional Practice Experience II 3

**Total Credits for Associate of Applied Science Degree 74**

## Diploma

### Medical Coding (H)

**Purpose**—This diploma prepares graduates with entry-level skills needed for employment in medical coding and/or billing positions in a variety of health care settings. Medical coding is the process of converting narrative diagnoses and service/procedures, documented by providers, into numerical format using various coding systems. Coding is used in health-care for statistics, research, and reimbursement.

#### Required Courses

|      |       |   |   |
|------|-------|---|---|
| BIOS | 125.0 | Structure & Function of the Human Body I  | 2 |
| BIOS | 126.0 | Structure & Function of the Human Body II | 2 |
| ENGL | 100.0 | Applied Writing OR                        |   |
| ENGL | 101.0 | English Composition                       | 3 |
| HIMS | 102.0 | Medical Terminology                       | 3 |
| HIMS | 125.0 | Introduction to HIM                       | 3 |
| HIMS | 135.0 | Health Care Delivery Systems              | 2 |
| HIMS | 251.0 | ICD-9-CM Coding                           | 3 |
| HIMS | 256.0 | CPT/HCPCS Coding                          | 2 |
| HIMS | 259.0 | Healthcare Reimbursement Methods          | 3 |
| HIMS | 280.0 | Practicum                                 | 3 |
| INFO | 112.0 | Microcomputer Applications                | 3 |
| MEDA | 133.0 | Pharmacology                              | 3 |
| MEDA | 220.0 | Disease Conditions                        | 3 |
| PRDV | 185.0 | Employment Search & Interview             | 2 |
| OFFT | 265.0 | Computerized Medical Management           | 2 |

**Total Credits for Diploma 39**

### Medical Transcription

**Purpose**—This diploma prepares graduates with entry-level skills needed for employment in medical transcription positions in a variety of health care settings. Medical transcription is the process of creating hard copy documents from doctors' dictated reports. It can be done within a hospital, clinic, doctor's office, or from your own home.

#### Required Courses

|  |  |
|--|--|
| Computer Course (see your adviser)     | 3  |
| BIOS 102.0                             | Human Biology (3) 3-4  |
| <b>OR</b>                              |  |
| BIOS 125.0                             | Structure & Function of the Human Body I (2)   |
| <b>AND</b>                             |  |
| BIOS 126.0                             | Structure & Function of the Human Body II (2)  |
| GEN ED                                 | Writing Course (Group A) 3   |
| GEN ED                                 | Group A, B, C or D 3   |
| HIMS 130.0                             | Legal Aspects of Health Information Management 2   |
| MEDA 133.0                             | Pharmacology 3   |
| OFFT 101.0/                            |  |
| HIMS 101.0                             | Basic Medical Terms 2  |
| OFFT 102.0/                            |  |
| HIMS 102.0                             | Medical Terminology 3  |
| OFFT 124.0                             | Medical Keyboarding 3  |
|  | Prerequisite: OFFT 127.0 Keyboarding or 40 words per minute/2 error limit/ 5 minute timing |
| OFFT 125.0                             | Medical Writing Principles 3   |
| OFFT 161.0                             | Medical Transcription I 3  |
| OFFT 186.0                             | Cooperative Education/Internship   |
| <b>OR</b>                              |  |
| HIMS 2800                              | Practicum 3  |
| OFFT 261.0                             | Medical Transcription II 3   |
| <b>Total Credits for Diploma 37-38</b> |  |

## Certificate

### Health Information Clerk

**Purpose**—The certificate provides fundamental knowledge of the content and structure of patient records as well as legal aspects of releasing health information. It prepares graduates for entry-level clerical jobs in health record departments.

|   |   |   |
|---|---|---|
| HIMS 102.0                              | Medical Terminology                                 | 3 |
| HIMS 125.0                              | Introduction to HIM                                 | 3 |
| HIMS 130.0                              | Legal Aspects of HIM                                | 2 |
| HIMS or OFFT                            | Elective as approved by program supervisor          | 3 |
|   | Computer elective as approved by program supervisor | 3 |
| <b>Total Credits for Certificate 14</b> |   |   |

# Health Services and Safety

Health services and safety courses range from a few weeks in length to over one year. In many instances the courses listed are prerequisites to employment and/or certification in the field of choice. Students can choose training for Emergency Medical Technician (EMT), First Responder, Nursing Assistant, Medication Aide and continuing nursing education. All available courses can be located in the Health Services and Safety Course Description section of this catalog.

## **Career Opportunities**

Employment may be found with governmental agencies, health care facilities, or a private business. Career and employment services are provided by the college.

## **Admissions Information**

Admission to some specific health services and safety courses is selective and based on prior credentials and/or employment in the area. Some courses may require the student to purchase student-in-practicum insurance and pay for a background investigation, including a criminal background check.

# Heating, Air Conditioning And Refrigeration

The heating, air conditioning, and refrigeration program prepares students for employment in those areas which deal with temperature, humidity, and air purity of buildings or spaces where some type of control is needed. Students may specialize in heating and air conditioning, residential refrigeration, or commercial refrigeration. One and two year options available. See adviser for more information.

## Career Opportunities

Employment opportunities include calculating heat loads, systems design, equipment selection, installation of test instruments, and troubleshooting. Some students may be employed by contractors in the field and others may be self-employed operating their own business. Job opportunities are usually very good in this field. Career and employment services are provided by the college.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Heating, Air Conditioning & Refrigeration (H)

**Purpose**—The degree graduate possesses the skills and knowledge of the trade in addition to general education useful for career advancement.

#### First Semester

|  |   |
|--|---|
| General Education Group A                        | 3 |
| General Education Group B                        | 3 |
| HVAC 125.0 Orientation, Safety & Hand Tools      | 1 |
| HVAC 126.0 Principles of the Refrigeration Cycle | 2 |
| HVAC 128.0 Basic Refrigeration Components        | 2 |
| HVAC 129.0 Basic Service Operations              | 4 |
| Heating, AC & Refrigeration Elective             | 1 |

**First Semester Total** 16

#### Second Semester

|  |   |
|--|---|
| General Education Group A                        | 3 |
| HVAC 130.0 Introduction to Electrical Components | 2 |
| HVAC 131.0 Soldering & Brazing Practices         | 3 |
| HVAC 132.1 Hermetic System Servicing             | 2 |
| HVAC 179.0 Electrical Principles & Practices     | 3 |

**Second Semester Total** 13

#### Third Semester

|  |    |
|--|----|
| General Education Group B  | 3  |
| HVAC 132.2-.3 Hermetic System Servicing                                    | 4  |
| HVAC 197.1 Refrigeration, Heating & Air Conditioning Applications (Unit 1) | 1  |
| Heating, Air Conditioning & Refrigeration Elective                         | 10 |

**Third Semester Total** 18

#### Fourth Semester

|   |    |
|---|----|
| General Education Group D                           | 3  |
| Heating, Air Conditioning & Refrigeration Electives | 14 |

**Fourth Semester Total** 17

#### Elective Courses

Courses from the heating, air conditioning, and refrigeration and other vocational programs will be considered for approval by the adviser.

|            |  |
|------------|--|
| HVAC 139.0 | Introduction to Sheet Metal Practices (3)                  |
| HVAC 144.0 | Gas Venting (1)  |
| HVAC 185.0 | Refrigerant Certification (1)                              |
| HVAC 197.0 | Refrigeration, Heating & Air Conditioning Applications (8) |
| HVAC 226.0 | Motors & Controls (2)                                      |
| HVAC 227.0 | Residential Load Calculations (2)                          |
| HVAC 229.0 | Heat Pumps (2)   |
| HVAC 230.0 | Troubleshooting Air Conditioning & Heat Pumps (3)          |
| HVAC 231.0 | Air Conditioning Service (3)                               |
| HVAC 232.0 | Sheet Metal Practice (4)                                   |
| HVAC 233.0 | Air Conditioning Controls (3)                              |
| HVAC 236.0 | Heating Service (4)  |
| HVAC 249.0 | Boilers, Hot Water, & Steam (3)                            |

**Total Credits for Associate of Applied Science Degree** 64

## Diploma

### Heating, Air Conditioning & Refrigeration (H)

**Purpose**—The diploma is intended for those students who wish hands on skills and job applicable knowledge for service and installation employment.

#### First Semester

|  |   |
|--|---|
| Communications                                   | 3 |
| HVAC 125.0 Orientation, Safety & Hand Tools      | 1 |
| HVAC 126.0 Principles of the Refrigeration Cycle | 2 |
| HVAC 129.0 Basic Service Operations              | 4 |
| HVAC 131.0 Soldering & Brazing Practices         | 3 |
| HVAC 179.0 Electrical Principles & Practices     | 3 |

**First Semester Total** 16

### Second Semester

|  |    |
|--|----|
| Mathematics/Science                                | 3  |
| Academic support electives approved by adviser     | 3  |
| Heating, Air Conditioning & Refrigeration Elective | 10 |

**Second Semester Total** **16**

### Elective Course

Courses from the heating, air conditioning, and refrigeration and other vocational programs will be considered for approval by the adviser.

|            |   |
|------------|---|
| HVAC 128.0 | Basic Refrigeration Components (2)  |
| HVAC 130.0 | Introduction to Electrical Components (2)                                       |
| HVAC 132.0 | Hermetic System Servicing (6)   |
| HVAC 144.0 | Gas Venting (1)   |
| HVAC 197.0 | Refrigeration, Heating, & Air Conditioning Applications (Units 1, 2, and 3) (3) |

|            |   |
|------------|---|
| HVAC 230.0 | Troubleshooting Air Conditioning & Heat Pumps (3) |
| HVAC 231.0 | Air Conditioning Service (3)                      |
| HVAC 233.0 | Air Conditioning Controls (3)                     |

**Total Credits for Diploma** **32**

## Certificate

### Heating, Air Conditioning & Refrigeration (H)

**Purpose**—The heating, air conditioning, and refrigeration certificate provides limited educational opportunity to enhance a student's skill and ability in a chosen specialty. With approval of the adviser, the student will complete a minimum of 12 credits in one of the following: basic heating, air conditioning, and refrigeration; heating systems; electrical troubleshooting; system design and installation; etc.

# Hospitality Management And Culinary Arts

Students in the hospitality management and culinary arts program are exposed to the exciting careers available in the hospitality industry through practical experience in classes, field trips to food and equipment shows, hotel tours, and internships with local hotels and restaurants. Graduates are highly sought after by industry employers in the fields of culinary arts, restaurant management, and hotel management.

## Career Opportunities

According to statistics generated from the National Restaurant Association and the American Hotel and Lodging Association there are 11.7 million employees working in the restaurant industry and 1.9 million additional employees in the lodging industry making the hospitality industry the largest employer in the United States besides the government. One in seven Americans either directly or indirectly is employed because of people traveling to and within the United States. Depending on the area of specialization, a variety of employment opportunities are available including front office management, executive housekeeper, food and beverage management, and professional cooking. These positions are available at resorts, private clubs, catering services, delis, bakeries and convention centers as well as the traditional hotels and restaurants.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering. The typical program of study for each of the Hospitality Management emphases is listed below.

## Associate of Applied Science Degree

### Hospitality Management and Culinary Arts (H)

**Purpose**—Graduates with an associate of applied science degree will have training and education in technical and communication skills, customer service and public relations. They will have the critical thinking and management skills necessary to assume multilevel positions in the hospitality industry. Restaurant and culinary arts students will gain experience through assignments in the operation of the on-campus Woodlands Dining Room and off-campus field experiences. Hotel students will benefit from field experiences at local and area hotel properties.

## Hotel Management Emphasis

### First Semester

|  |                                     |   |
|--|-------------------------------------|---|
| HMRM 124.0                               | Sanitation & Safety                 | 3 |
| HMRM 125.0                               | Orientation to Hospitality Industry | 3 |
| HMRM 135.0                               | Front Office Procedures             | 3 |
| INFO 112.0                               | Microcomputer Applications          | 3 |
| Student Elective (with adviser approval) |                                     | 3 |

**First Semester Total 15**

### Second Semester

|               |                            |   |
|---------------|----------------------------|---|
| HMRM 139.0    | Conventions/Group Business | 3 |
| HMRM 241.0    | Hospitality Law            | 3 |
| HMRM 250.0    | Hospitality Operations     | 3 |
| HMRM 270.0    | Dining Room Management     | 4 |
| Math Elective |                            | 3 |

**Second Semester Total 16**

### Summer

|            |                                  |   |
|------------|----------------------------------|---|
| HMRM 186.0 | Cooperative Education/Internship | 4 |
|------------|----------------------------------|---|

### Third Semester

|                  |                           |   |
|------------------|---------------------------|---|
| HMRM 190.0       | Purchasing & Receiving    | 3 |
| HMRM 254.0       | Hospitality Cost Control  | 3 |
| ACCT 110.0       | Small Business Accounting | 3 |
| SPCH 111.0       | Public Speaking           | 3 |
| Science Elective |                           | 3 |

**Third Semester Total 15**

### Fourth Semester

|                           |                               |   |
|---------------------------|-------------------------------|---|
| HMRM 237.0                | Housekeeping Management       | 3 |
| HMRM 265.0                | Hospitality Seminar           | 3 |
| HMRM 275.0                | Beverage Management           | 3 |
| PSYC 115.0                | Human Relations               | 3 |
| PRDV 185.0                | Employment Search & Interview | 2 |
| General Education Group C |                               | 1 |

**Fourth Semester Total 15**

**Total Credits for Associate of Applied Science Degree 65**

## Restaurant Emphasis

### First Semester

|            |                                     |   |
|------------|-------------------------------------|---|
| HMRM 124.0 | Sanitation & Safety                 | 3 |
| HMRM 125.0 | Orientation to Hospitality Industry | 3 |
| HMRM 146.0 | Pantry or HMRM 154.0 Bake Shop      | 4 |
| INFO 112.0 | Microcomputer Applications          | 3 |

**First Semester Total 13**

### Second Semester

|            |                     |   |
|------------|---------------------|---|
| HMRM 130.0 | Menu Writing        | 3 |
| HMRM 146.0 | Pantry OR           |   |
| HMRM 154.0 | Bake Shop           | 4 |
| HMRM 241.0 | Hospitality Law     | 3 |
| HMRM 275.0 | Beverage Management | 3 |



## Hospitality Management And Culinary Arts

|                              |           |
|------------------------------|-----------|
| Math Course                  | 3         |
| General Education Group C    | 1         |
| <b>Second Semester Total</b> | <b>17</b> |

### Summer

|                             |                                  |          |
|-----------------------------|----------------------------------|----------|
| ACCT 110.0                  | Small Business Accounting OR     |          |
| ACCT 120.0                  | Principles of Accounting I       | 3        |
| HMRM 186.0                  | Cooperative Education/Internship | 4        |
| <b>Summer Session Total</b> |                                  | <b>7</b> |

### Third Semester

|                             |                           |           |
|-----------------------------|---------------------------|-----------|
| HMRM 190.0                  | Purchasing & Receiving    | 3         |
| HMRM 224.0                  | Entrees                   | 5         |
| HMRM 254.0                  | Hospitality Cost Controls | 3         |
| SPCH 111.0                  | Public Speaking           | 3         |
| Science Course              |                           | 3         |
| <b>Third Semester Total</b> |                           | <b>17</b> |

### Fourth Semester

|  |                               |           |
|--|-------------------------------|-----------|
| HMRM 265.0   | Hospitality Seminar           | 3         |
| HMRM 266.0   | Supervision Practicum         | 2         |
| HMRM 270.0   | Dining Room Management        | 4         |
| PSYC 115.0   | Human Relations               | 3         |
| PRDV 185.0   | Employment Search & Interview | 2         |
| General Education Group C                                    |                               | 1         |
| <b>Fourth Semester Total</b>                                 |                               | <b>15</b> |
| <b>Total Credits for Associate of Applied Science Degree</b> |                               | <b>69</b> |

## Culinary Emphasis

### First Semester

|                             |                                     |           |
|-----------------------------|-------------------------------------|-----------|
| HMRM 124.0                  | Sanitation & Safety                 | 3         |
| HMRM 125.0                  | Orientation to Hospitality Industry | 3         |
| HMRM 146.0                  | Pantry OR                           |           |
| HMRM 154.0                  | Bake Shop                           | 4         |
| INFO 112.0                  | Microcomputer Applications          | 3         |
| General Education Group A   |                                     | 3         |
| <b>First Semester Total</b> |                                     | <b>16</b> |

### Second Semester

|                              |                     |           |
|------------------------------|---------------------|-----------|
| HMRM 146.0                   | Pantry OR           |           |
| HMRM 154.0                   | Bake Shop           | 4         |
| HMRM 241.0                   | Hospitality Law     | 3         |
| HMRM 275.0                   | Beverage Management | 3         |
| Culinary Course              |                     | 3         |
| Math Course                  |                     | 3         |
| General Education Group C    |                     | 1         |
| <b>Second Semester Total</b> |                     | <b>17</b> |

### Summer Session

|                             |                                  |          |
|-----------------------------|----------------------------------|----------|
| ACCT 110.0                  | Small Business Accounting OR     |          |
| ACCT 120.0                  | Principles of Accounting I       | 3        |
| HMRM 186.0                  | Cooperative Education/Internship | 6        |
| <b>Summer Session Total</b> |                                  | <b>9</b> |

### Third Semester

|            |                        |   |
|------------|------------------------|---|
| HMRM 190.0 | Purchasing & Receiving | 3 |
| HMRM 218.0 | Advanced Sauces        | 2 |
| HMRM 224.0 | Entrees                | 5 |

|                             |                           |           |
|-----------------------------|---------------------------|-----------|
| HMRM 254.0                  | Hospitality Cost Controls | 3         |
| PSYC 115.0                  | Human Relations           | 3         |
| <b>Third Semester Total</b> |                           | <b>16</b> |

### Fourth Semester

|            |                        |   |
|------------|------------------------|---|
| HMRM 265.0 | Hospitality Seminar    | 3 |
| HMRM 270.0 | Dining Room Management | 4 |
| PRDV 185.0 | Employment Search      | 2 |
| SPCH 111.0 | Public Speaking        | 3 |

|                              |           |
|------------------------------|-----------|
| <b>Fourth Semester Total</b> | <b>12</b> |
|------------------------------|-----------|

|  |           |
|--|-----------|
| <b>Total Credits for Associate of Applied Science Degree</b> | <b>70</b> |
|--|-----------|

## Diploma

### Hospitality Services (H)

**Purpose**—Graduates with a diploma in hospitality services will possess customer service, technical, critical thinking and communications skills necessary to assume entry-level positions in guest services and/or convention services. Students will benefit from field experiences at local and area hotel properties.

#### Required Courses

|                 |   |           |
|-----------------|---|-----------|
| HMRM 125.0      | Orientation to the Hospitality Industry | 3         |
| HMRM 135.0      | Front Office Procedures                 | 3         |
| HMRM 139.0      | Conventions/Group Business              | 3         |
| HMRM 237.0      | Housekeeping Management                 | 3         |
| HMRM 241.0      | Hospitality Law                         | 3         |
| HMRM 254.0      | Hospitality Cost Controls               | 3         |
| HMRM 265.0      | Hospitality Seminar                     | 3         |
| HMRM 286.0      | Cooperative Education/Internship        | 4         |
| <b>Subtotal</b> |   | <b>25</b> |

#### Academic Support

|  |          |
|--|----------|
| Communications                                 | 3        |
| Mathematics/Science                            | 3        |
| Academic support electives approved by adviser | 3        |
| <b>Subtotal</b>                                | <b>9</b> |

|                                  |           |
|----------------------------------|-----------|
| <b>Total Credits for Diploma</b> | <b>34</b> |
|----------------------------------|-----------|

## Culinary Arts (H)

**Purpose**—Graduates with a diploma in culinary arts will have training and education in customer service, technical and critical thinking skills. They will possess the skills necessary to assume positions in commercial kitchens. Culinary arts students will gain experience through assignments in the operation of the on-campus Woodlands Dining Room and off-campus field experiences.

#### Required Courses

|            |                        |   |
|------------|------------------------|---|
| HMRM 124.0 | Sanitation & Safety    | 3 |
| HMRM 130.0 | Menu Writing           | 3 |
| HMRM 146.0 | The Pantry             | 4 |
| HMRM 154.0 | The Bake Shop          | 4 |
| HMRM 190.0 | Purchasing & Receiving | 3 |
| HMRM 224.0 | Entrees                | 5 |

|  |           |
|--|-----------|
| <b>Select from the following:</b>              | <b>8</b>  |
| HMRM 210.0    Advanced Yeast Breads (2)        |           |
| HMRM 212.0    Pastries (2)                     |           |
| HMRM 214.0    Garde Manger (2)                 |           |
| HMRM 218.0    Advanced Sauces (2)              |           |
| HMRM 226.0    International Cuisine (2)        |           |
| HMRM 228.0    Culinary Centerpieces (3)        |           |
| <b>Subtotal</b>                                | <b>30</b> |
| <b>Academic Support</b>                        |           |
| Communications                                 | 3         |
| Mathematics/Science                            | 3         |
| Academic support electives approved by adviser | 3         |
| <b>Subtotal</b>                                | <b>9</b>  |
| <b>Total Credits for Diploma</b>               | <b>39</b> |

## Certificate

### Hospitality (H)

**Purpose**—Students with the hospitality certificate will be exposed to the necessary pre-employment skills needed for entry-level job openings or acquire the technical skills needed to enhance their current employment opportunities.

#### Required Courses

|   |           |
|---|-----------|
| HMRM 124.0    Sanitation & Safety   |           |
| OR  |           |
| HMRM 125.0    Orientation to the Hospitality Industry                                     | 3         |
| Remaining 9 Credits HMRM electives  |           |
| (courses applicable with adviser consent; advisers will have listing of approved courses) | 9         |
| <b>Total Credits for Certificate</b>  | <b>12</b> |

# Human Services

The human services program prepares students to provide appropriate services to those in need, to empower others to help themselves, and to enhance the quality of life for all people.

## Career Opportunities

Depending upon the student's specific program of study, employment opportunities exist with psychiatric treatment facilities, social service agencies, school systems, nursing homes, community based services, group homes, rehabilitation centers and senior services. Career and employment services are provided by the college.

**SPECIFIC PROGRAM REQUIREMENTS:** Students are required to earn a minimum of a "C" in each of their program courses in order for them to apply toward a diploma or degree. Students may refer to the Human Services program manual for additional program expectations and requirements. Additional program cost may include student-in-practicum insurance and a reasonable background investigation, including a criminal background check.

**NOTE:** Selected courses required for Alcohol/Drug Counseling are offered through the Hastings and Grand Island campuses. Course work in this area may be applied toward human services degree requirements with adviser approval.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Human Services (G, H)

**Purpose**—The Central Community College Human Services program prepares students to provide appropriate services to those in need, to empower others to help themselves, and to enhance the quality of life for all people.

#### First Semester

|   |   |
|---|---|
| General Education Group B-Math Elective   | 3 |
| HUSR 124.0 Introduction to Human Services | 4 |
| HUSR 126.0 Community Health Needs OR      |   |
| PSYC 222.0 Psychology of Adjustment       | 3 |
| HUSR 134.0 Prepracticum                   | 1 |
| PRDV 109.0 College Foundations OR         |   |
| INFO 112.0 Microcomputer Applications     | 3 |

**First Semester Total** **14**

#### Second Semester

|                           |   |
|---------------------------|---|
| General Education Group D | 3 |
|---------------------------|---|

|            |                         |   |
|------------|-------------------------|---|
| ENGL 100.0 | Applied Writing OR      |   |
| ENGL 101.0 | English Composition     | 3 |
| HUSR 129.0 | Fundamentals of Helping | 3 |
| HUSR 133.0 | Activities Therapy      | 3 |
| HUSR       | Elective                | 3 |

**Second Semester Total** **15**

#### Summer

|            |                              |     |
|------------|------------------------------|-----|
| HUSR 135.0 | Practicum I                  | 2-4 |
| HUSR       | Elective or Student Elective | 1-3 |

**Summer Session Total** **3-7**

#### Third Semester

|                   |                     |     |
|-------------------|---------------------|-----|
| HUSR 230.0        | Group Dynamics      | 3   |
| HUSR 135.0, 240.0 | Practicum I, II     | 4-6 |
| PSYC 286.0        | Abnormal Psychology | 3   |
| SPCH 111.0        | Public Speaking     | 3   |

**Third Semester Total** **13-15**

#### Fourth Semester

|            |                              |     |
|------------|------------------------------|-----|
| HUSR 225.0 | Interviewing                 | 3   |
| HUSR 240.0 | Practicum II                 | 3-5 |
| HUSR 241.0 | Practicum III                | 3-5 |
| HUSR       | Elective OR Student Elective | 3   |

**Fourth Semester Total** **12-16**

**Total Credits for Applied Science Degree** **64**

(The range of credit count is indicated only to give flexibility to scheduling process.)

## Human Services Degree—Drug and Alcohol Counseling (G, H)

### Required Courses

|                          |                                   |           |
|--------------------------|-----------------------------------|-----------|
| ENGL 101.0               | English Composition               | 3         |
| HUSR 124.0               | Introduction to Human Services    | 4         |
| HUSR 126.0               | Community Health Needs            |           |
|                          | OR                                |           |
| PSYC 222.0               | Psychology of Adjustment          | 3         |
| HUSR 134.0               | PrePracticum                      | 1         |
| HUSR 225.0               | Interviewing                      | 3         |
| HUSR 230.0               | Group Dynamics                    | 3*        |
| HUSR 233.0               | Perspectives in Addiction Studies | 3         |
| HUSR 238.0               | Professional Ethics & Issues      | 1*        |
| HUSR 243.0               | Counseling Techniques & Theories  | 3*        |
| HUSR 245.0               | Multicultural Counseling          | 2*        |
| HUSR 251.0               | Medical and Psychosocial Aspects  | 3*        |
| HUSR 253.0               | Clinical Treatment Issues         | 2*        |
| HUSR 255.0               | Case Assessment, Planning & Mgmt  | 2*        |
| HUSR 135.0, 240.0, 241.0 | Practicum I, II, III              | 12**      |
| INFO 112.0               | Microcomputer Application         | 3         |
| PSYC 286.0               | Abnormal Psychology               | 3         |
| PSYC 289.0               | Developmental Psychology          | 3*        |
| <b>Subtotal</b>          |                                   | <b>54</b> |

|   |          |
|---|----------|
| <b>Choose 3 of the following 6 credits:</b>       | <b>3</b> |
| SPCH 111.0 Fundamentals of Public Speaking (3) OR |          |
| SPCH 140.0 Oral Communications (3)                |          |
| General Education - Group B                       | 3        |

|  |          |
|--|----------|
| <b>Choose 4 of the following 6 credits:</b>  | <b>4</b> |
| PRDV 185.0 Employment Search & Interview (2) |          |
| PRDV 205.0 Assertiveness Training (2)        |          |
| PRDV 260.0 Stress Management (2)             |          |

**Total Credits for Associate of Applied Science Degree 64**

**\*Core training courses approved by the State of Nebraska.**

**\*\*Must be in Drug & Alcohol Treatment facility or halfway house and must be supervised by LADC licensed Drug & Alcohol Counselor**

## Diploma

### Human Services (G, H)

**Purpose**—The diploma in human services provides students with beginning knowledge, skills, and observational and participatory experiences that meet some entry-level job requirements.

#### Required Courses

|   |   |
|---|---|
| HUSR 124.0 Introduction to Human Services | 4 |
| HUSR 126.0 Community Health Needs OR      |   |
| PSYC 222.0 Psychology of Adjustment       | 3 |
| HUSR 129.0 Fundamentals of Helping        | 3 |
| HUSR 133.0 Activities Therapy             | 3 |
| HUSR 134.0 PrePracticum                   | 1 |
| HUSR 135.0 Practicum I                    | 4 |

**Subtotal 18**

**Human Services Electives 4**

**Student Elective 1**

#### Academic Support

|  |   |
|--|---|
| Communications                                 | 3 |
| Mathematics/Science                            | 3 |
| Academic support electives approved by adviser | 3 |

**Subtotal 9**

**Total Credits for Diploma 32**

### Paraeducator (G, H)

**Purpose**—The human services paraeducator diploma provides students with knowledge, skill development, and practical experience specific to entry-level jobs in agencies that serve individuals with various types of disabilities.

#### Required Courses

|  |   |
|--|---|
| HUSR 124.0 Introduction to Human Services              | 4 |
| HUSR 129.0 Fundamentals of Helping                     | 3 |
| HUSR 134.0 Prepracticum                                | 1 |
| HUSR 135.0 Practicum I (2) OR                          | 4 |
| HUSR 186.0 Cooperative Education/Internship I          |   |
| HUSR 146.0 Working With the Developmentally Disabled   | 3 |
| HUSR 147.0 Goal Setting & Program Planning             | 3 |
| HUSR 148.0 Behavior Analysis & Intervention Strategies | 3 |
| HUSR 228.0 Individuals With Exceptionalities           | 3 |
| PSYC 222.0 Psychology of Adjustment                    | 3 |

**Subtotal 27**

#### Academic Support

|   |   |
|---|---|
| Communications                            | 3 |
| Mathematics/Science                       | 3 |
| Social Science – Developmental Psychology | 3 |

**Subtotal 9**

**Total Credits for Diploma 36**

## Certificate

### Human Services (G, H)

**Purpose**—The human services certificate provides limited educational opportunity to enhance a student's skill and ability in a chosen specialty. With approval of the adviser, the student will complete a minimum of 12 credits in one of the following: basic helping skills, paraeducator, psychiatric technician, activities therapy for seniors, or developmental disabilities. Awards in alcohol and drug prevention or other specialized areas may also be possible.

# Industrial Technology

The industrial technology program will provide the fundamental knowledge necessary to install, maintain, and repair the latest equipment in a variety of manufacturing and industrial facilities. This program provides a combination of technical as well as scientific knowledge needed to work in industrial processing, and maintenance. Instructional courses include: electronics, pneumatics, hydraulics, science, programmable logic controllers, motors, transformers, motor controls, pumps, and mechanical systems.

## Career Opportunities

Opportunities for employment of industrial technology technicians exist in nearly every industrial plant. The broad-based background of the industrial technology technician allows the graduate to be employable in business and industry as plant maintenance technicians, instrumentation technicians, and operators. Career and employment services are provided by the college.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

**Purpose**—The associate of applied science degree gives students the opportunity to complete the core requirements of the industrial technology program and then select, with adviser approval, courses supporting maintenance, automation, instrumentation, manufacturing, and industrial process options.

### Industrial Maintenance

#### First Semester

|                                      |   |
|--------------------------------------|---|
| General Education                    | 3 |
| Tech Elective*                       | 2 |
| INDT 110.0 Concepts of Electronics I | 3 |
| INDT 122.0 Control Systems           | 5 |
| INDT 126.0 Industrial Principles     | 3 |

**First Semester Total** 16

Fall online courses: INDT 110, 122, 126

#### Second Semester

|   |   |
|---|---|
| General Education                             | 3 |
| Tech Elective*                                | 3 |
| INDT 112.0 Concepts of Electronics II         | 3 |
| INDT 118.0 Fundamentals of Mechanical Systems | 3 |
| INDT 222.0 Advanced Control Systems           | 5 |

**Second Semester Total** 17

Spring online courses: INDT 112, 118, 222

#### Third Semester

|   |   |
|---|---|
| General Education                           | 3 |
| Tech Elective                               | 3 |
| INDT 114.0 Fundamentals of Hydraulics       | 3 |
| INDT 116.0 Fundamentals of Pneumatics       | 3 |
| INDT 124.0 Transformers & Rotating Machines | 4 |

**Third Semester Total** 16

Fall online courses: INDT 114, 116, 124

#### Fourth Semester

|  |   |
|--|---|
| General Education (2 courses)                    | 6 |
| Tech Elective*                                   | 3 |
| INDT 120.0 Introduction to Programmable Controls | 3 |
| INDT 220.0 Advanced Programmable Controls        | 3 |

**Fourth Semester Total** 15

Spring online courses: INDT 120, 220 (under construction)

**Total Credits for Associate of Applied Science Degree** 64

\* Make a selection of 11-12 credits of technical electives to meet personal program goals, with adviser approval, from the following program areas: Heating, Air Conditioning and Refrigeration, Machine Tool Technology, Electrical Technology, Electronics Technology, Drafting, Machine Tool Technology, or Welding Technology

### Computer Integrated Manufacturing

#### First Semester

|   |   |
|---|---|
| INDT 110.0 Concepts of Electronics I          | 3 |
| INDT 114.0 Fundamentals of Hydraulics         | 3 |
| INDT 118.0 Fundamentals of Mechanical Systems | 3 |
| INDT 122.0 Control Systems                    | 5 |
| GEN ED Math                                   | 3 |

**First Semester Total** 17

#### Second Semester

|  |   |
|--|---|
| INDT 112.0 Concepts of Electronics II            | 3 |
| INDT 116.0 Fundamentals of Pneumatics            | 3 |
| INDT 120.0 Introduction to Programmable Controls | 3 |
| INDT 222.0 Advanced Control Systems              | 5 |
| GEN ED   | 4 |

**First Semester Total** 18

#### Third Semester

|   |   |
|---|---|
| INDT 205.0 Introduction to CIM                  | 2 |
| INDT 206.0 Computer Integrated Manufacturing I  | 3 |
| INDT 207.0 Computer Integrated Manufacturing II | 2 |
| INDT 220.0 Advanced Programmable Controls       | 3 |
| INDT Elective                                   | 3 |
| GEN ED  | 4 |

**Third Semester Total** 17



#### Fourth Semester

|            |                         |   |
|------------|-------------------------|---|
| INDT 217.0 | Capstone Processes      | 3 |
| INDT 223.0 | Process & Servo Control | 3 |
| INDT       | Elective                | 2 |
| GEN ED     |                         | 4 |

**Fourth Semester Total** 12

**Total Credits for Associate of Applied Science Degree** 64

#### Electromechanical

##### First Semester

|            |                                 |   |
|------------|---------------------------------|---|
| ENGL 124.0 | Technical Communications        | 3 |
| INDT 110.0 | Concepts of Electronics I       | 3 |
| INDT 116.0 | Fundamentals of Pneumatics      | 3 |
| MATH 108.0 | Technical Math                  | 3 |
| WELD 128.0 | Welding for Related Occupations | 3 |

**First Semester Total** 15

##### Second Semester

|            |                                    |   |
|------------|------------------------------------|---|
| INDT 112.0 | Concepts of Electronics II         | 3 |
| INDT 114.0 | Fundamentals of Hydraulics         | 3 |
| INDT 118.0 | Fundamentals of Mechanical Systems | 3 |
| INDT 122.0 | Control Systems                    | 5 |
| PHYS 115.0 | Technical Physics                  | 3 |

**Second Semester Total** 17

##### Third Semester

|            |                                       |   |
|------------|---------------------------------------|---|
| INDT 120.0 | Introduction to Programmable Controls | 3 |
| INDT 222.0 | Advanced Control Systems              | 5 |
| GEN ED     | Humanities or Personal Development    | 3 |
| GEN ED     | Social Science                        | 3 |
| MACH 160.0 | Machine Tool for Related Occupations  | 3 |

**Third Semester Total** 17

##### Fourth Semester

|            |                                  |   |
|------------|----------------------------------|---|
| INDT 124.0 | Transformers & Rotating Machines | 4 |
| INDT 214.0 | Applications of Fluid Power      | 3 |
| INDT 220.0 | Advanced Programmable Controls   | 3 |
| WELD 156.0 | Basic KuKa Robotic Welding       | 2 |

|            |                           |   |
|------------|---------------------------|---|
| WELD 158.0 | Basic XRC Robotic Welding | 2 |
|            | Technical Elective        | 1 |

**Fourth Semester Total** 15

**Total Credits for Associate of Applied Science Degree** 64

#### Diploma

#### Industrial Technology

**Purpose**—The industrial technology diploma is for the student wishing to develop entry-level skills in industrial maintenance.

|            |                                       |   |
|------------|---------------------------------------|---|
| INDT 110.0 | Concepts of Electronics I             | 3 |
| INDT 112.0 | Concepts of Electronics II            | 3 |
| INDT 114.0 | Fundamentals of Hydraulics            | 3 |
| INDT 116.0 | Fundamentals of Pneumatics            | 3 |
| INDT 118.0 | Fundamentals of Mechanical Systems    | 3 |
| INDT 120.0 | Introduction to Programmable Controls | 3 |
| INDT 122.0 | Control Systems                       | 5 |

**Subtotal** 23

#### Academic Support

|  |  |   |
|--|--|---|
|  | Communications                                 | 3 |
|  | Mathematics/Science                            | 3 |
|  | Academic support electives approved by adviser | 3 |

**Subtotal** 9

**Total Credits for Diploma** 32

#### Certificate

#### Industrial Technology

**Purpose**—The industrial technology certificate provides limited educational opportunity to enhance a student's skill and ability in a chosen specialty. With approval of the adviser the student will complete a minimum of 12 credits in specialty areas: industrial maintenance, automation, industrial pre-employment, instrumentation, quality, fluid power, control systems, and industrial processing.

# Information Technology

The information technology (IT) program provides an educational environment where fundamental knowledge and professional experience needed in the information technology profession is gained. Students are exposed to IT careers and technology through practical classroom experiences and lab activities. Information Technology specialization areas include:

- Computer programming
- Database support
- Web developer
- Technical support
- Security management

## Career Opportunities

Information technology skills are used in nearly every business. Jobs in information technology are consistently ranked in the top fastest growing occupations. Graduates can work in such areas as operations, programming, technical support, consulting, web support, database support, security, and other areas of technology. The U.S. Department of Labor projects that through the year 2012 employment is expected to increase as organizations continue to adopt increasingly sophisticated technologies. In regards to these technologies, as individuals and organizations conduct business electronically, our society has become conscious of security vulnerabilities; therefore, increasing the demand for security specialists in the IT field and related service industries.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Information Technology

**Purpose**—The associate of applied science degree provides a comprehensive education in the skills, techniques and methodologies of information technology. Graduates of this program are prepared for jobs in computer-based occupations or for transfer into bachelor degree programs. Students can specialize in one or more of the following areas: computer programming, database support, web developer, technical support, and/or security management. Computer programming and database support specialization areas have 2+2 agreements with four-year colleges. See your adviser for the latest agreements.

### Computer Programming Specialization

(2+2 agreements with four-year colleges. See your adviser for the latest agreements.)

### First Semester

|            |  |   |
|------------|--|---|
| GEN ED**   | Group A Communications                 | 3 |
| GEN ED**   | Group B Mathematics/Science            | 3 |
| INFO 110.0 | Introduction to Information Technology | 3 |
| INFO 112.0 | Microcomputer Applications             | 3 |
| INFO 142.0 | Operating Systems/Windows              | 3 |

**First Semester Total 15**

### Second Semester

|            |                                      |   |
|------------|--------------------------------------|---|
| INFO 160.0 | Customer Support                     | 3 |
| INFO 170.0 | Database Concepts & Design           | 3 |
| INFO 180.0 | Visual Basic Programming             | 3 |
| INFO 283.0 | C# Programming                       | 3 |
| GEN ED**   | Group D Social & Behavioral Sciences | 3 |

**Second Semester Total 15**

### Summer Session

|      |                           |   |
|------|---------------------------|---|
| INFO | Adviser Approved Elective | 3 |
|------|---------------------------|---|

**Summer Session Total 3**

### Third Semester

|            |                            |   |
|------------|----------------------------|---|
| ACCT 110.0 | Small Business Accounting  |   |
| OR         |                            |   |
| ACCT 120.0 | Principles of Accounting I | 3 |
| BSAD 105.0 | Introduction to Business   | 3 |
| INFO 240.0 | Systems Analysis & Design  | 3 |
| INFO 282.0 | JAVA Programming           | 3 |
| INFO       | Advisor Approved Elective  | 3 |

**Third Semester Total 15**

### Fourth Semester

|            |   |   |
|------------|---|---|
| INFO 261.0 | Data Communications                     | 3 |
| INFO 270.0 | Advanced Database                       | 3 |
| INFO 280.0 | Advanced Visual Basic                   | 3 |
| GEN ED**   | Group C Personal Development/Humanities | 3 |
| GEN ED**   | Group A, B, C or D                      | 3 |

**Fourth Semester Total 15**

### Summer Session

|      |                           |   |
|------|---------------------------|---|
| INFO | Adviser Approved Elective | 3 |
|------|---------------------------|---|

**Summer Session Total 3**

**Total Credits for Associate of Applied Science Degree 66**

### Database Support Specialization

(2+2 agreements with four year colleges.  
See your adviser for the latest agreements.)

### First Semester

|            |  |   |
|------------|--|---|
| GEN ED**   | Group A Communications                 | 3 |
| GEN ED**   | Group B Mathematics/Science            | 3 |
| INFO 110.0 | Introduction to Information Technology | 3 |
| INFO 112.0 | Microcomputer Applications             | 3 |
| INFO 142.0 | Operating Systems/Windows              | 3 |

**First Semester Total 15**

## Second Semester

|            |                                   |   |
|------------|-----------------------------------|---|
| GEN ED**   | Group D Social/Behavioral Science | 3 |
| INFO 150.0 | Web Page Design                   | 3 |
| INFO 160.0 | Customer Support                  | 3 |
| INFO 170.0 | Database Concepts & Design        | 3 |
| INFO 180.0 | Visual Basic Programming          | 3 |

**Second Semester Total 15**

## Summer Session

|                                |   |
|--------------------------------|---|
| INFO Adviser Approved Elective | 3 |
|--------------------------------|---|

**Summer Session Total 3**

## Third Semester

|            |                                    |   |
|------------|------------------------------------|---|
| ACCT 110.0 | Small Business Accounting          |   |
|            | OR                                 |   |
| ACCT 120.0 | Principles of Accounting I         | 3 |
| BSAD 105.0 | Introduction to Business           | 3 |
| INFO 121.0 | Spreadsheets                       | 3 |
| INFO 130.0 | Principles of Information Security | 3 |
| INFO 278.0 | SQL Server                         | 3 |

**Third Semester Total 15**

## Fourth Semester

|            |   |   |
|------------|---|---|
| GEN ED**   | Group C Humanities/Personal Development | 3 |
| GEN ED**   | Group A, B, C or D                      | 3 |
| INFO       | Adviser Approved Elective               | 3 |
| INFO 261.0 | Data Communications                     | 3 |
| INFO 270.0 | Advanced Database                       | 3 |

**Four Semester Total 15**

## Summer Session

|                                |   |
|--------------------------------|---|
| INFO Adviser Approved Elective | 3 |
|--------------------------------|---|

**Second Summer Session Total 3**

## Web Developer Specialization

### First Semester

|            |  |   |
|------------|--|---|
| GEN ED**   | Group A Communications                 | 3 |
| GEN ED**   | Group B Mathematics/Science            | 3 |
| INFO 110.0 | Introduction to Information Technology | 3 |
| INFO 112.0 | Microcomputer Applications             | 3 |
| INFO 142.0 | Operating Systems/Windows              | 3 |

**First Semester Total 15**

### Second Semester

|            |                                   |   |
|------------|-----------------------------------|---|
| GEN ED**   | Group D Social/Behavioral Science | 3 |
| INFO 150.0 | Web Page Design                   | 3 |
| INFO 151.0 | Optimizing Web Media              | 3 |
| INFO 160.0 | Customer Support                  | 3 |
| INFO 170.0 | Database Concepts & Design        | 3 |

**Second Semester Total 15**

### Summer Session

|                                |   |
|--------------------------------|---|
| INFO Adviser Approved Elective | 3 |
|--------------------------------|---|

**Summer Session Total 3**

### Third Semester

|            |                           |   |
|------------|---------------------------|---|
| BSAD 105.0 | Introduction to Business  | 3 |
| ACCT 110.0 | Small Business Accounting |   |
|            | OR                        |   |

|            |                            |   |
|------------|----------------------------|---|
| ACCT 120.0 | Principles of Accounting I | 3 |
| INFO 180.0 | Visual Basic Programming   | 3 |
| INFO 250.0 | Dynamic Web Applications   | 3 |
| INFO 270.0 | Advanced Database          | 3 |

**Third Semester Total 15**

## Fourth Semester

|            |   |   |
|------------|---|---|
| GEN ED**   | Group C Humanities/Personal Development | 3 |
| INFO 148.0 | UNIX/LINUX                              | 3 |
| INFO 258.0 | Web Technologies                        | 3 |
| INFO 259.0 | Web Capstone                            | 3 |
| INFO 261.0 | Data Communications                     | 3 |

**Fourth Semester Total 15**

## Summer Session

|          |                             |   |
|----------|-----------------------------|---|
| GEN ED** | Elective Group A, B, C or D | 3 |
|----------|-----------------------------|---|

**Second Summer Session Total 3**

## Technical Support Specialization

### First Semester

|            |  |   |
|------------|--|---|
| GEN ED**   | Group A Communications                 | 3 |
| GEN ED**   | Group B Mathematics/Science            | 3 |
| INFO 110.0 | Introduction to Information Technology | 3 |
| INFO 112.0 | Microcomputer Applications             | 3 |
| INFO 142.0 | Operating Systems/Windows              | 3 |

**First Semester Total 15**

### Second Semester

|            |                                    |   |
|------------|------------------------------------|---|
| BSAD 105.0 | Introduction to Business           | 3 |
| INFO 130.0 | Principles of Information Security | 3 |
| INFO 148.0 | UNIX/LINUX                         | 3 |
| INFO 170.0 | Database Concepts & Design         | 3 |
| INFO 261.0 | Data Communications                | 3 |

**Second Semester Total 15**

### Summer Session

|          |                                   |   |
|----------|-----------------------------------|---|
| GEN ED** | Group D Social/Behavioral Science | 3 |
|----------|-----------------------------------|---|

**Summer Session Total 3**

### Third Semester

|            |                            |   |
|------------|----------------------------|---|
| ACCT 110.0 | Small Business Accounting  |   |
|            | OR                         |   |
| ACCT 120.0 | Principles of Accounting I | 3 |
| INFO 160.0 | Customer Support           | 3 |
| INFO 242.0 | Advanced Operating Systems | 3 |
| INFO       | Adviser Approved Elective  | 3 |
| INFO       | Adviser Approved Elective  | 3 |

**Third Semester Total 15**

### Fourth Semester

|            |                                 |   |
|------------|---------------------------------|---|
| INFO 230.0 | Information Security Management | 3 |
| INFO 260.0 | Applications Troubleshooting    | 3 |
| INFO 261.0 | Data Communications             | 3 |
| INFO       | Adviser Approved Elective       | 3 |
| INFO       | Adviser Approved Elective       | 3 |

**Fourth Semester Total 15**

## Summer Session

Gen Ed Elective (Group A, B, C or D) 3

**Second Summer Session Total 3**

## Security Management Specialization

### First Semester

GEN ED\*\* Group A Communications 3

GEN ED\*\* Group B Mathematics/Science 3

INFO 110.0 Introduction to Information Technology 3

INFO 112.0 Microcomputer Applications 3

INFO 142.0 Operating Systems/Windows 3

**First Semester Total 15**

### Second Semester

BSAD 105.0 Introduction to Business 3

INFO 130.0 Principles of Information Security 3

INFO 148.0 UNIX/LINUX 3

INFO 170.0 Database Concepts & Design 3

INFO 261.0 Data Communications 3

**Second Semester Total 15**

### Summer Session

Gen Ed Elective (Group D) 3

**Summer Session Total 3**

### Third Semester

ACCT 110.0 Small Business Accounting 3  
OR

ACCT 120.0 Principles of Accounting I 3

INFO 121.0 Spreadsheets 3

INFO 160.0 Customer Support 3

INFO Adviser Approved Elective 3

INFO Adviser Approved Elective 3

**Third Semester Total 15**

### Fourth Semester

INFO 230.0 Information Security Management 3

INFO 270.0 Advanced Database 3

GEN ED\*\* Group C Humanities/Personal Development 3

INFO Adviser Approved Elective 3

INFO Adviser Approved Elective 3

**Fourth Semester Total 15**

### Summer Session

GEN ED\*\* Group A, B, C, or D 3

**Second Summer Session Total 3**

**Total Credits for Associate of Applied Science Degree 66**

## Diploma

### Information Technology

**Purpose**—The information technology diploma provides basic knowledge and core skills to enter the information technology field.

#### Required Courses

INFO 110.0 Introduction to Information Technology 3

INFO 112.0 Microcomputer Applications 3

INFO 142.0 Operating Systems/Windows 3

INFO 160.0 Customer Support 3

INFO 170.0 Database Concepts & Design 3

Select one of the following courses: 3

BSAD 105.0 Introduction to Business

ACCT 110.0 Small Business Accounting

ACCT 120.0 Principles of Accounting I

Choose two of the following courses: 6

INFO 121.0 Spreadsheets

INFO 148.0 Operating Systems/UNIX/LINUX

INFO 150.0 Web Page Design

INFO 151.0 Optimizing Web Media

INFO 180.0 Visual Basic Programming

INFO 283.0 C# Programming

GEN ED\*\* Group A: Communications 3

GEN ED\*\* Group B: Math/Science 3

GEN ED\*\* Group A, B, C, or D (adviser approved) 3

**Total Credits for Diploma 33**

## Certificates

### Information Technology

**Purpose**—The certificate provides concentrated training in specialized areas. These specializations prepare students for entry-level jobs and give experienced information technology employees an opportunity to expand their skills. With the approval of an information technology adviser, the student will complete a minimum of 12 credits in an information technology specialization area such as: computer programming, database support, web support, web developer, technical support, security management or information technology concepts.

\*\* All GEN ED courses must be approved by adviser.

# Library Technical Assistant Transfer Program to UNO

As the use of various forms of information continues to grow, the need for trained personnel who can manage information also grows. The Library Technical Assistant (LTA) program prepares students to enter the workforce as a paraprofessional capable of employment in a variety of libraries and information centers. This program is a cooperative arrangement between the six Nebraska community colleges. Each community college provides at least one of the core LTA courses in an online environment.

## Associate of Arts Degree

### General Education Requirements

|      |       |                                     |   |
|------|-------|-------------------------------------|---|
| ENGL | 101.0 | English Composition                 | 3 |
| SPCH | 140.0 | Oral Communication*                 | 3 |
|      |       | Behavioral Science/Social Science*  | 9 |
|      |       | Humanities* or Personal Development | 8 |
|      |       | Mathematics*                        | 3 |
|      |       | Science*                            | 4 |

**Subtotal** **30**

### Library Technical Assistant Courses – Online

|      |       |   |   |
|------|-------|---|---|
| LIBR | 101.0 | Introduction to Library & Information Services***           | 3 |
| LIBR | 111.0 | Adm of Library & Info Environments**                        | 3 |
| LIBR | 121.0 | Public Services in Library & Info Science                   | 3 |
| LIBR | 151.0 | Reference Services in Library & Information Environments*** | 3 |
| LIBR | 161.0 | Introduction to Children & Young Adult Services***          | 3 |

|   |       |  |           |
|---|-------|--|-----------|
| LIBR  | 220.0 | Introduction to Library Collection Management*** | 3         |
| LIBR  | 240.0 | Introduction to Technical Services-Cataloging*** | 3         |
| LIBR  | 299.0 | Library Science Capstone Practicum***            | 3         |
|   |       | Electives  | 6         |
| <b>Subtotal</b>                                   |       |  | <b>30</b> |
| <b>Total Credits for Associate of Arts Degree</b> |       |  | <b>60</b> |

\*See general education requirements on pages 27-28.

\*\* Provided by NECC

\*\*\* Class provided to NECC students from other Nebraska community colleges.

\*\*\*\* Recommended electives: Computer Applications Coursework, Children's Literature, Library Orientation and Usage, Spanish, Issues of Unity and Diversity, Human Relations.

\*\*\*\*\* Practicum coursework should take place within the final 9 hours of a student's program.

NOTE: Students with no work experience in a library or information center are advised to take LIBR 101.0 prior to or concurrently with any other LIBR coursework.



# Machine Tool Technology

The machine tool technology program provides the skills and technical knowledge needed for employment in the metal machining industry with options in the general machinist, plastics, or tool and die areas.

## Career Opportunities

Depending on the area of specialization, a variety of employment opportunities are available including tool and die maker, plastics mold maker, general machinist, quality control, and setup person. Employment opportunities have been excellent for graduates of this program. Career and employment services are provided by the college.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Machine Technology (C, H)

**Purpose**—The purpose of the machine technology degree is to provide job-entry machinist skills and to enhance career options in the machinist trade.

#### First Semester

|                             |                                |   |
|-----------------------------|--------------------------------|---|
| MACH 126.0                  | Precision Tools                | 1 |
| MACH 130.0                  | Basic Machine Tools            | 3 |
| MACH 134.0                  | Basic Engine Lathe I           | 2 |
| MACH 136.0                  | Basic Milling Machine Work I   | 3 |
| MATH 108.0                  | Technical Mathematics          | 3 |
| DRAF 230.0                  | Blueprint Reading for Industry | 3 |
| General Education (Group A) |                                | 3 |

**First Semester Total** 18

#### Second Semester

|                             |                                  |   |
|-----------------------------|----------------------------------|---|
| MACH 142.0                  | Heat Treating & Metallurgy       | 2 |
| MACH 144.0                  | Grinding Operations I            | 2 |
| MACH 148.0                  | Instruments & Measurements       | 2 |
| MACH 200.0                  | Computer Numerical Control Lathe | 2 |
| MACH 238.0                  | Computer Numerical Control Mill  | 2 |
| WELD 129.0                  | Welding for Machinists           | 3 |
| General Education (Group B) |                                  | 3 |

**Second Semester Total** 16

#### Third Semester

|            |                      |   |
|------------|----------------------|---|
| DRAF 159.0 | Basic CAD Operations | 3 |
| MACH 202.0 | CAD/CAM Operations   | 3 |

|      |                             |   |
|------|-----------------------------|---|
| MACH | Program Option Requirements | 8 |
|      | General Machinist           |   |
|      | Plastic Mold Making         |   |
|      | Tool & Die                  |   |

General Education (Group D) 3

**Third Semester Total** 17

#### Fourth Semester

|                                  |    |
|----------------------------------|----|
| General Education (Group C)      | 3  |
| MACH Program Option Requirements | 14 |
| General Machinist                |    |
| Plastic Mold Making              |    |
| Tool & Die                       |    |

**Fourth Semester Total** 17

**Total Credits for Associate of Applied Science Degree** 68

### General Machinist Option

|            |                                |   |
|------------|--------------------------------|---|
| MACH 138.0 | Basic Engine Lathe II          | 3 |
| MACH 140.0 | Basic Milling Machine Work II  | 2 |
| MACH 146.0 | Electrical Discharge Machining | 3 |
| MACH 148.0 | Instruments & Measurements     | 2 |
| MACH 232.0 | Milling Machine Operations III | 3 |
| MACH 234.0 | Grinding Operations II         | 3 |
| DRAF 259.0 | Intermediate CAD Applications  | 3 |

**Subtotal** 19

### Plastic Mold Making Option (H)

|            |                            |   |
|------------|----------------------------|---|
| MACH 260.0 | Manufacturing Processes I  | 2 |
| MACH 262.0 | Manufacturing Processes II | 1 |
| MACH 264.0 | Mold Finishing             | 2 |
| MACH 266.0 | Mold Repair                | 2 |
| MACH 268.0 | Mold Design I              | 3 |
| MACH 270.0 | Mold Construction I        | 3 |
| MACH 271.0 | Mold Assembly & Tryout     | 2 |
| MACH 273.0 | Mold Design II             | 3 |
| MACH 274.0 | Mold Construction II       | 4 |

**Subtotal** 22

### Tool & Die Option

|            |                             |   |
|------------|-----------------------------|---|
| MACH 242.0 | Jig & Fixture Design        | 2 |
| MACH 244.0 | Jig Construction            | 2 |
| MACH 245.0 | Fixture Construction        | 3 |
| MACH 248.0 | Die Design I                | 4 |
| MACH 250.0 | Die Making & Construction I | 4 |
| MACH 251.0 | Die Assembly & Tryout       | 4 |

**Machine Tool Technology Electives** 3

**Subtotal** 22



## Diploma

### Basic Machine Shop (C, H)

**Purpose**—The basic machine shop diploma is for the student wishing to achieve hands-on skills for employment as a machinist.

#### First Semester

|                             |                                |   |
|-----------------------------|--------------------------------|---|
| MACH 126.0                  | Precision Tools                | 1 |
| MACH 130.0                  | Basic Machine Tools            | 3 |
| MACH 134.0                  | Basic Engine Lathe I           | 2 |
| MACH 136.0                  | Basic Milling Machine Work I   | 3 |
| DRAF 230.0                  | Blueprint Reading for Industry | 3 |
| MATH 108.0                  | Technical Mathematics          | 3 |
| General Education (Group A) |                                | 3 |

**First Semester Total** 18

#### Second Semester

|                             |                                  |   |
|-----------------------------|----------------------------------|---|
| MACH 142.0                  | Heat Treating & Metallurgy       | 2 |
| MACH 144.0                  | Grinding Operations I            | 2 |
| MACH 148.0                  | Instruments & Measurements       | 2 |
| MACH 200.0                  | Computer Numerical Control Lathe | 2 |
| MACH 238.0                  | Computer Numerical Control Mill  | 2 |
| WELD 129.0                  | Welding for Machinists           | 3 |
| General Education (Group B) |                                  | 3 |

**Second Semester Total** 16

**Total Credits for Diploma (minimum)** 34

## Certificate

### Machine Shop (C, H)

**Purpose**—The machine tool technology certificate provides limited educational opportunity to enhance a student's skill and ability in a chosen specialty. With approval of the adviser, the student will complete a minimum of 12 credits in one of the following: basic machine shop, plastic mold making, tool and die, CNC, CAD/CAM operations, manufacturing processes, etc.

# Media Arts

The media arts program is dedicated to providing the educational opportunities, the creative environment, and the professional experience necessary for students planning careers in broadcasting, the graphic arts, and web page design. Students are exposed to these careers through practical experience. They produce web pages, publish printed products for the college, produce video programs and provide the on-air talent for KCNT-FM, our college owned radio station.

## Career Opportunities

Careers in the graphic arts include composition, layout and design, electronic imaging, bindery and pre-press operations. Careers in commercial radio and television include announcing, advertising, production and news photography. Opportunities are also expanding in fields related to publishing on the World Wide Web and multimedia production. Newspapers, broadcast stations, advertising agencies and commercial print shops in the area offer many opportunities for potential employment. Media arts students can work with area professionals through cooperative education programs and internships. Career and employment services are provided by the college.

## Associate of Applied Science Degree

### Media Arts (H)

**Purpose**—Graduates with an AAS degree have the broad range of media skills that potential employers want. They have exceptional communication skills, solid technical skills and a professional attitude. Our program of study develops these skills and attitudes.

#### Required Courses

|            |                 |   |
|------------|-----------------|---|
| MART 101.0 | Mass Media      | 3 |
| MART 122.0 | Media Writing   | 3 |
| MART 124.0 | Web Page I      | 3 |
| MART 126.0 | Web Graphics I  | 3 |
| MART 132.0 | Photography     | 3 |
| MART 130.0 | Visual Design I | 3 |
| OR         |                 |   |
| MART 131.0 | Audio Design    |   |

**Subtotal** 18

**Choose one of the following emphases:** 30-31

Broadcasting  
Graphic Art  
Photography  
Video Production

**Additional General Education Competencies or Credits** 15  
(see page 29)

**Minimum Credits for Associate of Applied  
Science Degree** 63-65

### Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special

areas of interest. A student intending to major in this program must consult with his/her advisor prior to any academic planning and registering.

## Broadcasting Emphasis

### First Semester

|            |                       |   |
|------------|-----------------------|---|
| MART 101.0 | Mass Media            | 3 |
| MART 110.0 | Intro to Broadcasting | 3 |
| MART 113.0 | Copy Interpretation*  | 4 |
| MART 131.0 | Audio Design*         | 3 |
| ENGL 100.0 | Applied Writing       | 3 |

**First Semester Total** 16

### Second Semester

|                               |                        |   |
|-------------------------------|------------------------|---|
| MART 107.0                    | Copywriting**          | 3 |
| MART 108.0                    | Radio Production**     | 3 |
| MART 111.0                    | Basics of Announcing** | 3 |
| MART 132.0                    | Photography            | 3 |
| Two General Education classes |                        | 6 |

**Second Semester Total** 18

### Third Semester

|                         |                |   |
|-------------------------|----------------|---|
| MART 115.0              | D.J. in Radio* | 3 |
| MART 122.0              | Media Writing* | 3 |
| MART 124.0              | Web Page I     | 3 |
| MART 126.0              | Web Graphics I | 3 |
| General Education class |                | 3 |

**Third Semester Total** 15

### Fourth Semester

|                         |                                |   |
|-------------------------|--------------------------------|---|
| MART 208.0              | Advanced Radio Production**    | 3 |
| MART 215.0              | Reaching the Listener**        | 3 |
| MART Electives          | Sales, Management, Programming | 6 |
| General Education class |                                | 3 |

**Fourth Semester Total** 15

## Graphic Arts Emphasis

### First Semester

|            |                                       |   |
|------------|---------------------------------------|---|
| MART 120.0 | Electronic Illustration I             | 3 |
| MART 127.0 | Fundamentals of Drawing & Composition | 3 |
| MART 130.0 | Visual Design I*                      | 3 |
| MART 136.0 | Introduction to Graphic Art*          | 3 |
| ARTS 125.0 | Art Fundamentals                      | 3 |

**First Semester Total** 15

### Second Semester

|            |                     |   |
|------------|---------------------|---|
| MART 101.0 | Mass Media          | 3 |
| MART 121.0 | Layout & Design I** | 3 |
| MART 124.0 | Web Page I          | 3 |
| MART 126.0 | Web Graphics I      | 3 |
| MART 132.0 | Photography         | 3 |
| ENGL 100.0 | Applied Writing     | 3 |

**Second Semester Total** 18

**\*Fall only**

**\*\*Spring only**

### Third Semester

|            |                              |   |
|------------|------------------------------|---|
| MART 122.0 | Media Writing*               | 3 |
| MART 220.0 | Advanced Electronic Drawing* | 3 |

|            |                     |   |
|------------|---------------------|---|
| MART 221.0 | Layout & Design II  | 3 |
| MART 236.0 | Printing Processes* | 3 |
| MATH 105.0 | Occupational Math   | 3 |

**Third Semester Total 15**

#### Fourth Semester

|            |                         |   |
|------------|-------------------------|---|
| MART       | Electives               | 6 |
| MART 237.0 | Exhibit Preparation**   | 1 |
| MART 230.0 | Visual Design II**      | 3 |
| MART 238.0 | Portfolio Preparation** | 1 |
| PSYC 115.0 | Human Relations         | 3 |
| SPCH 111.0 | Public Speaking         | 3 |

**Fourth Semester Total 17**

### Photography Emphasis

#### First Semester

|            |                        |   |
|------------|------------------------|---|
| ENGL 100.0 | Applied Writing        | 3 |
| MART 102.0 | Introduction to Video* | 3 |
| MART 124.0 | Web Page I             | 3 |
| MART 126.0 | Web Graphics I         | 3 |
| MART 132.0 | Photography            | 3 |

**First Semester Total 15**

#### Second Semester

|                         |                        |   |
|-------------------------|------------------------|---|
| MART                    | Electives              | 4 |
| MART 101.0              | Mass Media             | 3 |
| MART 123.0              | Multimedia Design**    | 3 |
| MART 145.0              | PhotoShop Illustration | 3 |
| General Education class |                        | 3 |

**Second Semester Total 16**

#### Third Semester

|                         |                      |   |
|-------------------------|----------------------|---|
| *MART Elective          |                      | 3 |
| MART 133.0              | Darkroom Techniques* | 3 |
| MART 122.0              | Media Writing*       | 3 |
| MART 131.0              | Audio Design         | 3 |
| General Education class |                      | 3 |

**Third Semester Total 15**

#### Fourth Semester

|                               |                       |   |
|-------------------------------|-----------------------|---|
| MART 143.0                    | Flash Animation       | 3 |
| MART 230.1                    | Visual Design II**    | 1 |
| MART 232.0                    | Advanced Photography  | 3 |
| MART 237.0                    | Exhibit Preparation** | 1 |
| MART 242.0                    | Photo Retouching      | 3 |
| Two General Education classes |                       | 6 |

**Fourth Semester Total 17**

### Video Production Emphasis

#### First Semester

|            |                      |   |
|------------|----------------------|---|
| MART 102.0 | Intro to Video*      | 3 |
| MART 113.0 | Copy Interpretation* | 4 |
| MART 131.0 | Audio Design*        | 3 |
| MART 132.0 | Photography          | 3 |
| ENGL 100.0 | Applied Writing      | 3 |

**First Semester Total 16**

#### Second Semester

|                         |                           |   |
|-------------------------|---------------------------|---|
| MART 101.0              | Mass Media                | 3 |
| MART 103.0              | Basic Camera Techniques** | 3 |
| MART 104.0              | Electronic Editing**      | 3 |
| MART 107.0              | Copywriting**             | 3 |
| General Education class |                           | 3 |

**Second Semester Total 15**

#### Third Semester

|                             |                   |   |
|-----------------------------|-------------------|---|
| MART 122.0                  | Media Writing*    | 3 |
| MART 124.0                  | Web Page I        | 3 |
| MART 126.0                  | Web Graphics I    | 3 |
| MART 204.0                  | Video Production* | 3 |
| MART Elective               |                   | 3 |
| One General Education class |                   | 3 |

**Third Semester Total 18**

#### Fourth Semester

|                               |                               |   |
|-------------------------------|-------------------------------|---|
| MART 145.0                    | PhotoShop Illustration        | 3 |
| MART 205.0                    | Electronic Field Production** | 3 |
| MART                          | Elective                      | 3 |
| Two General Education classes |                               | 6 |

**Fourth Semester Total 15**

## Diploma

### Media Arts (H)

**Purpose**—Graduates with a media arts diploma have a set of skills within a specific area of emphasis.

#### Required Courses

|            |                     |   |
|------------|---------------------|---|
| MART 101.0 | Mass Media          | 3 |
| MART 108.0 | Radio Production OR | 3 |
| MART 126.0 | Web Graphics I      |   |
| MART 124.0 | Web Page I          | 3 |
| ENGL 100.0 | Applied Writing     | 3 |

**Subtotal 12**

**Media Arts Emphasis or Electives 15-16**

#### Academic Support Requirements:

|  |   |
|--|---|
| Mathematics/Science                            | 3 |
| Academic support electives approved by adviser | 3 |

**Minimum Credits for Diploma 33-34**

## Certificates

Each media arts certificate allows students to work closely with their adviser to plan a specific 12 to 13 credit program of study unique to their individual needs. Certificates are used to upgrade professional skills, offer a limited program of study in an area of emphasis or provide the foundation for a degree or diploma. Certificates available are Radio Announcing, Radio Production, Photography, Video Production, Web Page Design, Multimedia, Graphic Art, Animation, Electronic Illustration, and Advertising Design.

# Medical Assisting

Medical assisting is a multi-skilled allied health profession whose practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform administrative and clinical procedures. Administrative and business function skills taught include: scheduling and receiving patients, maintaining medical records, correspondence, insurance materials, and computer use. Clinical and medical function skills taught include: assisting with examinations, treatments and minor surgery, performing office testing and laboratory procedures, preparing and maintaining examination and treatment rooms, and sterilizing and caring for instruments and equipment.

The Central Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208 (312) 553-9355.

Students entering the program will incur additional costs for a minimum number of supplies, uniforms and student-in-practicum insurance and a background check. A minimum grade of 2.0 is required for all medical assisting program required courses.

Graduates of the Medical Assisting program may apply for and take the AAMA certification exam held in January, June, and October. Please contact the medical assisting program director for more information.

## Career Opportunities

Medical assistants may find employment in medical offices and clinics in both the clinical area (back office) and the administrative area (front office). According to the Department of Labor, medical assisting is projected to be one of the fastest growing occupations over the 2007-2014 period. Job prospects should be best for medical assistants with formal training or experience, particularly those with certification.

## Admissions Information

Admission to the medical assisting program is selective. Applicants are required to have a high school diploma or equivalent with a minimum high school GPA of 2.0 (or equivalent) is required. Applicants with less than a "C" average (high school or college) will be required to take a standardized placement test, chosen by the college. Applicants must submit an immunization record and complete a personal advising session with the program director. For more detailed information on the admission procedure and process, please contact the medical assisting program director.

Students may be requested by clinical sites to submit to and pass drug testing and to a reasonable background investigation, including a criminal background check.

Note: Current CRR certification at health care provider level, first aid certification, and the first two in the series of three hepatitis immunizations are required before taking MEDA 233.0 Laboratory Techniques and Procedures I.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her advisor prior to any academic planning and registering.

## Diploma

### Medical Assisting (H)

**Purpose**—Graduates of the medical assisting diploma program will be prepared to perform entry-level front office (administrative) and back office (clinical) duties in a medical office or clinic.

#### First Semester

|      |       |                                  |   |
|------|-------|----------------------------------|---|
| BIOS | 102.0 | Human Biology                    | 3 |
| HIMS | 102.0 | Medical Terminology              | 3 |
| MEDA | 125.0 | Patient Instruction I            | 1 |
| MEDA | 129.0 | Medical Ethics and Law           | 2 |
| MEDA | 131.0 | Medical Equipment and Its Care   | 1 |
| MEDA | 163.0 | Administrative Medical Assisting | 3 |

**First Semester Total** **13**

#### Second Semester

|      |       |                                      |   |
|------|-------|--------------------------------------|---|
| MEDA | 132.0 | Assisting in the Medical Office      | 3 |
| MEDA | 233.0 | Laboratory Techniques & Procedures I | 4 |
| OFFT | 262.0 | Insurance for the Medical Office     | 3 |
| OFFT | 265.0 | Computerized Medical Management      | 2 |
| PSYC | 222.0 | Psychology of Adjustment             | 3 |

**Second Semester Total** **15**

#### Summer Session

|      |       |                       |   |
|------|-------|-----------------------|---|
| MEDA | 133.0 | Pharmacology          | 3 |
| MEDA | 139.0 | Electrocardiography   | 2 |
| MEDA | 240.0 | Clinical Experience I | 4 |
| SPCH | 111.0 | Public Speaking       | 3 |

**Summer Session Total** **12**

**Total Credits for Diploma** **40**

## Associate of Applied Science Degree

### Medical Assisting (H)

**Purpose**—Graduates of the medical assisting program degree will be prepared to perform front office (administrative) and back office (clinical) duties in a medical office or clinic. Advanced skills will be addressed.

|  |           |
|--|-----------|
| <b>Credits from the Medical Assisting Diploma</b>            | <b>40</b> |
| <b>Required Courses for Medical Assisting Degree</b>         |           |
| INFO 112.0 Microcomputer Applications                        | 3         |
| MEDA 220.0 Disease Conditions                                | 3         |
| MEDA 225.0 Patient Instruction II                            | 3         |
| MEDA 241.0 Clinical Experience II                            | 2         |
| <b>Subtotal</b>  | <b>51</b> |
| <b>Student Electives with advisor approval</b>               | <b>7</b>  |
| <b>Additional General Education Competencies or Credits</b>  | <b>6</b>  |
| <b>Total Credits for Associate of Applied Science Degree</b> | <b>64</b> |

## Certificate

### Medical Interpreter (H)

Purpose—The medical interpreting certificate provides introductory training to enhance a student's skill and ability to interpret in the medical field.

|                                      |                                    |           |
|--------------------------------------|------------------------------------|-----------|
| HLTH 101.0                           | Principles of Interpreting I       | 3         |
| HLTH 102.0                           | Medical Interpreting Procedures    | 3         |
| HLTH 186.0                           | Cooperative Education/Internship   | 1         |
| HLTH 201.0                           | Principles of Interpreting II      | 3         |
| HLTH 202.0                           | Advanced Medical Interpreting Proc | 2         |
| <b>Total Credits for Certificate</b> |                                    | <b>12</b> |



# Medical Laboratory Technician

The Medical Laboratory Technician program is designed to prepare individuals to enter a career as a Medical Laboratory Technician (MLT). The medical laboratory technician is an important part of the health care team. They perform diagnostic testing that helps the physician determine the absence, presence, extent, or cause of disease. The program provides basic instruction in all areas of the clinical laboratory as well as additional experience and instruction in hospital and clinic laboratories. Upon completion of the program, students will be eligible to take national certification examinations offered by the American Society of Clinical Pathologists (ASCP) and/or the National Certification Agency for Clinical Laboratory Scientists (NCA). The program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL, 60631-3415, 773-714-8880.

## Career Opportunities

Medical laboratory technicians work in a variety of practice settings: hospitals, clinics, public health facilities, and industrial laboratories. The American Society for Clinical Pathology (ASCP) states that 13,500 medical laboratory professionals are needed annually and the United States is only producing 5,000 professionals every year. In the 2003 Wage and Vacancy Survey, it was found that 40% of laboratory professionals are 46-66 years old and that by 2010 half of the current workforce will be eligible for retirement. By the year 2010 an additional 106,000 laboratory professionals will be needed to fill current positions.

## Admissions Information

Admissions to the medical laboratory technician program is selective. Applicants are required to have a high school diploma or equivalent and a college application on file in the registrar's office. Applicants must provide proof of one of the following: a minimum ACT score of 19 or above in all subcategories, or a COMPASS/ASSET evaluation showing no prescriptive courses required, or transcripts showing completion of no less than 12 hours of a college level mathematics, English, or science based course(s) with a cumulative GPA of 2.0. The applicant must also meet Essential Functions and complete an admissions interview with the program director or faculty member. For more detailed information on the admissions process, please contact the program director.

NOTE: The Hepatitis B immunization series and tuberculosis testing are required of all students admitted into the MLT program. Additional program costs for uniforms, student-in-practicum insurance and a reasonable background practicum investigation, including a criminal background check.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Medical Laboratory Technician (H)

**Purpose**—The Medical Laboratory Technician (MLT) degree is designed to prepare students for employment in a variety of medical facilities such as medical, clinical, research, and public health laboratories. Students collect or receive patient specimens and perform diagnostic tests to aid the physician in determining the presence, extent, and causes of disease.

#### First Semester

|      |          |  |   |
|------|----------|--|---|
| BIOS | 125.0    | Structure & Function of the Human Body I | 2 |
| CHEM | 105.1&.2 | Elements of Chemistry                    | 2 |
| HIMS | 102.0    | Medical Terminology                      | 3 |
| MEDT | 100.0    | Introduction to the Clinical Laboratory  | 2 |
| MEDT | 101.0    | Laboratory Mathematics                   | 3 |
| MEDT | 200.0    | Laboratory Instrumentation               | 3 |

**First Semester Total** **15**

#### Second Semester

|      |          |   |   |
|------|----------|---|---|
| BIOS | 101.0    | General Biology                           | 4 |
| BIOS | 126.0    | Structure & Function of the Human Body II | 2 |
| CHEM | 105.3&.4 | Elements of Chemistry                     | 2 |
| MEDT | 110.0    | Urinalysis, Immunology, and Serology      | 3 |
| MEDT | 115.0    | Hematology I                              | 4 |

**Second Semester Total** **15**

#### Summer Session

|      |       |                       |   |
|------|-------|-----------------------|---|
| MEDT | 186.0 | Clinical Internship I | 4 |
|------|-------|-----------------------|---|

**Summer Session Total** **4**

#### Third Semester

|   |       |                                     |   |
|---|-------|-------------------------------------|---|
| MEDT  | 215.0 | Hematology II                       | 4 |
| MEDT  | 231.0 | Medical Microbiology/Parasitology I | 3 |
| MEDT  | 235.0 | Immunohematology                    | 3 |
| General Education Elective Group A (Communications) |       |                                     | 3 |

**Third Semester Total** **13**

#### Fourth Semester

|  |        |                                      |   |
|--|--------|--------------------------------------|---|
| MEDT   | 233.0  | Medical Microbiology/Parasitology II | 3 |
| MEDT   | 220.0  | Clinical Chemistry                   | 3 |
| MEDT   | 222.00 | Clinical Chemistry Procedures        | 3 |
| General Education Elective Group C (Personal Development/Humanities) |        |                                      | 3 |
| General Education Elective Group D (Social & Behavioral Sciences)    |        |                                      | 3 |

**Fourth Semester Total** **15**

#### Summer Session

|      |       |                        |   |
|------|-------|------------------------|---|
| MEDT | 286.0 | Clinical Internship II | 7 |
|------|-------|------------------------|---|

**Summer Session Total** **7**

**Total Credits for Associate of Applied Science Degree** **69**



# Nursing Education

Multiple educational opportunities are offered through the nursing department: Associate Degree Nursing (AD/RN) Practical Nursing which ladders into the AD/RN, RN/PN refresher courses, and LPN-C.

**NOTE:** Applicants should be aware of additional costs for uniforms, testing and supplies, travel to various clinical sites, board examinations, student-in-practicum insurance, and a background check.

The **Associate Degree Nursing Program (AD/RN)** is a comprehensive educational program. The sequence of theory and clinical courses allow for progression of knowledge and skills essential for the graduate to take the NCLEX-RN. The program is offered at the Grand Island Campus. Students may complete part of the course work and clinicals at the Columbus Campus or the Kearney Center. Upon successful passing of the licensure examination, the individual can enter into practice as a Registered Professional Nurse. The program is approved by the Bureau of Examining Boards and the Board of Nursing of the State of Nebraska. The Associate Degree Nursing Program is accredited by the National League of Nursing Accrediting Commission (NLNAC), 61 Broadway-33rd Floor, New York City, NY 10006, 800-669-1656, ext. 153.

The **Practical Nursing Program (LPN)** provides the common body of knowledge and skills essential for the practical nurse's entry into practice. The diploma is offered through the Kearney Center, the Grand Island and Columbus Campuses as a full-time or part-time curriculum plan. It provides educational mobility in nursing education. It fulfills the educational requirements for LPN licensure. Upon completion of the diploma, the graduate is eligible to take the NCLEX-PN.

The **Registered Nurse (RN) /Licensed Practical Nurse (LPN)** Refresher courses are designed to prepare the RN/LPN to qualify for relicensure in the State of Nebraska. The LPN-C course is designed to facilitate licensed nurses' understanding of fluid and electrolyte balance, intravenous fluid therapy to include medication administration and to be knowledgeable of the LPN-C scope of practice.

## Career Opportunities

There are many employment opportunities for Registered Nurses in hospitals, long-term care facilities, home health care agencies, industry, schools, armed forces, and physicians' offices. Career and employment services are provided by the college.

Opportunities for practical nursing graduates licensed as LPN's are numerous in the health care field. LPN's are employed in hospitals, nursing homes, physician and dentist offices, home health care, armed forces, and many other health agencies. Career and employment services are provided by the college.

Nursing Assistant (N.A.) and Medication Aid classes are offered through Extended Learning Services.

## Admissions Information

Admission to the **Associate Degree-RN Program** is selective. Applicants are required to have a high school diploma or equivalent, and a "B" in high school biology. Admission to the program for the high school graduate or GED graduate also requires a composite ACT score of 20 with all scores above 19 (math 20). Nontraditional students may have acceptable ASSET or COMPASS scores. Alternative admission criteria and competencies will be individually evaluated by the College Registrar. Students with prior college must have a cumulative GPA of 2.8. In addition, AD/RN graduates must meet the General Education requirements. All students must have successfully completed a Nebraska Nursing Assistant course prior to enrolling in ADNR 121/122.

For more detailed information on the **Associate Degree-RN admission** procedure and acceptance by the Admission Committee, contact the Admissions Office at the Grand Island Campus.

Admission to the **Practical Nursing** program is selective. Applicants are required to have a high school diploma or equivalent, ACT of 19 with all scores 19 or above or acceptable assessment/COMPASS test scores. For more information, contact the Admissions Office on the Grand Island Campus for the Grand Island and Kearney programs, or the Admissions Office on the Columbus Campus for the Columbus program. All students must have successfully completed a Nebraska Nursing Assistant course prior to enrolling in ADNR 121/122.

Admission into the RN/LPN refresher clinical course requires previous licensure as an RN or LPN. Admission into the LPN-C course requires a current LPN or RN license and successful passing of a math and pharmacology pre-test.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her advisor prior to any academic planning and registering.

## Associate Degree in Nursing (G)

**Purpose**—The purpose of the AD/RN program is to provide students with the foundation of nursing knowledge and skills required for the safe, competent and comprehensive practice of professional nursing through diverse theoretical and clinical opportunities.

### First Semester

|      |       |                                     |   |
|------|-------|-------------------------------------|---|
| ADNR | 121.0 | Basic Nursing Concepts-Theory       | 4 |
| ADNR | 122.0 | Basic Nursing Concepts Lab/Clinical | 2 |
| BIOS | 225.0 | General Anatomy & Physiology I      | 4 |
| CHEM | 105.0 | Elements of Chemistry               | 4 |

|      |       |                     |   |
|------|-------|---------------------|---|
| ENGL | 101.0 | English Composition | 3 |
| HLTH | 147.0 | Nutrition           | 3 |

**First Semester Total 20**

## Second Semester

|      |       |  |   |
|------|-------|--|---|
| ADNR | 131.0 | Nursing - Health & Illness I — Theory    | 2 |
| ADNR | 132.0 | Nursing - Health & Illness I — Clinical  | 2 |
| ADNR | 139.0 | Pharmacology                             | 2 |
| ADNR | 141.0 | Nursing - Health & Illness II — Theory   | 2 |
| ADNR | 142.0 | Nursing - Health & Illness II — Clinical | 2 |
| BIOS | 226.0 | General Anatomy & Physiology II          | 4 |
| PSYC | 289.0 | Developmental Psychology                 | 3 |

**Second Semester Total 17**

## Summer Session

|      |       |                            |   |
|------|-------|----------------------------|---|
| ADNR | 219.0 | Advanced Health Assessment | 2 |
| BIOS | 249.0 | Principles of Microbiology | 4 |

**Summer Session Total 6**

## Third & Fourth Semesters

### Block A

|      |       |   |   |
|------|-------|---|---|
| ADNR | 211.0 | Nursing - Health & Illness III — Theory   | 2 |
| ADNR | 212.0 | Nursing - Health & Illness III — Clinical | 2 |
| ADNR | 261.0 | Family Centered Nursing — Theory          | 3 |
| ADNR | 262.0 | Family Centered Nursing — Clinical        | 3 |
| ENGL | 102.0 | Writing & Research                        | 3 |
| PSYC | 181.0 | Introduction to Psychology                | 3 |

**Block A Total 16**

### Block B

|      |       |  |   |
|------|-------|--|---|
| ADNR | 221.0 | Nursing - Health & Illness IV — Theory   | 2 |
| ADNR | 222.0 | Nursing - Health & Illness IV — Clinical | 2 |
| ADNR | 231.0 | Nursing - Mental Health — Theory         | 2 |
| ADNR | 232.0 | Nursing - Mental Health                  | 2 |
| ADNR | 259.0 | Dimensions of Professional Nursing       | 2 |
| SOCI | 101.0 | Introduction to Sociology                | 3 |

**Block B Total 13**

**Total Credits for Associate Degree 72**

## Diploma

### Practical Nursing (C, G, K)

**Purpose**—The purpose of the practical nursing program is to prepare the graduate to assume the responsibilities for the application of nursing knowledge under the direction of a licensed practitioner.

#### First Semester

|      |       |                                     |   |
|------|-------|-------------------------------------|---|
| ADNR | 121.0 | Basic Nursing Concepts—Theory       | 4 |
| ADNR | 122.0 | Basic Nursing Concepts—Lab/Clinical | 2 |
| BIOS | 125.0 | Structure & Function I OR           | 2 |
| BIOS | 225.0 | General Anatomy & Physiology I      | 4 |
| CHEM | 100.0 | Basic Concepts of Chemistry OR      | 2 |
| CHEM | 105.0 | Elements of Chemistry               | 4 |
| ENGL | 101.0 | English Composition                 | 3 |
| HLTH | 147.0 | Nutrition                           | 3 |
| LPNR | 119.0 | Math for Pharmacology               | 1 |

**First Semester Total 17-21**

## Second Semester

|      |       |  |   |
|------|-------|--|---|
| ADNR | 131.0 | Nursing - Health & Illness I—Theory    | 2 |
| ADNR | 132.0 | Nursing - Health & Illness I—Clinical  | 2 |
| ADNR | 139.0 | Pharmacology                           | 2 |
| ADNR | 141.0 | Nursing - Health & Illness II—Theory   | 2 |
| ADNR | 142.0 | Nursing - Health & Illness II—Clinical | 2 |
| BIOS | 126.0 | Structure & Function II OR             | 2 |
| BIOS | 226.0 | General Anatomy & Physiology II        | 4 |
| PSYC | 289.0 | Developmental Psychology               | 3 |

**Second Semester Total 15-17**

## Summer Semester

|      |       |                                       |   |
|------|-------|---------------------------------------|---|
| LPNR | 151.0 | Nursing of Family—Theory              | 2 |
| LPNR | 152.0 | Nursing of Family—Clinical            | 2 |
| LPNR | 161.0 | Nursing of Health Deviations—Theory   | 2 |
| LPNR | 162.0 | Nursing of Health Deviations—Clinical | 2 |
| LPNR | 169.0 | Strategies for LPN in Practice        | 2 |

**Summer Session Total 10**

**Total Credits for Practical Nursing Diploma 42-48**

## LPN-C

The Licensed Practical Nurse-Certified course prepares the LPN for an expanded scope of practice to include IV therapy, and associated assessment/interventions.

## RN/LPN Refresher Courses

The Registered Nurse (RN) Licensed Practical Nurse (LPN) refresher courses are designed to prepare the RN/LPN to qualify for relicensure in the State of Nebraska. Upon successful completion of these courses the RN/LPN will be eligible for relicensure by the State of Nebraska. The courses will also enhance the knowledge and skills of the RN/LPN desiring to change nursing roles.

The refresher courses will be offered through the learning centers located in the 25-county areas served by Central Community College. Clinical experiences will be arranged with preceptors in the students' local communities.

## Registered Nurse Refresher Course

The RN refresher course is ten semester hours (120 hours lecture and 90 hours of lab/clinical). The courses are sequentially designed. Each course can be broken down into separate semester hours of credit. Students will be required to come to the Grand Island Campus, Columbus Campus, or Kearney Center for their I.V. and Advanced Physical Assessment lab experiences.

## Licensed Practical Nurse Refresher Course

The LPN refresher course is an eight semester hour series (90 hours lecture and 90 hours of lab/clinical). All course work and clinical experiences can be completed in their local learning centers and community health centers.

## Admission Information

Students must have a current active RN/LPN license or possession of a temporary permit issued by the Nebraska Health and Human Services Regulations Licensure Division.

**Purpose**—These courses offer nurses, who were previously licensed to practice as RNs and LPNs, the opportunity to gain current licensure. These courses are designed to reacquaint the nurse with the basic knowledge of nursing, both theory and clinical practice to enable them to gain relicensure and to practice safely as a Registered or Licensed Practical Nurse.

### Required Courses for RN

|      |       |   |   |
|------|-------|---|---|
| ADNR | 271.0 | Health Perceptions & Promotion                    | 3 |
| ADNR | 272.0 | RN/LPN Clinical Application                       | 2 |
| ADNR | 273.0 | Physiological & Psychosocial Health Interferences | 3 |
| ADNR | 275.0 | Intravenous Therapy/Advanced Health Assessment    | 2 |

**Total Credits for RN Refresher** **10**

### Required Courses for LPN

|      |       |   |   |
|------|-------|---|---|
| ADNR | 271.0 | Health Perceptions & Promotion                    | 3 |
| ADNR | 272.0 | RN/LPN Clinical Application                       | 2 |
| ADNR | 273.0 | Physiological & Psychosocial Health Interferences | 3 |

**Total Credits for LPN Refresher** **8**

# Paralegal Studies

The paralegal studies program gives students the opportunity to learn skills and the fundamental knowledge needed for employment as skilled professionals.

Students may choose from a variety of specialized areas including criminal law, family law, estate administration, and real estate.

## Career Opportunities

A student who successfully completes this program and is willing to accept responsibility can work in a wide variety of legal settings, such as private firms, government agencies, corporations, banks, and savings and loans. Career and employment services are provided by the college.

**NOTE:** Please consult with the paralegal adviser to determine availability of particular courses.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Paralegal Studies (G)

**Purpose**—The paralegal studies degree provides the knowledge and skills needed for employment as professional paralegals.

#### First Semester

**Track 1** (For students who need prescriptive work; please follow ASSET recommendations.)

|      |  |   |
|------|--|---|
| COMM | Reading                                  | 3 |
| COMM | Writing                                  | 3 |
| INFO | 112.0 Microcomputer Applications         | 3 |
| OFFT | 127.0 Keyboarding I or Prescriptive Math | 3 |
| PRDV | 102.0 College Survival                   | 1 |

**First Semester Total** 13

**Track 2** (For students who do not need prescriptive work)

|      |                                  |   |
|------|----------------------------------|---|
| BSAD | 220.0 Business Law Principles I  | 3 |
| ENGL | 101.0 English Composition        | 3 |
| INFO | 112.0 Microcomputer Applications | 3 |
| LEGA | 101.0 Law and the Legal Team     | 3 |
| PRDV | 102.0 College Survival           | 1 |

**First Semester Total** 13

#### Second Semester

##### Track 1

|      |   |   |
|------|---|---|
| BSAD | 220.0 Business Law Principles I                   | 3 |
| ENGL | 101.0 English Composition                         | 3 |
| LEGA | 101.0 Law and the Legal Team                      | 3 |
| OFFT | 254.0 Word Processing (Word)                      | 3 |
|      | General Education (Business or Occupational Math) | 3 |
|      | Paralegal Studies Electives                       | 1 |

**Second Semester Total** 16

##### Track 2

|      |   |   |
|------|---|---|
| ENGL | 102.0 Writing & Research                          | 3 |
| LEGA | 201.0 Legal Research & Writing (spring)           | 3 |
| LEGA | 261.0 Litigation & Trial Practices (spring)       | 3 |
| OFFT | 254.0 Word Processing (Word)                      | 3 |
|      | General Education (Business or Occupational Math) | 3 |

**Second Semester Total** 15

#### Third Semester

##### Track 1

|      |  |   |
|------|--|---|
| ENGL | 102.0 Writing & Research               | 3 |
| OFFT | 254.0 Word Processing I (Word)         | 3 |
|      | General Education (any Social Science) | 3 |
|      | Paralegal Studies Electives            | 7 |

**Third Semester Total** 16

##### Track 2

|      |  |   |
|------|--|---|
| BSAD | 257.0 Leadership, Law and Ethics       | 3 |
| OFFT | 273.0 Legal Office Procedures          | 3 |
|      | Paralegal Studies Electives            | 3 |
|      | General Education (any Social Science) | 3 |

**Third Semester Total** 12

#### Fourth Semester

##### Track 1

|      |   |   |
|------|---|---|
| OFFT | 273.0 Legal Office Procedures               | 3 |
| LEGA | 201.0 Legal Research & Writing (spring)     | 3 |
| LEGA | 261.0 Litigation & Trial Practices (spring) | 3 |
| BSAD | 257.0 Leadership, Law and Ethics            | 3 |
|      | General Education (any Science)             | 3 |

**Fourth Semester Total** 15

##### Track 2

|      |                                 |   |
|------|---------------------------------|---|
| OFFT | 120.0 Workplace Interaction     | 3 |
| OFFT | 171.0 Legal Document Production | 3 |
|      | Paralegal Studies Electives     | 7 |
|      | General Education (any Science) | 3 |

**Fourth Semester Total** 16

### Fifth Semester

#### Track 1

|      |       |   |   |
|------|-------|---|---|
| LEGA | 291.0 | Practicing Paralegal                              | 3 |
| OFFT | 171.0 | Legal Document Production                         | 3 |
| OFFT | 120.0 | Workplace Interaction                             | 3 |
|      |       | Paralegal Electives                               | 5 |
|      |       | General Education (Employment Search & Interview) | 2 |

**Fifth Semester Total 16**

#### Track 2

|      |       |   |   |
|------|-------|---|---|
| LEGA | 291.0 | Practicing Paralegal                              | 3 |
|      |       | Paralegal Electives                               | 3 |
|      |       | General Education (Employment Search & Interview) | 2 |

**Fifth Semester Total 8**

**Total Credits for Associate of Applied Science Degree 64-76**

## Diploma

### Paralegal Studies (G)

**Purpose**—The paralegal studies diploma provides entry-level knowledge for use in employment and/or continued education.

#### First Semester

|                                       |   |
|---------------------------------------|---|
| Academic Support approved by advisor  | 9 |
| Student Electives approved by advisor | 3 |
| LEGA 101.0 Law and the Legal Team     | 3 |

**First Semester Total 15**

#### Second Semester

|   |   |
|---|---|
| Paralegal Electives approved by advisor | 6 |
| Student Electives approved by advisor   | 1 |
| BSAD 220.0 Business Law Principles I    | 3 |
| ENGL 102.0 Writing and Research         | 3 |

**Second Semester Total 13**

### Third Semester

|   |   |
|---|---|
| Paralegal Electives approved by advisor | 1 |
| LEGA 201.0 Legal Research & Writing     | 3 |

**Third Semester Total 4**

**Total Credits for Diploma 32**

#### Elective Courses

|      |       |   |
|------|-------|---|
| ACCT | 161.0 | Personal Income Tax (3)                   |
| BSAD | 221.0 | Business Law Principles II (3)            |
| BSAD | 172.0 | Real Estate Law (2)                       |
| CRIM | 103.0 | Courts and the Judicial Process (3)       |
| CRIM | 200.0 | Criminal Law (3)                          |
| CRIM | 231.0 | Rules of Evidence (3)                     |
| LEGA | 186.0 | Cooperative Education/Internship I (1-3)  |
| LEGA | 198.0 | Workshop in Paralegal Studies (1-3)       |
| LEGA | 199.0 | Special Topics in Paralegal Studies (1-4) |
| LEGA | 221.0 | Law Office Management (2)                 |
| LEGA | 241.0 | Bankruptcy (3)                            |
| LEGA | 251.0 | Family Law (3)                            |
| LEGA | 281.0 | Estate Administration (3)                 |
| LEGA | 299.0 | Special Topics in Paralegal Studies (1-4) |

## Certificate

### Paralegal Studies (G)

**Purpose**—The paralegal studies certificate provides continuing education in specialized areas of substantive law.

|  |   |
|--|---|
| LEGA 101.0 Law & the Legal Team  | 3 |
| LEGA 201.0 Legal Research & Writing  | 3 |
| Select two courses from required courses and/or paralegal studies elective courses with the consent of your adviser. | 6 |

**Total Credits for Certificate 12**



# Parts Sales and Management

The parts sales and management program provides the fundamental knowledge needed for employment in the wholesale or retail sales industry. Students also can specialize in the following areas: counter sales, outside sales, receiving, shipping, inventory control, purchasing, and management.

## Career Opportunities

Depending on the area of specialization, a variety of employment opportunities are available with automotive agencies, implement dealerships, wholesale outlets, and warehouses. Career and employment services are provided by the college.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Parts Sales and Management (H)

**Purpose**—The degree graduate will have the skills and knowledge needed for job entry plus the broad academic background to adapt to employment opportunities related to this field, such as sales representative, customer relations, or management.

#### First Semester

|  |   |
|--|---|
| General Education Group A                                    | 3 |
| PDSM 125.0 Orientation & Introduction to Automotive Industry | 1 |
| PDSM 126.0 Automotive Assemblies                             | 2 |
| PDSM 127.0 Telephone Selling                                 | 1 |
| PDSM 128.1 Catalog Systems                                   | 3 |
| PDSM 129.1.2 Ticket Printing & Pricing                       | 3 |
| PDSM 131.1 Counter Sales                                     | 3 |

**First Semester Total** 16

#### Second Semester

|                                      |   |
|--------------------------------------|---|
| General Education Group B            | 3 |
| PDSM 128.2 Catalog Systems           | 5 |
| PDSC 129.3 Ticket Printing & Pricing | 2 |
| PDSM 131.2 Counter Sales             | 3 |
| PDSM 132.1 Inventory Control         | 3 |

**Second Semester Total** 16

#### Third Semester

|                              |   |
|------------------------------|---|
| General Education Group A    | 3 |
| General Education Group C    | 3 |
| PDSM 132.2 Inventory Control | 3 |

|            |                                 |   |
|------------|---------------------------------|---|
| PDSM 225.0 | Customer Service/Service Writer | 5 |
| PDSM 226.1 | Parts Management                | 2 |

**Third Semester Total** 16

#### Fourth Semester

|   |   |
|---|---|
| General Education Group D   | 3 |
| PDSM 226.2.3 Parts Management                                     | 4 |
| Parts, Sales & Management Electives (adviser's approval Required) | 9 |

**Fourth Semester Total** 16

#### Parts Sales and Management Electives

##### Select from the following:

|                                      |
|--------------------------------------|
| Automotive Technology                |
| Business Administration & Accounting |
| Business Technology                  |
| Cooperative Education                |
| Diesel Technology                    |
| Special Topics                       |

#### General Education Listing on page 35

**Total Credits for Associate of Applied Science Degree** 64

## Diploma

### Parts Sales and Management (H)

**Purpose**—The diploma graduate will have the elementary skills and knowledge for job entry as a trainee in retail sales and service positions.

#### First Semester

|  |   |
|--|---|
| Communications   | 3 |
| PDSM 125.0 Orientation & Introduction to Automotive Industry | 1 |
| PDSM 126.0 Automotive Assemblies                             | 2 |
| PDSM 127.0 Telephone Selling                                 | 1 |
| PDSM 128.0 Catalog Systems                                   | 8 |

**First Semester Total** 15

#### Second Semester

|  |   |
|--|---|
| Mathematics/Science                            | 3 |
| Academic support electives approved by adviser | 3 |
| PDSM 129.0 Ticket Printing & Pricing           | 5 |
| PDSM 131.1 Counter Sales                       | 3 |
| PDSM 132.1 Inventory Control                   | 3 |

**Second Semester Total** 17

**Total Credits for Diploma** 32

## Certificate

### Parts Sales and Management (H)

**Purpose**—The certificate is for those people wishing to explore this program for career assessment and/or to learn specific skills applicable to their own special needs.



**Required Courses**

|                                      |       |   |           |
|--------------------------------------|-------|---|-----------|
| PDSM                                 | 125.0 | Orientation & Introduction to Automotive Industry | 1         |
| PDSM                                 | 126.0 | Automotive Assemblies                             | 2         |
| PDSM                                 | 128.1 | Catalog Systems                                   | 3         |
| PDSM                                 | 131.1 | Counter Sales                                     | 3         |
| PDSM                                 | 132.1 | Inventory Control                                 | 3         |
| <b>Total Credits for Certificate</b> |       |   | <b>12</b> |

# Quality Control

Quality control technicians use a variety of scientific processes to guarantee the quality of the products their firms manufacture. The program was developed to meet the growing need for quality control technicians that are needed in a global economy. The technical and math skills required in the program meet the standards of the American Society of Quality Control on their certified quality technician test.

## Career Opportunities

Employment opportunities in quality control exist in both large and small organizations. Some areas that students may find positions in are manufacturing, tool and die production, medical/hospital management, data control organizations and state and federal governmental agencies.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Quality Control (C)

**Purpose**—The associate of applied science degree in quality control would prepare individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in maintaining consistent manufacturing and construction standards. Includes instruction in quality control systems management principles, technical standards applicable to specific engineering and manufacturing projects; testing procedures; inspection procedures; related instrumentation; equipment operation and maintenance; and report documentation.

### First Semester

|      |       |                               |   |
|------|-------|-------------------------------|---|
| ENGL | 124.0 | Technical Communications OR   |   |
| ENGL | 100.0 | Applied Writing               | 3 |
| MATH | 108.0 | Technical Mathematics         | 3 |
| QUCT | 145.0 | Statistical Process Control I | 3 |
| QUCT | 171.0 | Tools & Gaging                | 3 |
| QUCT | 180.0 | Total Quality Management      | 3 |

**First Semester Total** **15**

### Second Semester

|      |       |                                |   |
|------|-------|--------------------------------|---|
| DRAF | 141.0 | Basic Drafting I               | 3 |
| INFO | 112.0 | Microcomputer Applications     | 3 |
| PHYS | 115.0 | Technical Physics              | 3 |
| QUCT | 174.0 | Statistical Process Control II | 3 |
| SPCH | 140.0 | Oral Communication             | 3 |

**Second Semester Total** **15**

### Third Semester

|      |       |                                    |   |
|------|-------|------------------------------------|---|
| DRAF | 230.0 | Blueprint Reading for Industry     | 3 |
| INDT | 110.0 | Concepts of Electronics I          | 3 |
| QUCT | 170.0 | Quality Audit                      | 3 |
| QUCT | 172.0 | Statistical Sampling & Reliability | 3 |
| MATH | 202.0 | Applied Statistics                 | 3 |

**Third Semester Total** **15**

### Fourth Semester

|        |       |                                   |   |
|--------|-------|-----------------------------------|---|
| BSAD   | 257.0 | Leadership, Law & Ethics          | 3 |
| ECON   | 110.0 | Economic Understanding            | 3 |
| PHIL   | 108.0 | Critical Thinking Skills          | 2 |
| QUCT   | 173.0 | Design of Experiments             | 3 |
| QUCT   | 176.0 | Computer Statistical Applications | 3 |
| GEN ED |       | From Group D                      | 3 |

**Fourth Semester Total** **17**

**Total Credits for Associate of Applied Science Degree** **62**

## Certificate (C)

The quality control certificate provides limited educational opportunity to enhance a student's understanding in the quality control program. With the approval of the adviser, the student will complete a minimum of 15 credit hours of the required core courses to earn a certificate in quality control.

# Truck Driving

The six-week truck driving program utilizes U.S. Department of Transportation guidelines for training and licensure of truck drivers. An optional four-week program of seven credits (non-certificate) intended for industry-sponsored students/employees is also available.

This program offers semi tractor-trailer driving experience and classroom instruction. The driving experience includes the campus driving range as well as over-the-road driving under the supervision of a licensed professional driver. The college also provides classroom instruction in vehicle maintenance, driver responsibilities, laws, rules, and regulations of the truck driving industry.

Program graduates receive 12 college credits and are awarded a Professional Truck Driver Training Certificate. The student will complete all tests for a Commercial Drivers License.

## Career Opportunities

The trucking industry has been very supportive of the truck driving program. Graduates have been highly successful in finding jobs. Starting salaries have ranged from \$29,000 to \$35,000 a year.

## Admissions Information

The truck driving program is based on the Federal Highway Administration Model Curriculum, the Professional Truck Driver Institute of America Standards, and Federal Commercial Driver Licensing Standards. To complete the program a student must successfully complete a Commercial Drivers License examination. One must be 18 to receive an intrastate Commercial Drivers License and at least 21 to receive an interstate CDL.

To enroll in the truck driving program the student must:

1. Pass a Department of Transportation physical examination and drug screen.
2. Be at least 18 years of age.
3. Have a CDL Learners permit.

4. Have a current driver's license, with no more than two moving violations in the past three years.
5. Have no DUI charges in the past three years and no more than one (1) ever.
6. No more than one chargeable accident in the past three years.

These requirements are based on D.O.T. regulations, Federal Motor Carrier Safety Regulations, Part 390 Federal Motor Carrier Safety Regulations (General), Part 383 Commercial Drivers License Standards, and Part 391 Qualifications of Drivers.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Certificate

### Truck Driving (H)

**Purpose**—The skills and knowledge gained in obtaining the truck driving certificate are those necessary for job entry as a professional truck driver.

|                                      |       |                                     |           |
|--------------------------------------|-------|-------------------------------------|-----------|
| TRUK                                 | 150.0 | Basic Operations I                  | 2         |
| TRUK                                 | 151.0 | Basic Operations II                 | 2         |
| TRUK                                 | 152.0 | Non-Vehicle Activities              | 2         |
| TRUK                                 | 160.0 | Applied Truck Driving Principles OR | 5         |
| TRUK                                 | 186.0 | Cooperative Education               |           |
| TRUK                                 | 170.0 | Defensive Driving                   | 1/2       |
| TRUK                                 | 200.0 | Third Party Examination             | 1/2       |
| <b>Total Credits for Certificate</b> |       |                                     | <b>12</b> |

# Welding Technology

The welding technology program provides the skills and knowledge necessary for job entry into the various employment opportunities in the welding field. This includes such specific skills as robotics, plastic fusion, welder qualification/ certification, as well as the more general welding skills and practices.

The welding technology program provides technical and skill training to students which meets or exceeds Nebraska community college requirements and which will also provide each graduate a job entry background needed to enter the welding industry.

Training in welding robotics and welder qualification/certification are also available.

## Career Opportunities

Employment opportunities are excellent in the welding occupations. Many graduates are now employed as welders or technical supervisors in such industries as oil and gas pipeline companies, fossil fuel or atomic power plants, various production plants, repair and maintenance shops, and welding supply companies. Career and employment services are provided by the college.

## Typical Program of Study

To assist students in determining the sequence of courses they might take to complete their educational goal, the proposed program of study is provided. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, transfer requirements, program admission requirements, and special areas of interest. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

## Associate of Applied Science Degree

### Welding Technology (C, H)

**Purpose**—The degree will combine welding skills and knowledge with academic skills in interpersonal relations which will make the graduate of more value in jobs in the welding industry and related areas (such as sales, technical representative, etc.).

#### First Semester

|            |                             |   |
|------------|-----------------------------|---|
| WELD 130.0 | Oxyacetylene Welding I      | 3 |
| WELD 132.0 | Cutting                     | 2 |
| WELD 140.0 | Shield Metal Arc Welding I  | 3 |
| WELD 141.0 | Shield Metal Arc Welding II | 3 |
| GEN ED     | Group A, B, C, D            | 3 |
| GEN ED     | Group A, B, C, D            | 3 |

**First Semester Total** 17

#### Second Semester

|            |                                    |   |
|------------|------------------------------------|---|
| WELD 145.0 | Gas Metal Arc Welding I            | 3 |
| WELD 150.0 | Gas Tungsten Arc Welding I         | 3 |
| DRAF 158.0 | Blueprint Reading for Welders      | 3 |
| WELD 248.0 | Flux-Cored & Submerged Arc Welding | 3 |
| GEN ED     | Group A, B, C, D                   | 3 |

**Second Semester Total** 15

#### Third Semester

|            |                                  |   |
|------------|----------------------------------|---|
| WELD 134.0 | Brazing & Braze Welding          | 2 |
| WELD 136.0 | Welding Repair & Troubleshooting | 3 |

|            |                                 |   |
|------------|---------------------------------|---|
| WELD 151.0 | Gas Tungsten Arc Welding II     | 2 |
| WELD 261.0 | Metals                          | 2 |
| WELD 264.0 | Miscellaneous Welding Processes | 2 |
|            | Student Electives               | 2 |
| GEN ED     | Group A, B, C, D                | 3 |

**Third Semester Total** 16

#### Fourth Semester

|            |                           |   |
|------------|---------------------------|---|
| WELD 146.0 | Gas Metal Arc Welding II  | 2 |
| WELD 262.0 | Layout & Assembly         | 2 |
| WELD 270.0 | Welding Codes & Standards | 2 |
| GEN ED     | Group A, B, C, D          | 3 |
| WELD       | Electives (see adviser)   | 7 |

**Fourth Semester Total** 16

### Total Credits for Associate of Applied Science Degree 64

ASSET or COMPASS scores are used to determine appropriate general studies courses. Students are also required to have 7 semester hours welding electives and 2 semester hours of student electives. General education semester hours of credit must total 15. One course must be taken out of each group A, B, C, and D, with 1 additional course out of any of the groups.

## Diploma

### Welding Technology (C, H)

**Purpose**—The diploma is intended for those students wishing to gain only welding skills and knowledge which are applicable to hands-on welding job opportunities.

#### First Semester

|            |                             |   |
|------------|-----------------------------|---|
| WELD 130.0 | Oxyacetylene Welding I      | 3 |
| WELD 132.0 | Cutting                     | 2 |
| WELD 140.0 | Shield Metal Arc Welding I  | 3 |
| WELD 141.0 | Shield Metal Arc Welding II | 3 |
| GEN ED     | Group A, B, C, D            | 3 |
| GEN ED     | Group A, B, C, D            | 3 |

**First Semester Total** 17

#### Second Semester

|            |                                    |   |
|------------|------------------------------------|---|
| DRAF 158.0 | Blueprint Reading for Welders      | 3 |
| WELD 145.0 | Gas Metal Arc Welding I            | 3 |
| WELD 150.0 | Gas Tungsten Arc Welding I         | 3 |
| WELD 248.0 | Flux-Cored & Submerged Arc Welding | 3 |
| GEN ED     | Group A, B, C, D                   | 3 |

**Second Semester Total** 15

**Total Credits for Diploma** 32

## Certificate

### Welding (C, G, H)

**Purpose**—The welding certificate provides limited educational opportunity to enhance a student's skill and ability in a chosen specialty. With approval of the adviser, the student will complete a minimum of 12 credits in one of the following: manual welding, production welding, advanced welding techniques, etc.

|  |     |
|--|-----|
| Agribusiness . . . . .   | 113 |
| Anthropology . . . . .   | 114 |
| Arts . . . . .   | 114 |
| Auto Body Technology . . . . .                                     | 115 |
| Automotive Technology . . . . .                                    | 116 |
| Avocational/Recreational . . . . .                                 | 118 |
| Biological Science . . . . .                                       | 118 |
| Broadcasting (See Media Arts) . . . . .                            | 156 |
| Business Administration, Accounting and Entrepreneurship . . . . . | 119 |
| Business Technology (Office Technology) . . . . .                  | 122 |
| Chemistry . . . . .  | 124 |
| Commercial Art . . . . .   | 125 |
| Commercial Horticulture . . . . .                                  | 126 |
| Communications . . . . .   | 127 |
| Construction Technology . . . . .                                  | 128 |
| Criminal Justice. . . . .  | 129 |
| Dental Assisting . . . . .   | 130 |
| Dental Hygiene . . . . .   | 131 |
| Diesel Technology . . . . .  | 132 |
| Drafting . . . . .   | 133 |
| Early Childhood Education . . . . .                                | 135 |
| Economics . . . . .  | 136 |
| Education . . . . .  | 137 |
| Electrical Technology . . . . .                                    | 138 |
| Electronics Technology . . . . .                                   | 139 |
| English . . . . .  | 141 |
| Geography . . . . .  | 142 |
| Health Information Management Services . . . . .                   | 142 |
| Health Services and Safety. . . . .                                | 143 |
| Heating, Air Conditioning and Refrigeration . . . . .              | 145 |
| History . . . . .  | 146 |
| Hospitality Management & Culinary Arts . . . . .                   | 146 |
| Human Services . . . . .   | 148 |
| Humanities . . . . .   | 149 |
| Industrial Technology . . . . .                                    | 149 |
| Information Technology . . . . .                                   | 150 |
| Library Science . . . . .  | 152 |
| Machine Tool Technology. . . . .                                   | 153 |
| Mathematics . . . . .  | 155 |
| Media Arts . . . . .   | 156 |
| Medical Assisting . . . . .  | 158 |
| Medical Laboratory Technician . . . . .                            | 159 |
| Music . . . . .  | 160 |
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# C O U R S E S





# Agribusiness Course Descriptions

## **AGRI 100.0 Agribusiness Applications 2**

A review of mathematical applications in crop and livestock production and in agribusiness and financial management. Unit Credits: 1-1, 2-1. (30/0/0/0)

## **AGRI 111.0 Farm Accounting 3**

An in-depth study of farm accounting covering the use of the account book, statistical records, depreciation and financial statements. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## **AGRI 120.0 Farm Records & Accounting I 4**

The first year of the Farm and Ranch Management program. Students will set up their own farm business on an accounting system and perform all necessary functions throughout the year. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

## **AGRI 121.0 Farm Records & Accounting II 4**

A continuation of Farm Records and Accounting I, to include the year-end close-out analysis. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

## **AGRI 131.0 Crop Science 4**

A broad study of basic principles and facts relating to the major field and food crops produced in the United States. Course includes lab. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

## **AGRI 132.0 Corn Production 2**

A comprehensive study of modern day corn production to include plant growth, tillage, fertilization, pests, harvesting, storage and marketing. Unit Credits: 1-1, 2-1. (30/0/0/0)

## **AGRI 133.0 Soybean Production 2**

A comprehensive study of modern day soybean production to include plant growth, varieties, tillage, fertilization, water, pests, harvesting and storage. Unit Credits: 1-1, 2-1. (30/0/0/0)

## **AGRI 134.0 Forage Production 2**

Grasses and legumes of Nebraska and emphasizing the role they play in a productive livestock industry. Includes management practices and production practices for both cultivated and natural forages. Unit Credits: 1-1, 2-1. (30/15/0/0)

## **AGRI 141.0 Agricultural Economics 3**

Examines the structure and organization of the agricultural industry and basic micro- and macroeconomics principles as they apply to agriculture. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## **AGRI 145.0 Agricultural Sales & Service 4**

Introduction to the concepts and practices used in the selling of agricultural products. Course includes time management, sales, planning and sales presentations. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

## **AGRI 153.0 Soil Science 4**

Soil structure, soil water, and air as they relate to crop production. Course includes lab components, including physical properties, soil classification, organic matter, soil nutrients and fertility management. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

## **AGRI 155.0 Soil Analysis 4**

Technical and practical information and procedures for analyzing soil fertility. Course includes analytical procedures, material analysis and result interpretation. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

## **AGRI 170.0 Animal Science 4**

Deals with world food and animal production. Course includes world food production, genetics, livestock feeding, beef, dairy cattle, sheep, swine, poultry and horses. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

## **AGRI 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

## **AGRI 201.0 Farm Management 4**

A study of organization and management of the farm business to include whole farm analysis, capital, labor, and risk management. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

## **AGRI 211.0 Agriculture Commodity Marketing 3**

The tools of marketing and basic fundamentals to aid farmers in developing marketing programs for their crops and livestock. Includes hedging options and other marketing methods. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## **AGRI 220.0 Farm Business Analysis I 4**

The second year of the Farm and Ranch Management program. Students will again complete the accounting process for the year as well as begin to do a complete financial analysis using two years of data. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

## **AGRI 221.0 Farm Business Analysis II 4**

A continuation of Farm Business Analysis I. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

## **AGRI 223.0 Farm Business Organization II 3**

A continuation of Farm Business Organization I. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## **AGRI 224.0 Advanced Farm & Ranch Management I 2**

The fourth year of the Farm and Ranch Management Program. Based on three years of records and accounts, the student can monitor farm strengths and weaknesses from year to year through financial analysis. Unit Credits: 1-1, 2-1. (30/0/0/0)

## **AGRI 225.0 Advanced Farm & Ranch Management II 2**

A continuation of Advanced Farm and Ranch Management I. Unit Credits: 1-1, 2-1. (30/0/0/0)

**AGRI 229.0 Analyzing the Farm Business 2**

Course will cover farm resource allocation, cropping and live-stock systems, trend analysis, individual whole farm and enter-prise analysis, and marketing. Unit Credits: 1-1, 2-1. (30/0/0/0)

**AGRI 256.0 Legal Aspects in Agriculture 3**

Legal aspects of agriculture; taxation, contracts, property rights, buying and selling real estate, condemnation, land use regulations, losses, co-ownerships, partnerships, corporations, commercial transactions, credit liability, insurance, estate plan-ning, water law, and agricultural regulations. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**AGRI 259.0 Agribusiness Capstone 2**

Provides students with the opportunity to bring their intern-ship experience into a seminar format. Students will develop and present a comprehensive report evaluating their course of study and their ability to apply skills acquired to a career in ag-riculture. Unit Credits: 1-1, 2-1. (30/0/0/0)

**AGRI 264.0 Chemical Application Management 4**

Reading and understanding pesticide labels, calibration of application equipment, personal and environmental safety, and pesticide use in an integrated pest management program are cov-ered. Prepares student to take the Nebraska Commercial Appli-cator exam. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/15/0/0)

**AGRI 270.0 Animal Health Practices 4**

Animal health management of domestic farm animals with emphasis on beef, dairy, swine, and horses. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

**AGRI 272.0 Beef Production 3**

The study of beef production as it relates to the beef indus-try, bovine reproduction and genetics, cow/calf, stocker/feeder and feedlot management, nutrition, beef products, herd health, and facilities. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**AGRI 273.0 Swine Production 3**

Deals with swine reproduction management, disease, nutri-tion, swine growing and finishing, facilities, and pork quality improvement. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**AGRI 278.0 Feeds & Feeding Practices 3**

Selecting rations for livestock to include preparation and balancing with emphasis on nutrients, storage and environment. Includes feed stuffs identification and feed tag interpretation. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**AGRI 286.0 Cooperative Education/Internship II 8**

(See page 24 for course description.)

## Anthropology Course Descriptions

**ANTH 110.0 Introduction to Anthropology 3**

Physical evolution of humans and the origins of culture with

emphasis upon cross-cultural comparisons. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Arts Course Descriptions

**ARTS 101.0 Introduction to the Visual Arts 3**

An appreciation of the visual arts from a historical perspec-tive. Includes an overview of the creative process, the evalua-tion of art, and art as it relates to society. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ARTS 120.0 Electronic Illustration 3**

An introductory-level course to several software applica-tions used in illustrations, digital imaging, page layout and im-age enhancement. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**ARTS 125.0 Art Fundamentals 3**

A broadening of knowledge and appreciation of art with emphasis on basic art elements, art materials and processes, and associated basic art vocabulary development. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ARTS 126.0 Printmaking 3**

Skill development and an understanding of a variety of print-making media, including linocut, woodcut, monoprint, engrav-ing and silk screening techniques. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ARTS 127.0 Fundamentals of Drawing & Composition 3**

Utilizing observation and imagination, the student will study and apply in individual projects the principles of drawing and perspective including the creative use of line and space. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ARTS 128.0 Oil & Acrylic Painting 3**

The process of painting, the examination of the nature of painting materials, and concepts which apply to growth as a paint-er. Includes the human figure, still life, landscape, and imagina-tive material. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ARTS 129.0 Watercolor Painting 3**

Materials and techniques of watercolor painting. Exploration of basic and mixed media is included. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ARTS 130.0 Visual Design 3**

Identifying and solving design problems. Various projects will engage students in creative processes. Materials, techniques and vocabulary are presented and computer design introduced. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ARTS 131.0 Ceramics I 3**

Processes and principles of ceramics with emphasis on de-sign, construction, and craftsmanship. Includes hand-built ma-

terials, throwing, glazing, and firing techniques. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **ARTS 150.0 Introduction to Digital Photography 3**

Students will be introduced to the digital darkroom. Digital cameras and scanners will be used to create digital files. Projects will include utilization of image manipulation programs/software. (30/45/0/0)

### **ARTS 170.0 Web Portfolio Basics 3**

This course approaches digital photography in a pragmatic manner emphasizing skills development and creating a portfolio. Real world concerns like image format specifications, presentation standards and cataloging will be covered. Topics include the basic use of a digital camera, methods for transferring images to computer, preparing images for the web, creating digital prints and special techniques such as photographic animation. (30/10/0/5)

### **ARTS 180.0 History of Photography 3**

This course provides an overview of the history of photography from 1839 to present, including technological developments, aesthetic trends, styles and movements, and important photographers. Special attention is paid to the impact of the photographic image and how it has shaped modern culture worldwide. (30/10/0/5)

### **ARTS 224.0 Life Drawing 3**

An introductory course in the basics of figure drawing utilizing observation of models. Specific visual problems will acquaint the student with a variety of media and drawing techniques. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **ARTS 226.0 Problems in Studio—Printmaking 3**

*Prereq. ARTS 126.0*

Intensive study to further develop skills in printmaking. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **ARTS 227.0 Problems in Studio—Drawing 3**

*Prereq. ARTS 127.0*

Intensive study to further develop skills in drawing. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **ARTS 228.0 Problems in Studio—Oil and Acrylic Painting 3**

*Prereq. ARTS 128.0*

Intensive study to further develop skills in oil and acrylic painting. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **ARTS 229.0 Problems in Studio—Watercolor Painting 3**

*Prereq. ARTS 129.0*

Intensive study to further develop skills in watercolor painting. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **ARTS 230.0 Problems in Studio—Design 3**

*Prereq. ARTS 130.0*

Intensive study to further develop skills in design. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **ARTS 231.0 Ceramics II 3**

*Prereq. ARTS 131.0*

Processes and principles of ceramics with emphasis on design, construction, and craftsmanship. Includes hand-built materials, throwing, glazing, and firing techniques. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **ARTS 233.0 Color Theory 2**

An introduction to the theory of color. Students will learn several color systems, with emphasis on proper color selection, color harmonies and color mixing. Unit Credits: 1-1, 2-1. (30/0/0/0)

### **ARTS 240.0 Electronic Design 3**

To introduce and explore digital photography and software procedures necessary for contemporary design. Emphasis involves digital photography techniques, page layout, illustrations, image generation and hardware proficiency. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

### **ARTS 270.0 Portfolio-Multimedia 2**

*Prereq. ARTS 120.0, ARTS 130.0, ARTS 170.0, ARTS 240.0*

This course is designed to prepare the student to compete in the graphic arts career field. Topics include: portfolio development, self-promotion, web design, and multimedia presentation. (This course must be taken in the student's last semester.) Unit Credits: 1-1, 2-1. (30/0/0/0)

### **ARTS 275.0 Graduate Exhibit 2**

*Prereq. ARTS 120.0, ARTS 130.0, ARTS 240.0*

This course gives the students the opportunity to utilize all of the skills and knowledge from previous coursework to create an exhibition of the students work. This exhibition will include the students: (1) writing a personal statement about their work; (2) collaboration with other graduating art students; (3) plan and accomplish a public exhibit of their work. (This course must be taken in the student's last semester.) Unit Credits: 1-1, 2-1. (30/0/0/0)

## **Auto Body Technology Course Descriptions**

### **AUTB 125.0 Basic Metal Bumping & Finishing 4**

Designed to familiarize the student with shop routine and provide knowledge and experience in auto body sheet metal straightening. Unit Credits: 1-2, 2-2. (45/60/0/0)

### **AUTB 126.0 Welding 5**

Development of skill in welding, brazing, cutting and shrinking metal, and EIGT and spot welding is included. Unit Credits: 1-1, 2-2, 3-1, 4-1. (60/60/0/0)

### **AUTB 127.0 Plastic Filler & Plastic/Fiberglass Repair 2**

Students become acquainted with plastic as a fill material, application of plastic as a filler and how to shape and finish it. They will also become familiar with composite plastics and fiberglass and the different ways to make repairs to various body panels of those composites. Unit Credits: 1-1, 2-1. (30/15/0/0)

**AUTB 128.0 Estimating 1**

Students learn how to communicate with the car owner, the insurance adjuster, appraise the damage to the vehicle, use the Crash Parts Book, and write up the estimate. The student will use a computer estimating program to print a computer damage estimate. (15/0/0/0)

**AUTB 129.0 Fender Repair & Replacement 3**

Restoration of a damaged fender and the proper procedures to prepare, install, and fit a new fender to a car. Unit Credits: 1-1, 2-1, 3-1. (45/30/0/0)

**AUTB 130.0 Door Straightening & Alignment 4**

Provides skills in many methods of door repair and in aligning the door glasses and doors to the car body. Unit Credits: 1-2, 2-2. (45/45/0/0)

**AUTB 131.0 Quarter Panel Straightening 4**

Ways of repairing the many different types of accident damage and rust damage. Unit Credits: 1-2, 2-2. (45/45/0/0)

**AUTB 132.0 Glass Installation 2**

Covers installation of door glasses, including how to fit, install, and seal both rubber mounted and adhesive mounted windshields and back glasses. Unit Credits: 1-1, 2-1. (30/15/0/0)

**AUTB 133.0 Front End Assembly 2**

Skills in installing, fitting, and aligning complete or partial front end sheet metal assembly to the automobile are developed. (15/45/0/0)

**AUTB 134.0 Frame Straightening 4**

Experience in repairing the five main types of frame damage and familiarization with the equipment to be used. Unit Credits: 1-2, 2-2. (45/45/0/0)

**AUTB 135.0 Body Panel Replacement 6**

Skill in replacing severely damaged doors, quarter, roof, or other auto body panels and inner construction is developed. Unit Credits: 1-2, 2-2, 3-2. (45/135/0/0)

**AUTB 136.0 Lead Filler 1**

Students become familiar with lead as a fill material, application of lead as a filler, and how to shape it. (15/45/0/0)

**AUTB 137.0 Wreck Rebuilding 8**

*Prereq. AUTB 125.0, 126.0, 127.0, 129.0, 130.0, 132.0, & 135.0*

Designed for the advanced student to gain more experience on major wreck rebuilding. Unit Credits: 1-2, 2-2, 3-2, 4-2. (75/135/0/0)

**AUTB 186.0 Cooperative Education/Internship 8**

(See page 24 for course description.)

**AUTB 250.0 Introduction to Automotive Refinishing 1**

Students become familiar with shop practices and are given an understanding of automotive refinishing and the opportunities that are available. (15/0/0/0)

**AUTB 251.0 Spray Equipment 1**

Familiarization with types of spray equipment used in industry. Students will disassemble and assemble the spray gun learning its working parts, how it operates, and how to properly apply a finish. (15/0/0/0)

**AUTB 252.0 Refinishing Shop Equipment 1**

The major pieces of equipment necessary to start a refinishing shop are discussed. Recommended types, how they operate, and how to install them are included. (15/0/0/0)

**AUTB 253.0 Paint Materials & Abrasives 1**

Covers how, why, and where the refinishing materials and abrasives are used, as well as their cost and familiarization with them. (15/0/0/0)

**AUTB 254.0 Refinishing Procedures I 11**

Actual experience in application of materials and development of skills in preparation, masking, and spraying panels. Includes partial and/or complete refinishing of an automobile. Unit Credits: 1-2, 2-1, 3-2, 4-2, 5-1, 6-3. (105/180/0/0)

**AUTB 255.0 Refinishing Procedures II 4**

Materials used in refinishing automobiles with acrylic enamels and single-stage urethanes are discussed. Development of skills necessary to apply solid and metallic colors with current finishes. Unit Credits: 1-2, 2-2. (45/60/0/0)

**AUTB 256.0 Refinishing Procedures III 4**

Covers materials used in refinishing automobiles with urethane enamel in base coat/clear coat finishes. Development of skills necessary to apply solid and metallic colors with this finish. Unit Credits: 1-2, 2-2. (45/60/0/0)

**AUTB 257.0 Custom Finishes 8**

*Prereq. AUTB 250.0, 251.0, 252.0, 253.0, 254.0, 255.0, & 256.0*

Develops the skills necessary to apply flames, graphics, and decals. Also, the proper use of touch-up guns, air brushing techniques, and how to lay out striping on today's automobiles. Unit Credits: 1-2, 2-2, 3-2, 4-2. (75/135/0/0)

**AUTB 286.0 Cooperative Education/Internship II 8**

(See page 24 for course description.)

## **Automotive Technology Course Descriptions**

**AUTO 100.0 Basic Shop Practices 4**

Students will learn basic shop functions using various shop equipment, including hand tools, measuring equipment, specialized equipment, fasteners, and reference materials needed in everyday shop activity. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

**AUTO 101.0 Ford MLR Basic Shop Functions 4**

Students learn safety practices using various shop equipment including hand tools, special tools, measuring tools, fire



equipment, fasteners, and reference materials needed to complete projects. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**AUTO 110.0 Electrical/Electronics 7**

A study of the fundamentals of electricity and the application of these fundamentals to various circuits, to include batteries, starting and charging systems and a study of basic electronics. Unit Credits: 1-1, 2-1, 3-2, 4-2, 5-1. (80/75/0/0)

**AUTO 111.0 Ford MLR Electrical 7**

The study of electrical fundamentals using various circuits including batteries, starting and charging systems, and a study of basic Ford electronics. Unit Credits: 1-1, 2-1, 3-2, 4-2, 5-1. (45/90/0/0)

**AUTO 120.0 Manual Transmissions & Clutches 2**

An introduction to vehicle power trains, including a study of parts and their function, adjustment and repair procedures for clutches, manual transmissions, and drive shafts. Unit Credits: 1-1, 2-1. (25/15/0/0)

**AUTO 121.0 Transaxles/Drive Shafts 2**

Parts identification, usage, and overhaul procedures of manual transaxles and drive shafts. Unit Credits: 1-1, 2-1. (25/15/0/0)

**AUTO 122.0 Differentials/Four-Wheel Drive 2**

*Prereq. AUTO 100.0, AUTO 120.0*

Diagnosis and servicing of various differentials, transfer cases, and front knuckles of four-wheel drive vehicles. Unit Credits: 1-1, 2-1. (15/45/0/0)

**AUTO 130.0 Engine Restoration 8**

The proper procedures to remove the engine from the chassis, disassemble, inspect and measure components, overhaul, and reinstall into the chassis and break-in. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1, 6-1, 7-1, 8-1. (90/90/0/0)

**AUTO 140.0 Transportation Heating & Air Conditioning 4**

Prepares the student to perform routine service on various automotive systems. The student will learn the principles of air conditioning and use of the equipment needed for the charging and recovery of refrigerant. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**AUTO 141.0 Ford MLR Air Conditioning 4**

Prepares students to perform routine service on Ford heating and air conditioning systems. The students will learn the principles of air conditioning and the use of the equipment needed to charge and recover refrigerant. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

**AUTO 150.0 Basic Automatic Transmissions 2**

Enables the student to become familiar with components and fundamentals of the automatic transmission including construction and operation of various torque converters. Unit Credits: 1-1, 2-1. (30/0/0/0)

**AUTO 160.0 Brakes 2**

*Prereq. AUTO 100.0, AUTO 180.0*

Covers drum type and disc type brakes, diagnosis of trouble in the hydraulic system, and all adjustments to complete service and repair. Unit Credits: 1-1, 2-1. (15/45/0/0)

**AUTO 170.0 Electronic Ignition & Computer Control Systems 4**

*Prereq. AUTO 110.0*

Basic electronic ignition systems operation, testing, and repair in addition to various computer control system components. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**AUTO 172.0 Scopes & Minor Tune 2**

Basic scope patterns and minor tune procedures are studied in this course. Unit Credits: 1-1, 2-1. (15/45/0/0)

**AUTO 180.0 Brakes, Suspension, Alignment & Tire Balancing 6**

A study of the types of brake systems, suspension systems, alignment angles, and how they are used together to help make the vehicle safer and last a normal life. The course also teaches starting systems and the proper procedure in balancing tires. Unit Credits: 1-2, 2-1, 3-1, 4-1, 5-1. (75/45/0/0)

**AUTO 181.0 Ford MLR Brakes & Suspension 6**

Covers the study of brakes, tires, steering and suspension systems, along with use and repair of the different systems. Unit Credits: 1-2, 2-1, 3-1, 4-1, 5-1. (60/90/0/0)

**AUTO 182.0 Ford MLR Brakes & Alignment 3**

The study of repairing typical Ford brake and suspension systems and aligning systems following repair. Also includes the study, diagnosis, and repair of Ford ABS systems. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**AUTO 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

**AUTO 230.0 Engine Services & Accessories 8**

*Prereq. AUTO 100.0, AUTO 130.0*

Designed to help the individual student attain further specific goals concerned with total engine and accessory service. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1, 6-1, 7-1, 8-1. (0/360/0/0)

**AUTO 250.0 Automatic Transmissions 5**

Complete minor and major service procedures for General Motors., Ford, and Chrysler 3- and 4-speed automatic transmissions including diagnosis and repair of problems related to computer controlled lockup converters and shift controls. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (65/35/0/0)

**AUTO 251.0 Automatic Transaxles 4**

Study and repair of automatic transaxles used in front wheel drive vehicles for General Motors, Ford, and Chrysler. Students diagnose and repair problems related to computer controlled lock-up converters and shift controlled transmissions. All necessary test equipment will be used. Unit Credits: 1-1, 2-1, 3-1, 4-1. (50/30/0/0)



**AUTO 260.0 Anti-Lock Brake Systems 2**

Designed to provide the diagnosis and repair of anti-lock brake systems. Unit Credits: 1-1, 2-1. (15/45/0/0)

**AUTO 270.0 Fuel Systems 6**

A study of basic fuel system operation, including carbonation, basic emission control systems, and automotive computer controls operations including sensor input and actuators. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1, 6-1. (75/45/0/0)

**AUTO 280.0 Wheel Alignment 3**

The necessity of using the thrust alignment over the center line alignment procedures will be covered as well as aligning four-wheel drive and front wheel drive with four-wheel drive alignment capabilities. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**AUTO 281.0 Steering & Suspension Systems 5**

Various types of steering system differences and the advantages of each. Diagnosis and repair of framed suspension cars, light trucks, and uni-body front wheel drive vehicles. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (60/45/0/0)

**AUTO 286.0 Cooperative Education/Internship II 8**

(See page 24 for course description.)

## Avocational/Recreational

### (A partial listing)

AVOR 100.0 Arts & Crafts

AVOR 200.0 Physical Fitness

AVOR 300.0 Culinary

AVOR 400.0 Cultural/Languages

AVOR 500.0 Personal Improvement and Mental Health

AVOR 600.0 Textiles

AVOR 900.0 Special Topics

## Biological Science Course Descriptions

**BIOS 101.0 General Biology 4**

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 lab. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/30/0/0)

**BIOS 102.0 Human Biology 3**

Explores basic biological principles as they relate to hu-

mans. Besides studying concepts of human structure and function, reproduction, genetics, development, and ecology, the course will stress ethical considerations of biological problems. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BIOS 103.0 Ecology 3**

A presentation of ecological principles concerning how organisms adapt and relate to each other and the environment, as well as energy flow and material cycles through the ecosystem. A field-oriented class. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BIOS 106.0 The Earth & Its Environment 3**

An interdisciplinary study of the harmonies and disharmonies that result as humans interact with their natural world. Ecological principles and human impact on the earth's resources are emphasized. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BIOS 109.0 General Botany 4**

*Prereq. BIOS 101.0*

Surveys the plant kingdom emphasizing principles unique to or especially applicable to plants. Major plant groups are studied with emphasis on the anatomy, development, and reproduction of angiosperms. All units have related laboratory work. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/30/0/0)

**BIOS 112.0 Principles of Zoology 4**

*Prereq. BIOS 101.0*

The study of the biology of animals using an organismic approach. Includes taxonomy, structure, function, natural history and economic importance of the major animal groups. All units have related laboratory work. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/30/0/0)

**BIOS 125.0 Structure & Function of the Human Body I 2**

First course studying the basic structure and function of the human body from the cell through the systems to the human organism. Note: Previous biology and/or chemistry helpful, but not required. Unit Credits: 1-1, 2-1. (30/0/0/0)

**BIOS 126.0 Structure & Function of the Human Body II 2**

*Prereq. BIOS 125.0*

A continuation of BIOS 125. Study of the basic structure and function of the human body from the cell through the systems to the human organism. Unit Credits: 1-1, 2-1. (30/0/0/0)

**BIOS 128.0 General Pathology 1**

*Prereq. BIOS 126.0*

Study of the causes and nature of disease including functional and anatomical changes in the human body. (15/0/0/0)

**BIOS 225.0 General Anatomy & Physiology I 4**

Microscopic and macroscopic study of the organ systems of the human body integrated with physiological functions. All units have related laboratory work. Note: Previous biology, chemistry, and/or significant medical background helpful, but not required. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/30/0/0)

**BIOS 226.0 General Anatomy & Physiology II 4**

*Prereq. BIOS 225.0*

A continuation of Anatomy and Physiology I. All units have related laboratory work. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/30/0/0)

**BIOS 242.0 Principles of Genetics 4**

*Prereq. BIOS 101.0*

Study of the principles and methods of inheritance and regulation of genes in animals, plants, and bacteria with emphasis on model genetic organisms. Genes are examined from classical molecular and population viewpoints. The following are covered: inheritance of multiple alleles, epistasis, linkage and recombination, chromosome rearrangement, fine structure, sex determination, recombinant DNA, and gene function in development. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/30/0/0)

**BIOS 249.0 Principles of Microbiology 4**

*Prereq. College biology course*

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. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/30/0/0)

## Broadcasting Course Descriptions

(See Media Arts)

## Business Administration, Accounting, and Entrepreneurship Course Descriptions

### Business Administration

**BSAD 105.0 Introduction to Business 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, man-

agement, 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. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 136.0 Personal Financial Planning 3**

A study and application of the steps required in the personal financial planning process including budgeting, tax planning, insurance, investments, retirement planning, and estate planning. A personal or family financial plan will be developed. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 141.0 Sales Techniques 3**

The art of motivating and communicating the sale is developed using a multiple step technique. Emphasis is placed on career opportunities and the skills necessary for the successful sales professional. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 142.0 Retailing 3**

Understanding the retail environment, managing retail operations, inventory control, financial planning, merchandising, consumer behavior and customer services. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 152.0 Introduction to Project Management 3**

Designed for construction students to introduce construction law, project scheduling, and business planning. Students will gain an understanding of the essential skills necessary to run a construction business. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 170.0 Real Estate Principles & Practices 2**

Course follows the State Real Estate Commission curriculum. It will meet for a minimum of 30 hours for licensure students. (30/0/0/0)

**BSAD 171.0 Real Estate Finance 2**

Course follows the State Real Estate Commission curriculum. It will meet for a minimum of 30 hours for licensure students. (30/0/0/0)

**BSAD 172.0 Real Estate Law 2**

Course follows the State Real Estate Commission curriculum. It will meet for a minimum of 30 hours for licensure students. (30/0/0/0)

**BSAD 173.0 Real Estate Sales & Brokerage 2**

Course follows the State Real Estate Commission curriculum. It will meet for a minimum of 30 hours for licensure students. (30/0/0/0)

**BSAD 174.0 Real Estate Investments 2**

Course follows the State Real Estate Commission curriculum. It will meet for a minimum of 30 hours for licensure students. (30/0/0/0)

**BSAD 175.0 Real Estate Appraisal 2**

Course follows the State Real Estate Commission curriculum. It will meet for a minimum of 30 hours for licensure students. (30/0/0/0)

**BSAD 176.0 Real Estate Management 2**

Course follows the State Real Estate Commission curriculum. It will meet for a minimum of 30 hours for licensure students. (30/0/0/0)

**BSAD 186.0 Cooperative Education/Internship I 8**

(See page 26 for course description.)

**BSAD 190.0-196.0 will be offered as professional development for supervisors and represent a collaborative effort between the college and business and industry personnel.**

**BSAD 190.0 Ethics & Stress 1**

Students will be introduced to ethics in business and managing stress in the workplace. Unit Credits: 1-.5, 2-.5. (15/0/0/0)

**BSAD 191.0 Staffing & Employee Development 2**

Interviewing, coaching, performance appraisals, and orientation and training of new employees will be covered. Management resources and time management will be emphasized. Unit Credits: 1-.5, 2-.5, 3-.5, 4-.5. (30/0/0/0)

**BSAD 192.0 Leading & Motivating 3**

Leadership skills, teamwork, team building techniques, employee relations and confrontational management will be covered. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 193.0 Product/Service Management 3**

Students will be introduced to safety and quality concepts, manufacturing processes and production control. Unit Credits: 1-1, 2-.5, 3-1, 4-.5. (45/0/0/0)

**BSAD 194.0 General Business Knowledge 2**

Legal issues affecting business and general accounting and economics principles will be introduced. Unit Credits: 1-1, 2-.5, 3-.5. (30/0/0/0)

**BSAD 195.0 Computer Orientation 2**

Computer applications will be made using spreadsheet, word processing and presentation software. Includes an introduction to the corporate computer system. Unit Credits: 1-.5, 2-.5, 3-.5, 4-.5. (30/0/0/0)

**BSAD 196.0 Communications With Results 3**

Practice in specific business writing techniques, listening skills and body language. Focus on improving communication. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 202.0 Business Statistics 3**

*Prereq. MATH 114.0 or appropriate math placement score*

Introductory concepts of descriptive statistics, sampling, probability, binomial, hypothesis testing, normal, student t, chi-square, F, goodness-of-fit, and linear regression. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**BSAD 220.0 Business Law Principles I 3**

The foundations of American law, including torts, crimes and business ethics; the creation, interpretation and discharge of contracts and remedies for breach; agency; bailments; government regulation; and property. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0).

**BSAD 221.0 Business Law Principles II 3**

Sales and lease contracts; the negotiability, liability and discharge of commercial paper; partnerships, corporations and franchises; bankruptcy; and secured transactions. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0).

**BSAD 236.0 Corporate Finance 3**

*Prereq. BSAD 130.0 & MATH 106.0*

Focuses on managing the financial resources of an organization and covers the basic tools of financial management, including time value of money, capital budgeting, debt versus stock financing, valuation techniques, and evaluating project risk. Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 241.0 Advertising 3**

This course gives students a basic understanding of the advertising and promotion management process. This includes the agency/client relationship, development of advertising objectives, promotional strategies, message execution, media selection, budgeting and integration of advertising with the other elements of the promotional and marketing mixes. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 243.0 Public Relations 3**

An overview of the practice of public relations in business, government, institutions and other organizations. Examines the role of public relations and how the PR professional communicates with different publics: the media, employees, the government, investors and the international community. Also explores the ethics and law of public relations practice, and crisis and issues management. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 245.0 International Business 3**

*Prereq. BSAD 105.0*

Covers the significant role of multinational corporations in the expansion of business on an international scale. Topics include the economic, social, cultural, legal, political and regulatory environment required for developing a global marketing strategy and plan. The student will learn the framework of international marketing, the field of international business, and environmental factors affecting international markets. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 251.0 Supervisory Management 3**

A survey of the basic functions of a manager's job—planning, organizing, leading and controlling. Helps students assess and build their own management skills in decision making, disciplining and appraising, team building, motivating, and leadership, and focuses on the environment in which today's supervisors must effectively operate. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 252.0 Principles of Marketing 3**

A study of the development of an effective marketing pro-

gram including consumer behavior, product pricing, distribution, and promotional strategies. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 254.0 Principles of Management 3**

Introduction to management theory and practice for supervisors of employees or managers of organizations. Functions covered include planning, organizing, leading, controlling, and supervising. New and rapidly developing areas of management will be discussed. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 256.0 Microcomputers in Management 3**

*Prereq. OFFT 155.0 Intermediate Microsoft Integration*

Students who already have a basic knowledge of Microsoft Office will learn how to use Word, Access, Excel and Power Point in more advanced business applications. The course also covers Outlook and Publisher. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**BSAD 257.0 Leadership, Law & Ethics 3**

*Prereq. BSAD 105.0*

Examines business leadership through the review of key theories of leadership and their managerial applications from both organizational and individual perspectives. Topics include leadership concepts, theories, power, motivation, communication, and delegating. Also presents a survey of different models of ethical decision making and studies the difference between law and ethics. Topics include a variety of legal and ethical issues including whistle blowing, employment law, privacy and electronic monitoring, product liability and intellectual property. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 258.0 Consumer Behavior 3**

*Prereq. BSAD 252.0*

A study of human behavior as it affects buying decisions. The marketing concepts of product positioning, segmentation, brand loyalty, shopping preference and diffusion of innovations are considered in context with the environmental, ethical, multi-cultural and social influences on an increasingly diverse American consumer. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**BSAD 286.0 Cooperative Education/Internship II 8**

(See page 24 for course description.)

## Accounting

**ACCT 110.0 Small Business Accounting 3**

For the student with little or no accounting background; an introductory course of accounting fundamentals including the accounting cycle, special journals, cash and payroll. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ACCT 120.0 Principles of Accounting I 3**

This course is designed to provide introductory knowledge of accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of owner's equity, worksheets, journals, ledgers, controlling accounts, accruals, adjusting and closing entries, internal control, inventories, fixed and intangible assets, depreciation, and current liabilities. The main emphasis is on businesses organized as sole proprietorships. This course provides a foundation for more

advanced work in the fields of accounting and business. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ACCT 121.0 Principles of Accounting II 3**

*Prereq. ACCT 120.0*

A continuation of ACCT 120.0. This course includes accounting for businesses organized as corporations, accounting for bonds payable and investment in bonds, cash flow statements, accounting for manufacturing businesses, preparing and using accounting data for management decision making, and analyzing and interpreting financial statements. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ACCT 135.0 Payroll Accounting 2**

*Prereq. ACCT 110.0 or ACCT 120.0*

A study of essential payroll accounting procedures including underlying laws and regulations. Students perform payroll calculations, record payroll transactions, maintain payroll records and prepare payroll tax returns. Unit Credits: 1-1, 2-1. (30/15/0/0)

**ACCT 161.0 Personal Income Tax 3**

*Prereq. ACCT 120.0*

A study of federal income taxes for individuals, including filing requirements, gross income, capital gains and losses, business and personal deductions and other special computations. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**ACCT 163.0 QuickBooks Accounting 2**

*Prereq. ACCT 110.0 or ACCT 120.0*

A study of the fundamentals of computerized accounting. Students use QuickBooks software to set up a business accounting system, enter transactions, and print and interpret financial reports. Unit Credits: 1-1, 2-1. (15/45/0/0)

**ACCT 164.0 Peachtree Accounting 2**

*Prereq. ACCT 110.0 or ACCT 120.0*

A hands-on approach to learning how modern computerized integrated accounting systems function. Students use Peachtree software to set up a business accounting system, enter transactions, and print and interpret financial reports. Unit Credits: 1-1, 2-1. (15/45/0/0)

**ACCT 165.0 Spreadsheets-Accounting I 2**

*Prereq. ACCT 120.0 & OFFT 155.0*

Students will learn the basic elements of spreadsheet programming and apply them to accounting principles. Emphasis will be on creating formulas for problem solving and on building spreadsheet models. Unit Credits: 1-1, 2-1. (15/45/0/0)

**ACCT 166.0 Spreadsheets-Accounting II 1**

*Prereq. ACCT 121.0, OFFT 155.0 & ACCT 165.0*

A continuation of Spreadsheets - Accounting I, students will apply the basic elements of a personal computer spreadsheet program to advanced accounting principles. Emphasis will be on creating formulas for problem solving and on building spreadsheet models. (15/30/0/0)

**ACCT 169.0 Simulated Accounting 1**

*Note: All required courses for the Accounting Emphasis for the Diploma must be completed or taken concurrently to register for this course.*



Students apply accounting principles, concepts, and techniques to record, summarize, report, analyze, and interpret accounting data. (0/45/0/0)

**ACCT 230.0 Intermediate Accounting I 3**  
*Prereq. ACCT 121.0*

A comprehensive study of financial accounting concepts and standards. Coverage includes a review of the accounting process, preparation of financial statements and the theoretical foundation of accounting. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ACCT 235.0 Accounting for Management 3**  
*Prereq. ACCT 121.0*

An overview of accounting principles and financial analysis from the viewpoint of internal management users. Budgeting, cost behaviors, cost allocation and decision-making techniques are examined. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ACCT 261.0 Business Income Tax 3**  
*Prereq. ACCT 120.0*

A study of sole proprietorship, partnership and corporation tax preparation with emphasis on depreciation, self-employment, capital gains and losses and completion of appropriate forms. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**ACCT 262.0 Cost Accounting 3**  
*Prereq. ACCT 121.0*

Students learn the basic elements of job costing, process costing and activity based accounting. Cost allocations, the importance of budget and standards in a manufacturing setting and service industries are also studied. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ACCT 269.0 Accounting Capstone 2**  
*Note: All required courses for the Accounting Emphasis for the A.A.S. Degree must be completed or taken concurrently to register for this course.*

Review and research of accounting topics previously studied. The course includes the student's final assessment to complete the Business Administration degree program with an accounting emphasis. Unit Credits: 1-1, 2-1. (15/45/0/0)

## **Entrepreneurship**

**ENTR 105.0 Introduction to Entrepreneurship 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. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENTR 106.0 Entrepreneurship Opportunity Analysis 3**  
*Prereq. ENTR 105 Introduction to Entrepreneurship or by permission of instructor/advisor*

The student will assess the current economic, social, and political climate for the small business. The student will explain how demographic, technological, and social changes create business opportunities. Students will assess business ideas based on

their strengths and skills, and personal, professional, and financial goals. Students will test and analyze their concept through basic market research. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENTR 205.0 Marketing for the Entrepreneur 3**  
*Prereq. ENTR 105 Introduction to Entrepreneurship and ENTR 106 Entrepreneurship Opportunity Analysis*

The student will gain insights essential for marketing their entrepreneurship venture utilizing innovative and financially responsible marketing strategies. The student will analyze marketing philosophies implemented by key successful entrepreneurs. The students will prepare a marketing plan to launch the entrepreneurship venture and implement the first two years of business operation. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENTR 206.0 Entrepreneurship Legal Issues 3**

The student will explore state and local legal issues related to business entities including sole proprietorship, general partnerships, limited partnerships and corporations. Students will review contract law, articles of incorporations and the filing process, employment law (including FEPA, ADA, FMLA), personnel policies and procedures, the hiring process, job descriptions and disciplinary actions. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENTR 207.0 Entrepreneurship Taxes & Financial Topics 3**

The student will explore federal and state tax situations for businesses. Course content will include: income tax, sales and use tax, payroll tax, and unemployment tax, insurance, employee benefits, retirement planning, budgeting, interpretation of financial statements, and learning how to work with accounting professionals. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENTR 209.0 Entrepreneurship Business Plan 3**

The student will evaluate a business concept and write a sound business plan. Students will assess the strengths and weaknesses of a business concept; collect, analyze and organize market research data into a marketing plan; and prepare financial projections for their business concept. Students will be able to identify and evaluate various resources available for funding small business. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## **Business Technology Course Descriptions**

**OFFT 100.0 Basic Computer Management 1**

Basic computer management skills will be taught. Topics covered include file management, working with system tools, networks and Windows. (15/0/0/0)

**OFFT 101.0 Basic Medical Terms 2**

Learn medical words and word parts, emphasizing spelling, syllabication, pronunciation, and definition of medical terms. Unit Credits: 1-1, 2-1. (30/0/0/0)

**OFFT 102.0 Medical Terminology 3**

Learn the meaning, spelling and pronunciation of medical



terminology in order to develop the medical vocabulary needed to work in a medical setting. Medical abbreviations and symbols will also be covered. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**OFFT 103.0 Legal Terminology 3**

Learn the definitions, spellings, pronunciation, synonyms, and usage of legal terms. Terminology will cover a variety of law areas including: administrative, civil litigation, contracts, family, labor and employment, wills, trusts, and intellectual property. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**OFFT 110.0 Introduction to Business Technology 3**

An overview of business technology. Provides an interactive study of fundamental procedures, key applications, and on-line processes and techniques used in business and industry today. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**OFFT 120.0 Workplace Interaction 3**

Course focuses on team dynamics, meeting structure, speaking and presenting, and communication in the workplace including correspondence, telephone techniques, and communicating electronically. Will prepare student for typical workplace scenarios. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**OFFT 124.0 Medical Keyboarding 3**

This intermediate course focuses on building speed, accuracy, and formatting that is unique to medical documents. Students are exposed to medical dictation and will apply keyboarding and medical language skills when transcribing. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 125.0 Medical Writing Principles 3**

An in-depth introduction to the medical profession's unique writing style that incorporates the instruction of proper use of medical language by applying rules of grammar, punctuation, and sentence structure. Introduces students to medical words, abbreviations, and documentation. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**OFFT 127.0 Keyboarding 3**

Credits one and two provide the student with a thorough knowledge of touch keyboarding using the alphabetic and figure symbol keys. Credit three includes skill building and document preparation. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 129.0 Voice Recognition 1**

Provides a foundation in the file creation and use of voice-recognition software. Basic keyboarding and computer skills helpful. (0/15/0/0)

**OFFT 130.0 Proofreading & Editing Skills 3**

Apply rules of punctuation, capitalization, number usage, and grammar to enhance language skills. Students will develop proofreading and editing skills to recognize errors and use appropriate revision symbols. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**OFFT 147.0 Electronic Calculators 2**

Use electronic calculators to solve a variety of business-

related math problems. The four basic math functions are included. Unit Credits: 1-1, 2-1. (30/0/0/0)

**OFFT 155.0 Intermediate Microsoft Integration 3**

*Prereq. INFO 112.0*

At the intermediate level, students will learn how to integrate components of word processing, spreadsheets, database, and presentation functions using a microcomputer. The course is based on MOUS core competencies. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 157.0 Desktop Publishing 3**

Elements of desktop publishing will be covered including equipment used, combining text and graphics, and page layout and design. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 161.0 Medical Transcription I 3**

*Prereq. OFFT 101.0 or OFFT 102.0*

Review English skills, operate a transcription machine, learn report formats and transcribe medical reports. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 171.0 Legal Document Production 3**

Word process various legal documents and become familiar with their purpose, language and format. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

**OFFT 220.0 Customer Service Skills 3**

Review concepts and develop skills to become a customer service oriented employee within any type or size of business. Emphasizes skills, attitudes, and thinking patterns needed to earn customer satisfaction and loyalty. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**OFFT 227.0 Advanced Document Production 3**

Students must have keyboarding and word processing skills. This is an advanced keyboarding course involving production assignments, formatting business correspondence, reports, tables and administrative documents. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 240.0 Records Management 3**

Apply basic filing rules and procedures to the alphabetic, numeric, geographic, and subject filing systems. Practice processing, filing, locating business records, and analyzing various record systems by hand and on the computer. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 250.0 Emerging Business Technology 3**

Introduces students to technology innovations in business and industry. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**OFFT 251.0 E-Communications 1**

Explore the various ways that electronic communications are used in today's workplace. Some of the technologies covered include: Internet meetings, online chat, satellite and other videoconferencing as well as a variety of wireless devices. (15/0/0/0)

**OFFT 252.0 Project Planning 3**

Introductory course on Project software. Topics include: planning, creating schedules, communicating, tracking, and sharing information across applications and the internet. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 254.0 Word Processing 3**

This course teaches the students how to create, edit, format, enhance, customize, manage data and documents, and share information. This course takes students from the specialist to expert level. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 255.0 Advanced Microsoft Integration 3**

*Prereq. OFFT 155.0*

A continuation of OFFT 155.0, Intermediate Microsoft Integration, the course builds on the MOS core competencies. At the advanced level, students will learn how to integrate components of word processing, spreadsheets, database, and presentation functions using a microcomputer. The course is based on MOS expert competencies. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 256.0 MOS Certification Preparation 7**

Prepares the student for the MOS® (Microsoft Office Specialist) certification test. Unit Credits: 1-1, Word Specialist; 2-1, Word Expert; 3-1, Excel Specialist; 4-1, Excel Expert; 5-1, Access Specialist; 6-1, PowerPoint Specialist; 7-1, Outlook Specialist. (105/0/0/0).

**OFFT 257.0 Advanced Desktop Publishing 3**

*Prereq. OFFT 157.0*

Advanced elements of desktop publishing will be covered including equipment used, combining text and graphics, scanning, adding special effects to digital images, and advanced page layout and design. Students will complete business based projects using advanced desktop publishing skills. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 258.0 Universal Document Exchange 3**

*Prereq. OFFT 155.0, OFFT 257.0, OR OFFT 254.0*

Learn concepts and features on publishing, preserving and securing virtually any document in "Portable document format" (PDF) and powerful features routinely utilized in the workplace today. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 261.0 Medical Transcription II 3**

*Prereq. OFFT 161.0*

Strengthen medical report transcription skills for all standard medical report formats. Emphasis on mastery of medical terminology, correct spelling, accuracy, and speed. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 262.0 Insurance for the Medical Office 3**

*Prereq. OFFT 102.0 or HIMS 102.0*

Introduction to medical office billing and career aspects of the insurance billing field. An overview of major types of insurance coverage, with an emphasis on the insurance claim form, the importance of linking diagnostic (ICD) and procedural (CPT) codes, and reimbursement of and collection techniques and strategies. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 263.0 Medical Office Procedures 3**

*Prereq. OFFT 161.0*

Comprehensive medical office management course. Students handle telephone calls, make appointments, keep patient records, prepare forms, compose and transcribe correspondence, and perform other functions. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**OFFT 265.0 Computerized Medical Management 2**

Detailed practice exercises using a computer software program to learn medical office functions such as scheduling, building a patient database, producing insurance claim forms, and printing financial reports. Unit Credits: 1-1, 2-1. (30/15/0/0)

**OFFT 273.0 Legal Office Procedures 3**

Comprehensive course covers legal office procedures and is designed to present information necessary to provide support staff services in a law office. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**OFFT 282.0 Office Management 3**

*Prereq. OFFT 155.0*

Principles of office management including the training and appraisal of personnel. Factors such as office ergonomics and automation affecting morale and productivity of office workers will be studied. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**OFFT 283.0 Administrative Professional Procedures 3**

*Prereq. OFFT 155.0*

Comprehensive office methods and procedures are presented including business technology, office systems, communication skills, information processing procedures, meetings and business trips, and financial functions. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**OFFT 286.0 Cooperative Education/Internship II 8**

(See page 24 for course description.)

## Chemistry Course Descriptions

**CHEM 100.0 Basic Concepts of Chemistry 2**

A study of basic chemistry principles and biological chemistry using minimal math. Recommended for students with limited science and math backgrounds taking biology, anatomy and physiology, nursing, or nutrition courses. Unit Credits: 1-1, 2-1. (32/0/0/0)

**CHEM 105.0 Elements of Chemistry 4**

*Prereq. Math 113.0 or appropriate math placement score*

A basic course designed for students with a limited background in chemistry. Provides a working knowledge of fundamental theory and includes laboratory. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/30/0/0)

**CHEM 106.0 Basics of Organic Chemistry 4**

*Prereq. Chem 105.0 or equivalent*

Designed to introduce students in biology, health sciences,

nursing, agriculture, and home economics to the properties of organic compounds and basic biochemical molecules. Includes laboratory exercises. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/30/0/0)

### **CHEM 109.0 General Chemistry I** 5

*Prereq. Math 113.0 or appropriate math placement score.*

The first course of a two semester sequence highlighting electron configurations, nomenclature, solutions, bonding, molecular shape, hybridization and gas laws. It is designed for students in engineering/science related pre-professional programs. Includes labs. Note: High school chemistry is recommended. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (45/60/0/0)

### **CHEM 110.0 General Chemistry II** 5

*Prereq. CHEM 109.0*

The second semester course highlighting equilibrium, acid/bases, electrochemistry, and thermochemistry. It is designed for students in engineering/science related pre-professional programs. Includes labs. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (45/60/0/0)

### **CHEM 221.0 Quantitative Analysis** 4

*Prereq. CHEM 110.0*

Introduction to principles of quantitative analytical chemistry, including ionic equilibria and solution stoichiometry. Laboratory instruction includes titrimetry, gravimetry, separations, and use of pH meters, AA, spectrophotometers, and various types of chromatography including HPLC, GC and ion-exchange to quantify samples. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/60/0/0)

### **CHEM 251.0 Organic Chemistry I** 5

*Prereq. CHEM 105.0 or higher*

The first semester of a two semester sequence that covers the study of general organic compounds and their nomenclature, reactions, and applications. All units have related laboratory work. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (45/60/0/0)

### **CHEM 252.0 Organic Chemistry II** 5

*Prereq. CHEM 251.0*

A continuation of CHEM 251. This course emphasizes the chemistry of carbonyl compounds, aspects of aromatic chemistry, heterocycles, nitrogen compounds, carbohydrates, and other organic compounds found in nature. All units have related laboratory work. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (45/60/0/0)

### **CHEM 260.0 Principles of Biochemistry** 3

*Prereq. BIOS 101.0 and CHEM 110.0 or equivalent*

After reviewing the organic functional groups and their properties, the course will entail the study of the structure and properties of carbohydrates, lipids, proteins, enzymes, and nucleic acids in addition to their metabolism and/or their physiological role in living organisms. (Concurrent enrollment in CHEM 261.0, Biochemistry Laboratories will meet a lab science requirement.) Note: Some knowledge of organic chemistry is recommended. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

### **CHEM 261.0 Biochemistry Laboratory** 2

*Prereq. CHEM 260.0 or concurrent enrollment in CHEM 260.0*

A laboratory course in applying biological and biochemical laboratory techniques to proteins, lipids, carbohydrates, and nucleic acids using chromatography, electrophoresis, western and northern blots, various assay procedures, and HPLC. Unit Credits: 1-1, 2-1. (0/60/0/0)

## **Commercial Art Course Descriptions (Electronic Imaging & Graphics)**

### **EIGT 120.0 Electronic Illustration** 3

An introductory-level course to several software applications used in illustrations, digital imaging, page layout and image enhancement. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

### **EIGT 126.0 Printmaking** 3

Skill developing and understanding of a variety of printmaking media including linocut, wood cut, and silk screening techniques. Students arrange their specific programs with the instructor. Unit Credits: 1-1, 2-1, 3-1. (30/15/0/0)

### **EIGT 127.0 Fundamentals of Drawing & Composition** 3

Utilizing observation and imagination, the student will study and apply in individual projects the principles of drawing and perspective including the creative use of line and space. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **EIGT 128.0 Oil & Acrylic Painting** 3

The process of painting, the examination of the nature of painting materials, and the concepts which apply to growth as a painter. Includes the human figure, still life, landscape, and imaginative material. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **EIGT 129.0 Watercolor Painting** 3

An introduction to materials and techniques of watercolor painting. Exploration of basic and mixed media is also included. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **EIGT 130.0 Visual Design** 3

Emphasis is placed on identifying and solving design problems. Various projects will engage students in creative design processes. Materials, layout, techniques, vocabulary, and computer design are presented. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **EIGT 186.0 Cooperative Education/Internship I** 8

(See page 24 for course description.)

### **EIGT 226.0 Problems in Studio—Printmaking** 3

*Prereq. EIGT 126.0 or equivalent*

The student will become involved in intensive study to further develop skills in printmaking. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

- EIGT 227.0 Problems in Studio—Drawing** 3  
*Prereq. EIGT 127.0 or equivalent*  
 The student will become involved in intensive study to further develop skills in drawing. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)
- EIGT 228.0 Problems in Studio—Oil & Acrylic Painting** 3  
*Prereq. EIGT 128.0 or equivalent*  
 The student will become involved in intensive study to further develop skills in oil and acrylic painting. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)
- EIGT 229.0 Problems in Studio—Watercolor Painting** 3  
*Prereq. EIGT 129.0 or equivalent*  
 The student will become involved in intensive study to further develop skills in watercolor painting. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)
- EIGT 230.0 Problems in Studio—Design** 3  
*Prereq. EIGT 130.0 or equivalent*  
 The student will become involved in intensive study to further develop skills in design. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)
- EIGT 240.0 Electronic Design** 3  
*Prereq. EIGT 120.0 or equivalent*  
 To introduce and explore digital photography and software procedures necessary for contemporary design. Emphasis involves digital photography techniques, page layout, illustrations, image generation and hardware proficiency. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)
- EIGT 270.0 Portfolio – Multimedia** 2  
*Prereq. EIGT 120.0, EIGT 130.0, EIGT 240.0*  
 This course is designed to prepare the student to compete in the graphic arts career field. Topics include portfolio development, self-promotion, web design, and multimedia presentation. (This course must be taken in the student's last semester) Unit Credits: 1-1, 2-1. (30/0/0/0)
- EIGT 275.0 Graduate Exhibit** 2  
*Prereq. EIGT 120.0, EIGT 130.0, EIGT 240.0*  
 This course gives the students the opportunity to utilize all of the skills and knowledge from previous coursework to create an exhibition of the students work. This exhibition will include the students: (1) writing a personal statement about their work; (2) collaboration with other graduating Art students; (3) plan and accomplish a public exhibit of their work. (This course must be taken in the student's last semester.) Unit Credits: 1-1, 2-1. (30/0/0/0)
- EIGT 286.0 Cooperative Education/Internship II** 8  
 (See page 24 for course description.)

## Commercial Horticulture Course Descriptions

- COMH 125.0 Basic Landscape Design** 3  
 Landscape design, plant materials, and various types of landscaping situations. Figuring costs and delivery of a sales presentation. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)
- COMH 126.0 Commercial Landscaping** 6  
 Landscape design of shopping centers, public or private buildings and mall areas, including plant selection and placement both interior and exterior. Unit Credits: 1-2, 2-2, 3-1, 4-1. (75/45/0/0)
- COMH 127.0 Designing Flowerbeds & Borders** 5  
 Designing flower beds and borders including flower identification, selection, layout, design and maintenance. Unit Credits: 1-2, 2-2, 3-1. (45/90/0/0)
- COMH 130.0 Tree & Shrub Identification** 5  
 Identification characteristics and aesthetic value of trees, shrubs and woody vines. Includes collecting and mounting samples of deciduous and evergreen plants. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (60/60/0/0)
- COMH 132.0 Woody Plant Care** 5  
 Woody plant anatomy and physiology, pruning safety, pruning theory, and planting woody plants. Unit Credits: 1-2, 2-3. (65/30/0/0)
- COMH 135.0 Basic Horticulture** 2  
 Introduction to the basics of horticulture involving the various aspects of plant growth and management. Unit Credits: 1-1, 2-1. (30/0/0/0)
- COMH 140.0 Plant Reproduction** 2  
 The study of the parts of a seed, seed germination testing, propagation by seeds, cuttings, layering, division, grafting, specialized stems and roots. Unit Credits: 1-1, 2-1. (30/15/0/0)
- COMH 141.0 Forced Plant Growth** 3  
 The study of artificial soils, growth hormones, effects of light, carbon dioxide, water requirements, growth regulators, and fertilizers. Unit Credits: 1-2, 2-1. (45/15/0/0)
- COMH 142.0 Growth Procedures of Potted & Cut Flowers** 4  
 The cultural practices involved in growing foliage plants, chrysanthemums, poinsettias, Easter lilies, carnations, and snapdragons. Unit Credits: 1-2, 2-1, 3-1. (60/30/0/0)
- COMH 143.0 Growing Annuals & Vegetables** 4  
 Selection of annuals, perennials and vegetables for planting, propagating and transplant procedures for resale at retail outlets. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/30/0/0)



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| <b>COMH 144.0 Floral Design</b>   | <b>5</b> |
| Basic floral design and construction, storage requirements and flower selection. Theory, construction, corsages and Christmas greens. Unit Credits: 1-1, 2-1, 3-2, 4-1. (60/45/0/0)   |          |
| <b>COMH 147.0 Vegetable Production</b>  | <b>4</b> |
| Layout, arrangement, square foot gardening and maintenance of a vegetable garden. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/30/0/0)   |          |
| <b>COMH 148.0 Small Fruit Production</b>  | <b>2</b> |
| Berry and small fruit production for home gardener and small commercial operations. Includes strawberries, raspberries, currants, gooseberries, grapes, and rhubarb. Unit Credits: 1-1, 2-1. (30/0/0/0)   |          |
| <b>COMH 153.0 Commercial Turfgrass Management</b>   | <b>3</b> |
| Turfgrass selection, installation and maintenance for warm and cool season grasses for commercial and residential turf. Includes a brief overview of turf pests and turf business management. Unit Credits: 1-2, 2-1. (45/0/0/0)                |          |
| <b>COMH 154.0 Small Engines</b>   | <b>4</b> |
| Small engine tune-up and repair. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/30/0/0)  |          |
| <b>COMH 160.0 Introduction to Soils</b>   | <b>2</b> |
| Basic facts about soils such as physical and chemical properties, soil formation, pH, organic matter, nutrients, acidity, plant growth and conservation. Unit Credits: 1-1, 2-1. (30/15/0/0)  |          |
| <b>COMH 170.0 Orientation - Pesticides</b>  | <b>2</b> |
| The student will become knowledgeable in the technical terminology utilized by the pesticide industry, explore the updated resources available, and understand the practical application of the terminology. Unit Credits: 1-1, 2-1. (30/0/0/0) |          |
| <b>COMH 186.0 Cooperative Education/Internship I</b>  | <b>8</b> |
| (See page 24 for course description.)   |          |
| <b>COMH 222.0 Landscape Management</b>  | <b>2</b> |
| A broad view of business management practices for landscape maintenance and management businesses. Includes landscape and turfgrass management, and planning for "off-season" cash flow. Unit Credits: 1-1, 2-1. (30/5/0/0)                     |          |
| <b>COMH 224.0 Landscape Construction</b>  | <b>2</b> |
| Basic business management practices for the landscape construction business and construction techniques for hardscape features in the landscape. Unit Credits: 1-1, 2-1. (30/10/0/0)  |          |
| <b>COMH 231.0 Golf Course Management</b>  | <b>5</b> |
| Golf course management theory and exercises, including turfgrass management and maintenance, focusing on cool season turfgrass, budgeting, scheduling and labor management. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (70/25/0/0)                  |          |

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| <b>COMH 233.0 Sports Field Management</b>  | <b>4</b> |
| Sports turf management theory including turf selection, field construction, and turf management and maintenance focusing on cool season grasses. Sport field types include baseball, softball, football, soccer, track and field, and playgrounds. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/10/0/0) |          |
| <b>COMH 234.0 Integrated Pest Management</b>   | <b>6</b> |
| Study of the theory and implementation of integrated pest management in various areas of horticulture, including identification and control of weeds, insects, and diseases in turf grass, landscapes, flowerbeds, greenhouses, and horticultural crops. Unit Credits: 1-2, 2-4. (75/45/0/0)     |          |
| <b>COMH 240.0 Greenhouse Management</b>  | <b>4</b> |
| Designed to give practical experience in managing a greenhouse operation. Unit Credits: 1-1, 2-1, 3-2. (60/30/0/0)   |          |
| <b>COMH 286.0 Cooperative Education/Internship II</b>  | <b>8</b> |
| (See page 24 for course description.)  |          |

## Communications Course Descriptions

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|---|----------|
| <b>COMM 091.0 Basic Reading</b>   | <b>3</b> |
| Develops and improves reading comprehension skills, reading strategies, vocabulary and reading flexibility at a basic level. These credits will not apply toward a diploma or degree. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)         |          |
| <b>COMM 092.0 Intermediate Reading</b>  | <b>3</b> |
| <i>Prereq. COMM 091.0 or appropriate reading placement score</i>  |          |
| Develops and improves reading comprehension skills, reading strategies, vocabulary and reading flexibility at an intermediate level. These credits will not apply toward a diploma or degree. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0) |          |
| <b>COMM 093.0 Advanced Reading</b>  | <b>3</b> |
| <i>Prereq. COMM 092.0 or appropriate reading placement score</i>  |          |
| Develops and improves reading comprehension skills, reading strategies, vocabulary and reading flexibility at an advanced level. These credits will not apply toward a diploma or degree. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)     |          |
| <b>COMM 096.0 Academic English for English Language Learners-Level 1</b>  | <b>3</b> |
| <i>Prereq. Appropriate ESL placement score</i>  |          |
| Minimal proficiency in writing, reading, vocabulary, aural comprehension and speaking. Does not apply toward a certificate, diploma or degree. Unit Credits: 1-1, 2-1, 3-1. (45/45/0/0)   |          |



**COMM 097.0 Academic English for English Language Learners-Level 2 3**

*Prereq. Successful completion of COMM 096 or appropriate ESL placement score*

Intermediate proficiency in writing, reading, vocabulary, aural comprehension and speaking. Does not apply toward a certificate, diploma or degree. Unit Credits: 1-1, 2-1, 3-1. (45/45/0/0)

**COMM 100.0 Academic English for English Language Learners-Level 3 3**

*Prereq. Successful completion of COMM 097 or appropriate ESL placement score.*

Pre-college proficiency in writing, reading, vocabulary, aural comprehension and speaking. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**COMM 104.0 Efficient Reading 3**

*Prereq. Appropriate reading placement score*

The procedures of efficient reading are introduced. Activities are assigned to increase reading speed, comprehension, and vocabulary. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

# Construction Technology Course Descriptions

**CNST 129.0 Construction Safety (H) 1**

This course prepares the student to use both carpentry hand and power tools safely and responsibly. Both the theory and the practice of safe tool use are stressed. In addition, scaffold and ladder safety, fall protection and material handling will be covered. (15/0/0/0)

**CNST 130.0 Carpentry Tools & Machines 3**

Identification, use, and care of hand tools, portable tools, and woodworking machines and safety precautions of each. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**CNST 132.0 Construction Materials 3**

Identifications, use and methods of application of materials used in the construction industry. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**CNST 136.0 Building Layout 2**

Location of lot lines, establishing building lines, establishing grades, erecting batter boards, footing layout, and national and municipal building codes. Unit Credits: 1-1, 2-1. (30/0/0/0)

**CNST 150.0 Floor, Wall, & Ceiling Framing 3**

Designed to help the student gain a thorough understanding of materials, layouts, estimating, and construction of floor, wall, and ceiling systems. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**CNST 152.0 Roof Framing 3**

Roof framing principles, roof layout, and cutting and assembly of roof frame members for various types of roofs. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**CNST 154.0 Scaffold & Cornice Work 2**

The building of wood scaffolding, erection of steel scaffolding, the safety procedures involved, and the methods used to layout, construct, and finish different types of cornices. Unit Credits: 1-1, 2-1. (30/0/0/0)

**CNST 156.0 Exterior Wall & Roof Coverings 2**

Selection and methods of application of various kinds of residential exterior wall and roof coverings. Unit Credits: 1-1, 2-1. (30/15/0/0)

**CNST 179.0 Construction Blueprint Reading (H) 2**

The familiarization and interpretation of building construction drawings and specifications for occupations related to the building construction industry including basic blueprint reading and construction blueprint reading. Unit Credits: 1-1, 2-1. (30/15/0/0)

**CNST 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

**CNST 231.0 Stair Building 2**

Planning, layout, and constructing various types of stairs. Unit Credits: 1-1, 2-1. (30/15/0/0)

**CNST 233.0 Interior Wall & Ceiling Coverings 2**

Theory and application of insulation wall and ceiling coverings. Unit Credits: 1-1, 2-1. (30/15/0/0)

**CNST 235.0 Doors & Windows 2**

Various types, sizes, and methods of installation of residential doors and window units. Unit Credits: 1-1, 2-1. (30/15/0/0)

**CNST 237.0 Interior Trim & Finish Hardware 1**

Cutting, fitting, applying, and installing various kinds of trim and hardware for doors, windows, walls, and ceilings. (15/0/0/0)

**CNST 240.0 Residential Design 2**

Through the use of computer software, the student will design residential structure that meets current building codes and develop a cost estimates and material list. Unit Credits: 1-1, 2-1. (15/15/0/0)

**CNST 251.0 Cabinet Construction I 2**

Relates the accepted standards of construction in cabinet dimensions, design, and materials, providing an opportunity to learn to plan, estimate, and construct cabinets. Unit Credits: 1-1, 2-1. (30/0/0/0)

**CNST 253.0 Cabinet Finishing 2**

Relates to the accepted standards used in the cabinet industry today, providing an opportunity to learn the materials and techniques for cabinet finishing. Unit Credits: 1-1, 2-1. (30/15/0/0)

**CNST 255.0 Cabinet Construction II 2**

Introduces the student to more complex types of cabinet construction and provides the opportunity to plan, estimate, and install factory-built cabinet units. Unit Credits: 1-1, 2-1. (15/45/0/0)

**CNST 257.0 Construction Costs & Estimates 4**

Step-by-step procedures in computing material, labor, business and overhead costs related to residential and light commercial construction. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

**CNST 261.0 Construction Applications I 4**

Contractual agreement between student and instructor to provide a working supervisory experience for the student, to include project planning, cost estimation, completion schedule, and performance evaluation. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**CNST 262.0 Construction Applications II 4**

A continuation of CNST 261. Will provide the student with additional supervisory experience. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**CNST 286.0 Cooperative Education/Internship II 8**

(See page 24 for course description.)

## Criminal Justice Course Descriptions

**CRIM 101.0 Introduction to Criminal Justice 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. Students also have the option to participate in a day long tour of criminal justice agencies. (45/0/0/0)

**CRIM 102.0 Introduction to Corrections 3**

*Prereq. CRIM 101.0*

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. (45/0/0/0)

**CRIM 103.0 Courts & the Judicial Process 3**

*Prereq. CRIM 101.0*

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. (45/0/0/0)

**CRIM 104.0 Introduction to Parole & Probation 3**

Provides an introductory survey of the basic principles, philosophies, and techniques in programs of parole and probation. Focus is on the role of community corrections and options, techniques and training, and current challenges and pressures impacting these corrections options. (45/0/0/0)

**CRIM 105.0 Introduction to Forensic Science 3**

Provides instruction into the many diverse disciplines of forensic science. Examines the techniques, skills and limitations of the modern crime laboratory and the impact these disciplines

have on the criminal justice system to induce the court system. (45/0/0/0)

**CRIM 112.0 Communication & the CJ Professional 3**

Exposes students to effective communication techniques for criminal justice professionals including written and oral communication, interviewing, public speaking, public relations, office communication, and an introduction to record/report writing. (45/0/0/0)

**CRIM 114.0 Reporting Techniques for Criminal Justice 3**

*Prereq. CRIM 112.0*

Teaches students to observe and document the behavior of crime victims, witnesses and suspects. The student also learns to accurately describe and record conditions and activities of crime scenes for courtroom presentations. Law enforcement reports, pre-sentence investigation reports, electronic reports/memos, and various other forms of reports will be covered. (45/0/0/0)

**CRIM 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

**CRIM 200.0 Criminal Law 3**

Outlines the purpose and function of criminal law. Topics include, but are not limited to the rights and duties of citizens and police in relation to local, state, and federal law (i.e. arrest, search and seizure, confessions); the development, application, and enforcement of laws; constitutional issues; and sentencing. (45/0/0/0)

**CRIM 203.0 Police & Society 3**

*Prereq. CRIM 101.1*

Examines the role of the police in relationship between law enforcement and American society. Topics include, but are not limited to police history and organization, becoming a police officer, police operations, and critical issues. If the schedule allows, students will be able to experience some of the training resources of the Grand Island Law Enforcement Training Center. (45/0/0/0)

**CRIM 210.0 Juvenile Justice 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. (45/0/0/0)

**CRIM 215.0 Contemporary Issues in Criminal Justice 3**

Introduces the students to current social issues impacting the criminal justice field and its professionals, victims and defendants. Possible topics include racism, sexism, homophobia, poverty, hate crimes, capital punishment, addiction, ethics, gangs, child abuse, terrorism, sexual assault, domestic violence, suicide, mental illness, pornography, prostitution and other timely topics. (45/0/0/0)

**CRIM 220.0 Criminology 3**

Examines crime and criminology from a broad social perspec-

tive. Emphasizes the nature and causes of crimes, investigation and prosecution, and treatment and prevention. (45/0/0/0)

**CRIM 226.0 Criminal Investigation 3**

Introduces criminal investigation procedures. Reviews the historical development and investigative processes related to law enforcement functions. Topics include, but are not limited to the proper collection, organization, and preservation of evidence using basic investigative tools; examining the primary sources of information; analyzing the importance of writing skills; and reviewing the constitutional (legal) limitations of the investigation. (45/0/0/0)

**CRIM 231.0 Rules of Evidence 3**

Emphasizes the concept of evidence and the rules governing its admissibility. Includes theoretical and pragmatic considerations of constitutional requirements affecting evidence and procedure. (45/0/0/0)

**CRIM 235.0 Security & Loss Prevention 3**

Provides insight into the complex problems of loss prevention in today's society including security staffing needs, fire protection and control, duties and responsibilities of security personnel, internal controls, emergency and disaster planning, and internal theft. (45/0/0/0)

**CRIM 236.0 Risk Management & Security Methods 3**

Exposes students to risk management and security methods including vulnerability identification, risk analysis, security surveys, physical and procedural security methods, and cost-benefit analysis. (45/0/0/0)

**CRIM 237.0 Contemporary Issues in Security 3**

Examines contemporary issues in security including, but not limited to, homeland security, computer security, cyber crime, identify theft, new security technology, and various other timely topics. (45/0/0/0)

**CRIM 238.0 Security Administration & Management 3**

Prepares students for security personnel management. It includes an overview of general personnel management, hiring, training, motivation, promotions, and public relations. (45/0/0/0)

**CRIM 239.0 Legal & Ethical Concerns in Security 3**

Presents an overview of legal and ethical issues that security professionals encounter. Content includes historical foundation of security, regulations, law of arrest, civil/criminal liability, and public/private law enforcement cooperation. (45/0/0/0)

**CRIM 286.0 Cooperative Education/Internship II 8**  
(See page 24 for course description.)

**CRIM 294.0 NLETC Educational Practicum 9**  
*Prereq. All required courses for NLE Degree*

Provides instruction in basic law enforcement techniques at the Nebraska Law Enforcement Training Center. Instruction includes, but is not limited to, courtroom performance, traffic enforcement, civil process, arrest techniques, firearms training, and criminal investigation applications. This class is for Nebraska

Law Enforcement degree students only and is the capstone course. **SPECIAL NOTICE:** There are state entrance requirements for acceptance to the training center. See adviser before registering for this class. (0/0/540/0)

## **Dental Assisting Course Descriptions**

**DENT 130.0 Introduction to Dental Assisting 1**

Provides background information on the history and development of the dental and dental assisting professions. Also includes an overview of dental ethics, jurisprudence, and terminology. (15/0/0/0)

**DENT 132.0 Dental Anatomy & Physiology 3**

A survey of the anatomy and physiology of the human body with focus on the structure and function of the head and neck area. Includes an overview of oral embryology, histology and tooth morphology. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**DENT 133.0 Dental Materials I 1**

Study of the materials commonly used in dentistry with emphasis on their proper handling and preparation. (8/23/0/0)

**DENT 134.0 Chairside Assisting Skills 3**

*Prereq. DENT 130.0, DENT 132.0, and DENT 133.0*

Familiarizes the student with the equipment in the dental treatment room. Includes an introduction to preparation for treatment procedures, four-handed dentistry, and sequence of instrument delivery. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**DENT 135.0 Infection Control 3**

An introduction to microbiology and infection control as related to dental assisting topics including universal precautions, sterilization and disinfection methods, and proper use of chemicals and equipment. Unit Credits: 1-1, 2-1, 3-1. (45/5/0/0)

**DENT 136.0 Pharmacology & Medical Emergencies 1**

A survey of pharmacology principles, drug classifications, and the use of therapeutic drugs in dentistry. Also introduces students to the basic concepts of preventing, recognizing, and responding to medical emergencies in the dental office. (15/0/0/0)

**DENT 138.0 Clinical Experience I 1**

*Prereq. DENT 130.0, DENT 132.0, DENT 133.0, DENT 134.0, DENT 135.0, and DENT 136.0*

The student will have the opportunity to apply basic dental assisting skills in a dental office setting. Hepatitis B immunization and CPR certification are required prior to clinical placement. (12/0/33/0)

**DENT 140.0 Dental Practice Management 3**

Study of office administration procedures for the dental assistant. Includes reception telephone techniques, bookkeeping, computer applications, and third-party payment. Employment preparation will be studied, including writing resumes and application letters. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**DENT 143.0 Dental Materials II 2***Prereq. DENT 133.0*

Continued study of the materials used in dentistry. Includes the development of skills in specific laboratory tasks. Unit Credits: 1-1, 2-1. (15/45/0/0)

**DENT 145.0 Oral Pathology 1***Prereq. DENT 132.0*

A consideration of oral symptoms of systemic disorders focusing on the reaction of oral tissues to trauma and disease. (15/0/0/0)

**DENT 146.0 Dental Radiography 3***Prereq. DENT 132.0, 135.0, 145.0*

An introduction to dental radiography including the nature, use, and hazards of x-radiation. The student will develop skills in exposing and processing dental radiographs. Unit Credits: 1-1, 2-1, 3-1. (30/30/0/0)

**DENT 147.0 Nutrition & Prevention in Dentistry 2***Prereq. DENT 132.0*

The study of food and nutrition as it relates to preventive dentistry. Techniques in nutrition counseling and personal oral hygiene instruction are included. Unit Credits: 1-1, 2-1. (30/0/0/0)

**DENT 148.0 Clinical Concepts 1**

An in-depth study of skill application in a dental office setting. (15/0/0/0)

**DENT 154.0 Dental Specialties & Expanded Functions 3***Prereq. DENT 134.0*

A continuation of concepts developed in Chairside Assisting Skills. Includes information on the duties of the chairside assistant in the dental specialty practice. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**DENT 158.0 Clinical Experience II 5***Prereq. All DENT 100 level courses*

An opportunity to perform duties in the treatment rooms, laboratory, and business area of general and specialty practices under appropriate supervision. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (0/0/225/0)

## Dental Hygiene Course Descriptions

**DENH 125.0 Preclinical Dental Hygiene 5***Prereq. Admission to Dental Hygiene program*

An introduction to clinical techniques and clinical practice. Included are patient medical history, office emergencies, oral inspection, sterilization, and instrumentation procedures. Unit Credits: 1-3, 2-2. (45/0/90/0)

**DENH 126.0 Oral Anatomy I 2***Prereq. Admission to Dental Hygiene program*

An introduction to dental terminology with primary emphasis on morphological characteristics of both the primary and

permanent dentitions. An introduction to oral embryology and histology are included. (15/45/0/0)

**DENH 127.0 Oral Anatomy II 1***Prereq. DENH 126.0*

A study of the embryonic development of the face and structures of the oral cavity. Oral histology with emphasis on the teeth and their supporting structures. (15/0/0/0)

**DENH 131.0 Head & Neck Anatomy 2***Prereq. DENH 127.0*

A study of the identification and function of the major bones, nerves, muscles, and vascular tissue associated with the head and neck. (30/0/0/0)

**DENH 146.0 Radiology 3***Prereq. Admission to Dental Hygiene program*

Includes theory and practice in exposing and processing dental radiographs. Introduction to the principles of radiation exposure with emphasis on radiation safety and health measures. (30/35/10/0)

**DENH 147.0 Dental Materials 3***Prereq. CHEM 105.0*

Study of the composition and chemical properties of commonly used dental materials. Practical experience in the use and manipulation of various materials used in dentistry. (30/45/0/0)

**DENH 165.0 Clinical Dental Hygiene I 4***Prereq. DENH 125.0, DENH 126.0, DENH 146.0 & current CPR certification*

Beginning clinical practice on a patient population. A seminar is held in addition to clinical practice, which relates specifically to additional clinical theory. Unit Credits: 1-3, 2-1. (15/0/135/0)

**DENH 166.0 Pharmacology 2***Prereq. CHEM 105.0*

Survey of the general principles of pharmacology including actions, effects, and administration of drugs. Emphasis is placed on drug groups and their indications and contraindications for use. (30/0/0/0)

**DENH 170.0 Preventive Dentistry 1***Prereq. DENH 125.0 & DENH 131.00*

Preventive dentistry is emphasized in regard to oral physiotherapy instruction. (15/0/0/0)

**DENH 180.0 Local Anesthesia/Nitrous Oxide Analgesia 2***Prereq. DENH 166.0 and DENH 131.0*

Instructs dental hygiene students in the administering of local anesthesia and administration/monitoring of nitrous oxide. (15/45/0/0)

**DENH 200.0 Clinical Interim 3***Prereq. DENH 165.0 & current CPR certification*

A continuation of Clinical Dental Hygiene I, this course allows for maintenance of clinic skills. Seminar will cover an introduction to periodontics and second year clinic. (15/0/90/0)



**DENH 225.0 Clinical Dental Hygiene II 5**

*Prereq. DENH 200.0, DENH 166.0, DENH 147.0 & current CPR certification*

Continuation of clinical practice on a patient population. The student is provided an opportunity to demonstrate increased proficiency. Seminar time for discussion of advanced clinical theories and special needs patients. Unit Credits: 1-4, 2-1. (15/0/180/0)

**DENH 227.0 Dental Health Education 2**

*Prereq. SPCH 111.0*

Students will become familiar with various teaching methodologies. Emphasis is placed on preventive counseling and working in the community as a professional. (30/0/0/0)

**DENH 229.0 Periodontics 2**

*Prereq. DENH 127.0 & BIOS 128.0*

Study of the periodontium including etiology and treatment of diseases and conditions. Practical experience related through clinical dental hygiene. (30/0/0/0)

**DENH 232.0 Oral Pathology 2**

*Prereq. BIOS 128.0*

The study of diseases and conditions affecting the oral cavity, including systemic disorders, etiology, characteristics, and treatment. Stress is on current research screening procedures and cancer detection. (30/0/0/0)

**DENH 233.0 Nutrition 2**

*Prereq. CHEM 105.0*

A study of different types of nutrients and their utilization by the human body. Strong emphasis is placed on relating nutrition to preventive counseling and plaque control procedures. (30/0/0/0)

**DENH 247.0 Community Health 3**

*Prereq. DENH 165.0*

Overview of local, state and federal organizations and public health programs with emphasis on community health program planning. Introduction to research methodology and the critique of dental literature are included. Unit Credits: 1-1, 2-2. (45/0/0/0)

**DENH 265.0 Clinical Dental Hygiene III 5**

*Prereq. DENH 225.0, DENH 229.0 & current CPR certification*

Continuation of clinical experience with emphasis on increased competency and efficiency in all clinical procedures. Seminar time allotted for evaluation of extramural experiences, student case presentations and board reviews. Unit Credits: 1-4, 2-1. (15/0/180/0)

**DENH 266.0 Community Practicum 2**

*Prereq. SPCH 111.0, DENH 146.0, DENH 225.0, DENH 227.0*

Extramural experience offers a realistic setting for students to provide clinical and educational dental hygiene services to selected populations in the community. (0/0/90/0)

**DENH 268.0 Jurisprudence 1**

*Prereq. DENH 225.0*

A study of the law as it defines the rights and responsibilities of the professional and the patient. Includes a review of the Nebraska Dental Practice Act. (15/0/0/0)

# Diesel Technology Course Descriptions

**DSLT 100.0 Basic Shop Practices 3**

Teaches shop safety practices and proper use of shop equipment, tools, hazardous materials, measuring tools, technical manuals, and basic job management skills. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**DSLT 110.0 Standard Hardware 1**

A study of standard fasteners used with trucks, tractors, and farm equipment. Identification, classification, and measuring of bolts, cap screws, nuts, washers, pins, keys, copper tubing, and fittings are covered. (15/0/0/0)

**DSLT 120.0 Special Tools 4**

Use and care of special tools such as cylinder repairing tools, torque wrenches, valve and seat grinding tools, and screw extractors and pullers. Unit Credits: 1-1, 2-1, 3-2. (45/45/0/0)

**DSLT 150.0 Electrical/Electronics 7**

A study of the fundamentals of electricity and the application of these fundamentals to various circuits. Unit Credits: 1-2, 2-1, 3-2, 4-2. (80/75/0/0)

**DSLT 170.0 Fuel Injection Theory 3**

Provides resource materials for individual to gain the basic knowledge needed to proceed to fuel injection repair. (45/0/0/0)

**DSLT 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

**DSLT 200.0 Truck Power Trains 7**

Principles of operation and repairs of the basic transmissions and differentials used in trucks. Single and twin disc clutches are also covered. Unit Credits: 1-1, 2-2, 3-2, 4-2. (90/45/0/0)

**DSLT 210.0 Tractor & Hydrostatic Power Trains 4**

Operating principles and repair procedures of clutches, sliding gear, collar transmissions, power shift transmissions, and hydrostatic drives. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**DSLT 220.0 Diesel Engines I 5**

Operating principles and repair procedures of several diesel engines and their components. Unit Credits: 1-2, 2-1, 3-2. (60/45/0/0)

**DSLT 221.0 Diesel Engine II 6**

Continuation of Course DSLT 220.0. Unit Credits: 1-2, 2-2, 3-2. (45/135/0/0)

**DSLT 230.0 Brakes 4**

Provides the resources needed to remove, replace, and repair brake components. Unit Credits: 1-1, 2-1, 3-2. (45/45/0/0)

**DSLT 235.0 Steering & Suspension 2**

This course deals with truck steering and suspension systems. The student will be exposed to inspection and repair pro-



cedures related to the truck steering, suspension, fifth wheel, and frames. Unit Credits: 1-1, 2-1. (15/45/0/0)

**DSLT 240.0 Hydraulics 9**

Operating principles, testing, and repair procedures of pumps, cylinders, hydraulic motors, valves, hydrostatic power steering, and tractor lift circuits. Unit Credits: 1-1, 2-2, 3-1, 4-2, 5-1, 6-2. (120/45/0/0)

**DSLT 260.0 Computerized Fuel Systems 3**

Provides the technical training to service, troubleshoot, and repair electronic diesel fuel controls. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**DSLT 270.0 Diesel Equipment Maintenance 1**

Provides a comprehensive review of all areas in the diesel program. The student will be asked to demonstrate their knowledge of the material presented in the diesel program as well as the skills necessary to perform entry level work in the diesel service industry. (0/45/0/0)

**DSLT 286.0 Cooperative Education/Internship II 8**

(See page 24 for course description.)

## Drafting Course Descriptions

**DRAF 127.0 Technical Illustration 4**

*Prereq. DRAF 125.0*

Principles of translating orthographic blueprints into three-dimensional drawings suitable for use in parts and catalog illustrations, commercial advertisements, and art work. Covers isometric sketching and projection, shading, shadowing and rendering, oblique projection and perspective, and air brush. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

**DRAF 129.0 Production & Design 4**

*Prereq. DRAF 126.0*

Detail and assembly drawing or industrial production, machine design, and economic factors. Dimensioning and tolerances, specifications and notes, production operations, and conventional practices in shops. Areas covered are: working drawing-metric and decimal, design and problem solving, industrial tools and design, production illustrations. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

**DRAF 141.0 Basic Drafting I 3**

An entry-level core technical drafting course designed to meet the needs of students with no background in drafting. Covers drafting equipment, line values, freehand lettering and sketching, geometric construction, and orthographic projection. Unit Credits: 1-1, 2-1, 3-1. (135/0/0/0)

**DRAF 143.0 Basic Drafting II 3**

An entry-level core technical drafting course which covers orthographic projection, auxiliary views, sectional views, isometric and oblique drawings. Unit Credits: 1-1, 2-1, 3-1. (0/90/0/0)

**DRAF 150.0 Dimensioning – G, D, & T 4**

Size description, aligned and unidirectional dimensioning systems, decimal and fractional dimensions, notes and standard classification of cylindrical fits, and dimensioning in metrics. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**DRAF 152.0 Threads, Fasteners, & Springs 2**

*Prereq. DRAF 150.0 or equivalent*

Methods of drawing threads and springs in detail and by symbol are covered. The identification of many devices is covered with methods of specifying the devices. Unit Credits: 1-1, 2-1. (30/15/0/0)

**DRAF 154.0 Overview of Manufacturing Processes 1**

A survey of a number of processes and materials used in industry. (15/0/0/0)

**DRAF 157.0 Blueprint Reading for Machinists 3**

The principles of visualization, reading industrial blueprints, and an introduction to drawing and sketching. The units are to be taken sequentially. Unit Credits: 1-2, 2-1. (45/15/0/0)

**DRAF 158.0 Blueprint Reading for Welders 3**

Includes the principles of visualization, welding symbols, basic drawing, and sketching. The units are to be taken sequentially. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**DRAF 159.0 Basic CAD Operations 3**

Provides an overview of Computer Aided Drafting operations and menu structures, as well as CAD operations experience. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**DRAF 160.0 Basic Architectural Drafting 4**

Introduction to construction materials and terminology, architectural line values, basic architectural drawings. Development of plans, elevations, sections, details, perspectives, and construction systems. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

**DRAF 161.0 Architectural CAD Drafting I 3**

*Prereq. 143.0*

Development of skills in understanding construction terminology and CAD standards as well as becoming familiar with architectural symbols and connections used in developing plans, elevation, and sectional drafting. Unit Credits: 1-1, 2-1, 3-1. (15/45/0/0)

**DRAF 164.0 Building Components & Schedules 2**

*Prereq. DRAF 160.0 or DRAF 161.0*

The selection and detailing of stairs, doors, windows, cabinets, and finished materials. Unit Credits: 1-1, 2-1. (30/15/0/0)

**DRAF 166.0 Building Foundations 2**

*Prereq. DRAF 160.0 or DRAF 161.0*

Principles of foundation systems, including residential and commercial, proper detailing and dimensioning, and soil considerations. Unit Credits: 1-1, 2-1. (30/15/0/0)

**DRAF 168.0 Site Drawings 2**

*Prereq. DRAF 160.0 or DRAF 161.0 or DRAF 143.0*

The conversion of survey data into contour maps, enlargements, subdivisions, land planning, profiles, and utility considerations. Includes interpolation, contour drawings, and site plan development. Unit Credits: 1-1, 2-1. (30/15/0/0)

**DRAF 170.0 Wood Construction 4**  
*Prereq. DRAF 164.0 or DRAF 161.0*

The selection and use of standard wood structural systems and familiarization with wood properties, sites, terminology, and detailing procedures. Includes wood framing, post and beam construction, and laminated timber construction. Unit Credits: 1-1, 2-1, 3-2. (45/60/0/0)

**DRAF 172.0 Building Codes 3**  
*Prereq. DRAF 164.0 & DRAF 166.0*

Describes code requirements for construction pertaining to structural, occupant, and civil needs. Develops knowledge of the Americans with Disabilities Act. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**DRAF 179.0 Construction Blueprint Reading 2**

The familiarization and interpretation of building construction drawings and specifications for occupations related to the building construction industry including basic blueprint reading and construction blueprint reading. Unit Credits: 1-1, 2-1. (30/15/0/0)

**DRAF 180.0 Civil Drafting Technology 3**  
*Prereq. DRAF 143.0*

This course requires the student to develop an understanding of civil drafting technology, surveying fundamentals, mapping, and earth work calculations. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**DRAF 181.0 Introductory Survey I 3**

Designed to develop an understanding of survey history and its influence on modern survey practices. It will also provide the learner with an overview of current survey law, the importance of properly written and formatted legal descriptions, state coordinate systems, map projections, and procedures for restoring lost corners. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**DRAF 183.0 Introductory Survey II 3**  
*Prereq. DRAF 180.0*

An introduction to field notes, horizontal distances, transits, leveling and types of surveys. This course is designed to develop an understanding of the information that is collected by engineers and surveyors with an emphasis on how the civil engineering drafter uses this information to develop maps, plots, and other documentation. Unit Credits: 1-1, 2-1, 3-1. (30/30/0/0)

**DRAF 186.0 Cooperative Education/Internship I 8**  
(See page 24 for course description.)

**DRAF 230.0 Blueprint Reading for Industry 3**

An introduction to blueprint reading through basic skills and concepts in reading and interpreting drawings including orthographic and pictorial visualization, dimensional systems and nomenclature, and geometric form control. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**DRAF 234.0 Structural Drafting 4**  
*Prereq. DRAF 160.0 or DRAF 160.0*

Delineation of structural details, symbols, assembly drawings, and specifications involving wood, steel, concrete, typical fasteners and fabricated materials often used in commercial and industrial construction. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

**DRAF 241.0 Intersections & Developments 2**

Students will learn to make development drawings of the surfaces of various geometric shapes as well as the intersections of these shapes. The developments of pipe templates are also included. Unit Credits: 1-1, 2-1. (30/15/0/0)

**DRAF 243.0 Production Drawing 6**  
*Prereq. Instructor Approval*

The development of complete working drawings of castings, forgings, stampings, machine parts, and detail assemblies. Unit Credits: 1-2, 2-1, 3-1, 4-1, 5-1. (75/60/0/0)

**DRAF 259.0 Intermediate CAD Applications 3**  
*Prereq. DRAF 159.0*

Provides an overview of intermediate computer aided drafting operations and menu structures, as well as CAD operating experience. This course introduces the learner to the use of groups, blocks, and attributes, developing and linking images and files from other software sources with CAD, and an introduction into 3D modeling. A variety of projects and activities from the various disciplines of drafting are used. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**DRAF 260.0 Architectural CAD Applications 3**  
*Prereq. DRAF 259.0*

Introduces the learner to solid modeling software pertaining to the architectural discipline. The student will create custom component styles, develop and render a 3D model, generate and link construction documents from the model, and create video files. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**DRAF 262.0 Construction Practices & Systems 3**  
*Prereq. DRAF 159.0*

Will provide the student with knowledge of the array of materials utilized in light construction as well as providing the student with the understanding of the construction systems that use these materials. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**DRAF 265.0 Concrete Construction 3**  
*Prereq. DRAF 143.0*

Characteristics of concrete, concrete systems, form work, and proper execution of drawings including formed and precast concrete. Unit Credits: 1-1, 2-1, 3-1. (30/15/0/0)

**DRAF 267.0 Cost Estimating 3**  
*Prereq. Construction/drafting background*

Concepts in linear, area, and volumetric quantity takeoffs, including residential and commercial, and wage ratios for building construction pricing purposes. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**DRAF 269.0 Multi-Family Housing 3**  
*Prereq. Instructor Approval*

The student will research and design a multi-family housing project and do a complete set of construction drawings with consideration given to codes, occupancy, site, and structure. Unit Credits: 1-1, 2-2. (30/45/0/0)

**DRAF 274.0 Residential Drawings 4**

*Prereq. Instructor Approval*

The development of drawings for a custom residence meeting the instructor's approval. The student will do the necessary research and provide schematic drawings, preliminary drawings, and final preparation of contract documents. Unit Credits: 1-1, 2-1, 3-2. (45/45/0/0)

**DRAF 276.0 Metal Buildings 4**

*Prereq. Instructor Approval*

The student will develop drawings for a commercial package metal building using manufactured components including research and preliminary studies, design layout drawings, and erection drawings. Unit Credits: 1-1, 2-1, 3-2. (45/45/0/0)

**DRAF 280.0 Structural Mechanics 3**

*Prereq. DRAF 143.0, DRAF 159.0, MATH 108.0, PHYS 115.0*

An introductory course designed to provide students a basic understanding of statics and strengths of materials as applied to construction and civil applications. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**DRAF 281.0 Civil CAD Applications 3**

*Prereq. DRAF 143.0*

Application of drafting software to civil engineering drawings. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**DRAF 282.0 Advanced Civil CAD Applications 2**

*Prereq. DRAF 281.0*

Methods of survey data collection and input, site development, watershed modeling, earthwork, and road layout will be covered utilizing Civil Drafting/Design software. Unit Credits: 1-1, 2-1. (15/45/0/0)

**DRAF 283.0 Parametric Design I In Solids 4**

Basic study of solids and solid modeling through the use of parametric design. Unit Credits: 1-1, 2-1, 3-1, 4-1. (64/128/0/0)

**DRAF 284.0 Parametric Design II in Solids 4**

Advanced study of solids and solid modeling through the use of parametric design. Unit Credits: 1-1, 2-1, 3-1, 4-1. (64/128/0/0)

**DRAF 285.0 Parametric Design III in Solids 4**

*Prereq. Drafting background*

This course introduces students to feature-based solid modeling with AutoCAD Inventor software. This application provides engineers and designers the ability to conceptualize, manipulate and develop complex solids. This is a feature-based parametric design program. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

**DRAF 286.0 Cooperative Education/Internship II 8**

(See page 24 for course description.)

**DRAF 291.0 Mechanical & Electrical Systems 3**

A study of the systems and materials of the mechanical and electrical systems used in the construction industry. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

## Early Childhood Education Course Descriptions

**ECED 105.0 Expressive Arts 3**

Focuses on the selection, construction and use of materials, activities, and experiences that encourage the young child's creativity and aesthetic appreciation through the visual arts, music, body movement, and dramatic play. Curriculum is designed for 3-8 year olds. Unit Credits: 1-1, 2-1, 3-1 (45/0/0/0)

**ECED 106.0 Observation, Assessment & Guidance 3**

Introduces a variety of observation and guidance techniques fused in early childhood education setting birth to age eight. Unit Credits: 1-1, 2-1, 3-1 (45/0/0/0)

**ECED 111.0 Infant/Toddler Development 3**

Focuses on typical/atypical development of children in the prenatal period of development through 36 months. Planning curriculum in the domains of physical growth and motor skills, cognition and language, and social/emotional development are examined. Unit Credits: 1-1, 2-1, 3-1 (45/0/0/0)

**ECED 112.0 Preschool Child Development 3**

Focuses on typical/atypical development of the child ages 3 to 5 years in the domains of physical growth and motor skills, cognition and language, and social/emotional development. Unit Credits: 1-1, 2-1, 3-1 (45/45/0/0)

**ECED 113.0 Literature for Young Children 3**

Emphasizes the value of literature for young children. Acquaints the student with a wide variety of children's books and techniques for presenting stories to children. Identifies criteria for choosing and evaluating appropriate books for children. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ECED 115.0 Introduction to Early Childhood Education 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. Unit Credits: 1-1, 2-1, 3-1 (45/0/0/0)

**ECED 116.0 Early Language & Literacy 3**

Focus on the development of literacy and language skills from birth to age eight. The student will plan and prepare developmentally appropriate literacy and language activities. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

### **ECED 122.0 Practicum 1**

Designed to provide an orientation to practicum experiences in the early childhood education program. Students will review the process for setting up practicum forms used during practicum, understand child care licensing requirements for their state, obtain a current health report and have their names cleared through appropriate background checks. Students will understand practicum expectations and responsibilities, methods of evaluation and the importance of professionalism in the work place. (15/0/0/0)

### **ECED 123.0 School Age Child Development 2**

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. Unit Credits: 1-1, 2-1 (30/0/0/0)

### **ECED 124.0 Preschool & School Age Practicum 3**

Provides an understanding of the developmental stages of children from three to eight years of age by participating in hands-on experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interaction while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for children from 3-8 years of age are also presented. Unit Credits: 1-1, 2-1, 3-1 (0/0/0/135)

### **ECED 125.0 Infant/Toddler Practicum 2**

Designed to provide an understanding of the developmental stages of children six weeks through 36 months-of-age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interaction while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for infants and toddlers are also presented. Unit Credit: 1-1, 2-1 (0/0/0/90)

### **ECED 126.0 Safety, Health & Nutrition 3**

Examines the topics of promoting a safe and healthy environment, identifying childhood illnesses, caring for a sick child and recognizing nutritional functions as they relate to needs of children. It will include ways to teach these concepts to children. Unit Credits: 1-1, 2-1, 3-1 (45/0/0/0)

### **ECED 127.0 Responsible Parenting 3**

Designed to teach the responsible parenting of children—birth through adolescence. Developmental stages, behavior, discipline, nutrition, and positive techniques for dealing with common problems are covered. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

### **ECED 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

### **ECED 205.0 Children With Exceptionalities 3**

Theory, development and philosophy of early childhood education programs serving children with exceptionalities. Topics include working with families, legislation, role of the interventionist, interdisciplinary teams and inclusion of children with special needs in natural environments. Strongly suggest: Prior

knowledge of child growth and development. Unit Credits: 1-1, 2-1, 3-1 (45/0/0/0)

### **ECED 206.0 Early Childhood Education Curriculum Planning 3**

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. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

### **ECED 207.0 Family and Community Relationships 3**

Focuses on the development of skills, techniques and attitudes needed to form successful collaboration with diverse family systems and communities. Ten hours of community service learning. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/10)

### **ECED 224.0 Practicum II 5**

This practicum experience will provide the student an opportunity to use advanced techniques in developing lesson plans and teaching young children. Students will be introduced to director responsibilities. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (0/0/0/225)

### **ECED 241.0 The Professional Nanny 2**

An orientation to the nanny profession: dress, family relationships, behavior modification, creative play, preparation and an introduction to child care. Unit Credits: 1-1, 2-1. (30/0/0/0)

### **ECED 245.0 Administration of Early Childhood Education 3**

Students will learn how to manage a childcare program. Budget, recordkeeping, staff, parents, public relations, and business practices are covered; steps involved in setting up a childcare program are emphasized. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

### **ECED 280.0 Graduation Seminar 1**

*Prereq. Student must have completed or is registered for all classes required for obtaining diploma or degree*

Students will meet weekly with early childhood instructor/instructors to finalize creation of student portfolio. The seminar will also provide a chance to complete graduation. The graduating student will be required to present his/her portfolio to a group of people who can consist of peers, instructors, and associate deans. (15/0/0/0)

### **ECED 286.0 Cooperative Education/Internship II 8**

(See page 24 for course description.)

## **Economics Course Descriptions**

### **ECON 110.0 Economic Understanding 3**

Deals with both micro and macroeconomics. Microeconomics concepts of supply, demand, competitive vs. monopolistic pricing, and macroeconomic concepts of total income, output, production, and prices are included. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)



**ECON 211.0 Principles of Macroeconomics 3**

A study of the functioning of American capitalism through an analysis and application of its underlying theories. Matters affecting national interests. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ECON 212.0 Principles of Microeconomics 3**

A study of supply and demand, allocation of resources, consumption, distribution of income and wealth, profits and incentives, current economic problems, and international economics. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Education Course Descriptions

**EDUC 111.0 Introduction to Education 3**

An introduction to the major issues facing American education with special emphasis on employment opportunities, trends in education, curriculum, and instruction. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**EDUC 150.0 Pre-Student Teaching Experience & Observation 1**

*Prereq. EDUC 111.0 which may be taken concurrently with EDUC 150.0*

Designed to help students assess their potential and interest in a teaching career and develop the principles and concepts in EDUC 111. Students will work under the direction of a specific teacher for 50 hours and document their observation experience. (0/0/50/0)

**EDUC 200.0 Fundamentals of Educational Psychology 3**

A study of human behavior as it relates to physical and psychological growth and development, especially in the context of schools. Students will survey a variety of psychological growth models for use in understanding and interpreting behavior in the educational process. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**EDUC 228.0 Individuals With Exceptionalities 3**

An introduction to special education and an understanding of "exceptional children" as relating to their wants and needs. Students cannot get credit for both EDUC 228.0 and HUSR 228.0. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**EDUC 250.0 Pre-Student Teaching Experience & Observation 1**

*Prereq. EDUC 150.0*

Designed to help students further assess their potential and interest in a teaching career. Students will work under the direction of a specific teacher for a period of two to four hours per week. (0/0/45/0)

**EDUC 291.0 Instructional Technology for Teachers 3**

*Prereq. EDUC 111.0 and INFO 112.0 or demonstration of computer literacy skills (basic knowledge of computers, Internet, email, etc.) and permission of the instructor.*

This course will introduce preservice teachers to a variety of technologies and strategies for their use in the instructional process to accommodate diverse students. (45/0/0/0)

### Hastings College Bound Education Agreement

The following courses are a part of the Hastings College Bound Education agreement, and are offered only through Hastings College:

**EDUC 201.0 Elementary Mathematics Methods II 3**

Designed for students majoring in elementary education. Theories on how children learn and develop are explored and current approaches are modeled. Multicultural activities, adaptations for the needs of all children, standards based content and various instructional strategies are a pervasive part of the course. This course is offered through the Hastings College Bound Education agreement. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**EDUC 203.0 Elementary School Music Methods 2**

Designed for students majoring in the field of music education. Theories on how children learn and develop are explored and current approaches are modeled. Observations of children and master teachers are made. Lesson planning and hands-on teaching experiences in the musical areas of singing, playing, listening, moving, creating, and reading are emphasized within an elementary school laboratory setting. Multi-cultural activities, adaptations for the needs of all children, and assessment techniques are a pervasive part of the course. (45/0/0/0)

**EDUC 205.0 Growth & Learning 3**

An examination of concepts, theories, models, and issues regarding the growth and learning of children and youth and the implications for teaching practices. The course builds a bridge between theory and practice by engaging in teaching performance both in class and in the field. (45/0/0/0)

**EDUC 210.0 Introduction to Special Education 3**

A survey of the characteristics of each exceptionality including the etiological, psychological, and sociological development; the relevance of the historical development of current issues and the implications of the exceptionalities for the educational process. Students cannot get credit for both HUSR 228.0 and EDUC 210.0. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**EDUC 242.0 Classroom Management 2**

A course designed to examine the many causes of discipline problems in today's classrooms and the various strategies which can be used by teachers to minimize or eliminate these problems. Various discipline models will be examined and evaluated. This course is offered through the Hastings College Bound program at Hastings College. (30/0/0/0)

**EDUC 245.0 Elementary School Physical Education Methods 3**

Course is designed for students majoring in the elementary education. Theories on how children learn and develop are explored and current approaches are modeled. Observations of children and



master teachers are made. Lesson planning and hands-on teaching experiences in the physical education areas of skill proficiency, lesson design, and content development are emphasized within an elementary school laboratory setting. Multicultural activities, adaptations for the needs of all children, standards based content and various instructional strategies are a pervasive part of the course. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**EDUC 295.0 Art for Elementary Teachers 3**

A course designed to familiarize elementary teachers with basic art concepts and their classroom applications; introduce materials, concepts, and techniques relevant to the elementary student; introduce measurements to evaluate children's abilities and needs. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## **Electrical Technology Course Descriptions**

**ELTR 124.0 Electrical Theory 3**

Introduces the basic concepts of electricity involving the behavior of direct current and alternating current. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ELTR 128.0 Introduction to Residential Wiring 3**

The identification and use of hand tools used in the electrical trade, and the study of different types of wire connections. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ELTR 131.0 Residential Materials & Devices 3**

A study of many materials as to identification and use on the job. Includes identification of various types and sizes of wire and a brief look at lighting requirements. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ELTR 133.0 Electrical Codes 3**

Local, state, and national code publications covering enforcement, jurisdiction and code regulations. Unit credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ELTR 136.0 Residential Branch Circuits 3**

*Prereq. ELTR 128.0*

Grounding practices and installation techniques for switches and receptacles commonly found in residential applications. The student will be expected to apply relevant code requirements to various circuit layouts. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ELTR 138.0 Special Circuits & Services 3**

*Prereq. ELTR 136.0*

The wiring of window air conditioners, G.F.C.I. circuits, low voltage wiring, wiring in existing locations, and service entrance installations. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ELTR 140.0 Residential Heating & Air Conditioning 3**

The field wiring of control heating and air conditioning systems. The student will study the controls associated with con-

necting a central heating and central air conditioner together. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ELTR 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

**ELTR 225.0 Commercial Materials & Devices 3**

A study of materials and devices used in commercial wiring as to their identification and use on the job. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ELTR 227.0 Commercial Code Study 3**

The study of the code pertaining to commercial type wiring is included. Areas covered are branch circuits, services, over-current protection, and grounding. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ELTR 230.0 Commercial Tools 3**

*Prereq. ELTR 227.0*

This course covers commercial wiring practices of commercial wiring installation methods. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ELTR 231.0 Commercial Lighting & Motor Application 3**

An in-depth study of commercial lighting, fuse types and classifications, and motor circuit calculations and installations. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ELTR 233.0 Commercial Service Equipment 3**

Commercial wiring practices and methods of wiring commercial services, feeder panels, emergency equipment, and circuit layouts are included in this course. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ELTR 240.0 Blueprint Reading 3**

The student will study specification manuals, evaluate blueprints and become familiar with detailed drawings. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ELTR 241.0 Electrical Estimating 3**

This course of study provides fundamental concepts to develop estimates for electrical work. It includes guidelines for profit margins and procedures for listing materials and labor units. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ELTR 242.0 Motor Controls 4**

*Prereq. ELTR 124.0*

Students study basic control devices and circuits to more complex controls and circuits involved with starting and stopping, sequencing, interlocking, etc. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

**ELTR 244.0 Industrial Controls 4**

Students study more complex control circuits and devices to include time delay circuits, reversing circuits, power distribution systems, and solid state relays. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

**ELTR 246.0 Advanced Industrial Controls 4**

Covers the operation of solid state control devices, preventative maintenance and troubleshooting techniques, applications of photoelectric devices, reduced voltage starters, and braking and speed control circuits. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

**ELTR 247.0 Introduction to Programmable Controllers 3**

*Prereq. ELTR 242.0*

Designed to assist the student in their understanding of how a programmable control managed system works, and how the programmable controller fits into an industrial operation. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ELTR 251.0 AC Motor Theory & Nomenclature 3**

The student will cover the various types of AC motors and study their various applications and operating characteristics. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ELTR 253.0 AC Motor Repair 3**

Covers basic maintenance of electric motors. Includes all types of motors. Students learn to identify defective components, analyze motor problems, and repair electric motors. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ELTR 286.0 Cooperative Education/Internship II 8**

(See page 24 for course description.)

## Electronics Technology Course Descriptions

**ELNS 110.0 DC Electronics 3**

*Prereq. Basic understanding of basic algebra or concurrent enrollment in MATH 100 or 108.*

The student will develop the basics associated with current, voltage, resistance, magnetism, Ohms law and electrical measurement. Students will also learn to use test equipment such as voltmeters and oscilloscopes to take measurements and troubleshoot DC circuits. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**ELNS 120.0 AC Electronics 3**

*Prereq. Satisfactory completion of ELNS 110, and an understanding of trigonometry and algebra*

Introduces the student to concepts of alternating current electronics. They will apply voltage, resistance, magnetism, Ohms law, and electrical measurements to circuits with an alternating voltage source. The effects of signal frequency on capacitive and inductive reactance and the effects reactance on various circuit configurations will be studied. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**ELNS 130.0 Devices 4**

*Prereq. Satisfactory completion of ELNS 120, and an understanding of trigonometry and algebra*

The student will be able to analyze, fabricate, and demonstrate an understanding of the properties of semiconductor cir-

cuits to include but not limited to diodes, transistors, FETs, and MOSFETs. The student will also be able to analyze, fabricate, and demonstrate an understanding of the operation of single stage amplifiers and special devices to include but not limited to SCRs, triacs, and diacs. Test equipment will be used for verification of operation. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**ELNS 140.0 Analog Circuits 4**

*Prereq. Satisfactory completion of ELNS 130 and an understanding of trigonometry and algebra*

The student will be able to analyze, fabricate and demonstrate an understanding of the properties of multistage amplifiers, linear and switching power supplies, operational amplifier circuits, audio power amplifiers, active filter circuits and oscillator circuits. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**ELNS 144.0 PCB Repair 2**

Develop proper skills in soldering and printed circuit board repair. Unit Credits: 1-1, 2-1. (20/30/0/0)

**ELNS 148.0 Linux for Technicians 3**

An introduction to the fundamentals of the Linux operating system. Students will acquire the basics of architecture, administration, and configuration of a Linux system. Unit Credits 1-1, 2-1, 3-1. (30/45/0/0)

**ELNS 150.0 Digital Electronics 3**

*Prereq. Satisfactory completion of ELNS 130, ELNS 140, a course in algebra*

The student will be able to analyze, fabricate, and demonstrate an understanding of the properties of digital circuits to include but not limited to number systems, logic gates, flip-flops, registers, counters, and timing circuits. The student will also be able to analyze, fabricate, and demonstrate an understanding of the operation of multiplexer, demultiplexer, ADC, DAC, encoder, decoder, and digital display circuits. Test equipment will be used for verification of operation. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ELNS 155.0 Communication Techniques 2**

*Prereq. Satisfactory completion of ELNS 150*

A broad overview of communication techniques, encompassing AM and FM broadcasting, microwave communications, telephony, and data communications. Unit Credits: 1-1, 2-1. (15/45/0/0)

**ELNS 167.0 Computer Repair I 3**

The basic operating principles of computer system components. Personal computers will be assembled and disassembled, software and hardware will be installed, and basic troubleshooting and preventative maintenance functions will be performed. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**ELNS 174.0 LAN Basics 3**

Introduces the student to basic computer network terminology, communication protocols, OSI model, and networking hardware. Students will assemble cables, connect computers in various topology configurations. Study basic computer network

security, threats, and attack prevention. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

## **ELNS 175.0 Cisco 1-Introduction to Data Network Systems 3**

Introduces the student to the computer network terminology, design principles, topology, and protocols. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

## **ELNS 176.0 Cisco 2-Introduction to Router Configuration 3**

*Prereq. Satisfactory completion of ELNS 175.*

An introductory course on Cisco router configuration, and routing protocols. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

## **ELNS 177.0 Cisco 3-Introduction to Switched Network & Security 3**

*Prereq. Satisfactory completion of ELNS 176*

A continuation of Cisco II, covering Virtual LAN's, and network switching. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

## **ELNS 178.0 Cisco 4-Wide Area Network Design & Support 3**

*Prereq. Satisfactory completion of ELNS 177*

A basic Wide Area Networking course covering Frame Relay, ISDN, and WAN security. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

## **ELNS 186.0 Cooperative Education/Internship I 8**

(See page 26 for course description.)

## **ELNS 240.0 Telecommunications 4**

*Prereq. ELNS 110.0 & ELNS 120.0*

The role of Telecommunication Organizations and Standardization; the Public Switched Telephone Network (PSTN); Signals Carried Over the Network; Transmission Media and Systems; Intelligent Networks and Telecommunications Network Management; Internet Technology. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

## **ELNS 241.0 IP Telephony 3**

Introduces the student to voice over IP (VoIP) technology and the new world of digital convergence. Students will setup and configure VoIP systems and integrate VoIP into existing data networks and legacy telephony communications systems. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

## **ELNS 250.0 Embedded Systems Programming 3**

Introduces the student to various embedded system programming languages and applications. This course will expose the student to the basics of program design, development and deployment. Students will receive hands-on practice using the latest in development tools on two different operating systems. Students will program in Assembly, Visual Basic, and C. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

## **ELNS 260.0 Microprocessors 3**

*Prereq. Satisfactory completion of ELNS 150*

Introduction to hardware and software techniques in microcontroller-based designs, dealing specifically with real world applications of microcontrollers. Microprocessor-based systems

provide the backbone for automated controls used in homes, industry and hospitals, etc. In this course the student will study the use of different base numbering systems used by microcontrollers and technicians, study the architecture of microcontrollers, learn to program microcontroller, design interface circuits, and debug software for microcontroller application. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

## **ELNS 267.0 Computer Repair II 3**

*Prereq. ELNS 167*

This is the second part of a two-part course in computer repair. The student will study the basic operation principles of computer systems and components. Personal computers will be assembled and disassembled, software and hardware will be installed, device drivers will be installed, and basic troubleshooting and preventative maintenance functions will be performed. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

## **ELNS 279.0 Implementing Microsoft Windows Server 3**

*Prereq. Microsoft Windows 2000 Essentials or ELNS 175.0 (may be taken concurrently)*

This course is intended for new-to-product students and support professionals who will be responsible for installing, configuring, customizing, and supporting Windows 2000 Server. The course is direct study for Microsoft MCSA/MCSE certification exam 70-215 Installing, Configuring, and Administering Microsoft Windows 2000 Server. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

## **ELNS 280.0 LAN Linux 3**

*Prereq. Satisfactory completion of INFO 148.0*

Introduces the student to Unix Networking. The course uses the Linux operating system to help the student become familiar with Unix networking environment configuration and server management. The student will be able to setup a Unix server from the ground up - including the setup of user accounts and file system recourses. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

## **ELNS 281.0 A+ Certification Preparation 3**

*Prereq. Satisfactory completion of ELNS 267*

Prepares the student for the Computer Technology Industry Association's A+ Certification Examination. A+ Certification is an internationally recognized credential for the computer professional. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

## **ELNS 282.0 Linux+ 3**

*Prereq. Satisfactory completion of INFO 148.0*

This course will help the student develop skills in advanced Linux administration and management. The student will study the following topics: planning the implementation, installation requirements, basic configuration, Linux administration, system maintenance, troubleshooting, and hardware configuration. The topics covered will prepare the student for the CompTia Linux+ certification examination. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

## **ELNS 283.0 Server + 3**

*Prereq. Satisfactory completion of ELNS 175, ELNS 279, and ELNS 280*

Server+ trains the student in the Industry Standard Server Architecture (ISSA) issues. The Server+ course will help the



student master the skills needed to manage servers produced by all manufacturers. This course is designed to prepare the student for the Server+ certification exam offered by CompTia. CompTia developed the Server+ exam to be vendor neutral. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ELNS 284.0 Security+** **3**  
*Prereq. Satisfactory completion of ELNS 175, ELNS 176, ELNS 177 and ELNS 178*

Security+ trains the student in foundation level computer network security. This course is designed to prepare the student for the Security+ certification exam offered by CompTia. Security+ is a vendor neutral certification spanning a comprehensive range of security knowledge areas. Unit Credits: 1-1, 2-1, 3-1. (45/30/0/0)

**ELNS 285.0 Ethical Hacking** **3**

Students will develop skills in the testing and protection of data network systems. Conduct data assurance testing, forensic analysis and security audits on computer network systems. Utilize some of the tools hackers use in their trade to help students develop and understand the needed counter measures to prevent compromise. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**ELNS 286.0 Cooperative Education/Internship II** **8**  
 (See page 24 for course description.)

**ELNS 291.0 Windows Directory Infrastructure** **3**

Offers the student an opportunity to prepare for one of the six Microsoft Certified System Engineers Exams. This course covers Implementing and Administering a Windows Directory Infrastructure. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**ELNS 292.0 Microsoft Windows 2000 Professional** **3**  
*Prereq. Microsoft Windows 2000 Essentials or ELNS 175.0 (may be take concurrently)*

This course is intended for new-to-product students and support professionals who will be responsible for installing, configuring, customizing, and supporting Microsoft Windows 2000 Professional. The course is direct study for Microsoft MCSA/MCSE certification exam 70-210 Installing, Configuring, and Administering Microsoft Windows 2000 Professional. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**ELNS 293.0 Microsoft Windows Network Infrastructure** **3**

*Prereq. ELNS 279.0 MCSA/MCSE I Implementing Microsoft Windows 2000 Professional and Server*

Offers the student an opportunity to prepare for the Microsoft Certified System Administrator / Microsoft Certified System Engineers Exams. This course covers the Microsoft 70-216 Implementing and Administering Windows Network Infrastructure Exam. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**ELNS 296.0 Microsoft Windows Network Administration** **3**

*Prereq. ELNS 279.0 MCSA/MCSE I Implementing Microsoft Windows 2000 Professional and Server*

Offers the student an opportunity to prepare for the Microsoft Certified System Administrator / Microsoft Certified System Engineers Exams. This course covers the Microsoft 70-218 Managing a Microsoft Windows 2000 Network Environment Exam. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

## English Course Descriptions

**ENGL 098.0 Basic Writing** **3**

Allows students to develop and improve basic grammar, punctuation, and sentence structure while practicing the writing process. These credits will not apply toward a degree or diploma. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENGL 100.0 Applied Writing** **3**

*Prereq. Appropriate writing placement score*

Emphasis on the relationship between strong writing skills and career and college success. This course is primarily intended for AAS students. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENGL 101.0 English Composition** **3**

*Prereq. Appropriate writing placement score*

English Composition is designed to develop writing skills. Students write papers and essays which emphasize the importance of clarity, idea development, focus, organization, word choice, logic, and sentence construction. The process of planning, writing, revising, and editing essays for a particular audience and basic research-related skills are also emphasized. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENGL 102.0 Writing & Research** **3**

*Prereq. Successful Completion of ENGL 101 or acceptable writing placement score*

Focuses on extended research-based writing and/or projects, including a required research paper. Emphasis is on research and organizational strategy and the proper use and integration of multiple sources. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENGL 123.0 Business Communication** **3**

*Prereq. Appropriate writing placement score*

Examines business communication theory and issues with emphasis on writing effective business correspondence and reports. This course is recommended for AAS students who may continue on for an additional degree. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENGL 124.0 Technical Communications** **3**

*Prereq. Appropriate writing placement score*

Explores the language and forms appropriate to the reporting of technical information with emphasis on process and report components. This course is recommended for AAS students who may continue on for an additional degree. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENGL 210.0 Introduction to Literature** 3  
*Prereq. Completion or concurrent enrollment in ENGL 100.0, ENGL 101.0, or ENGL 102.0.*

This course introduces students to the major genres and conventions associated with literature. It includes fiction, poetry, and drama. By employing critical reading/thinking skills and analytical and creative writing skills, students will understand literature more fully. This course exposes students to a range of authors representing a variety of cultural and ethnic backgrounds. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENGL 234.0 American Literature** 3  
*Prereq. Completion or concurrent enrollment in ENGL 100.0, ENGL 101.0, or ENGL 102.0.*

Studies the American experience as seen in the works of established and emerging American writers. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENGL 237.0 Non-Western Literature** 3  
*Prereq. Completion or concurrent enrollment in ENGL 100.0, ENGL 101.0, or ENGL 102.0.*

Considers contemporary literary works from a variety of non-western countries and/or cultures written from a native perspective. A majority of the works will be literature in translation. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**ENGL 250.0 Children's Literature** 3  
*Prereq. Completion or concurrent enrollment in ENGL 100.0, ENGL 101.0, or ENGL 102.0.*

Focuses on growth needs of children, the spectrum of children's literature and its genres, book selection, critical analysis, and techniques of enjoying and working with literature and children. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Geography Course Descriptions

**GEOG 140.0 Cultural Geography** 3  
 The study of the geography of human activity through examination of the cultural traits that characterize different societies in the world. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Health Information Management Services Course Descriptions

Before enrolling in courses, please refer to this program's admissions guidelines.

**HIMS 101.0 Basic Medical Terms** 2  
 Learn medical words and word parts, emphasizing spelling, syllabication, pronunciation, and definition of medical terms. Unit Credits: 1-1, 2-1. (30/0/0/0)

**HIMS 102.0 Medical Terminology** 3  
 Learn the meaning, spelling and pronunciation of medical terminology in order to develop the medical vocabulary needed to work in a medical setting. Medical abbreviations and symbols will also be covered. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HIMS 125.0 Introduction to Health Information Management** 3  
 Orientation to the health information management profession. Introduction to primary and secondary record systems; content and structure of health care data and data sets; collection, analyses, and storage methods; and retrieval of patient data elements. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HIMS 130.0 Legal Aspects of Health Information Management** 2  
 Study of legal principles related to health information; legal terminology and procedures; court systems; and liability of health care providers. Unit Credits: 1-1, 2-1. (30/0/0/0)

**HIMS 135.0 Health Care Delivery Systems** 2  
*Prereq. HIMS 125.0*  
 Orientation to the organization of the health care industry and current trends in health care delivery systems. Issues related to accreditation standards, licensing, and government regulations are included. Unit Credits: 1-1, 2-1. (30/0/0/0)

**HIMS 225.0 Health Care Statistics** 2  
*Prereq. MATH 114.0*  
 Learn the process of collection of health-related numerical data, its analysis, interpretation, presentation, and use to meet various needs such as patient care, management of a facility, and mandatory reporting requirements. Unit Credits: 1-1, 2-1. (30/0/0/0)

**HIMS 230.0 HIMS Applications I** 3  
*Prereq. HIMS 130.0, HIMS 135.0, HIMS 251.0*  
 Explore existing and emerging processes and technologies used for the collection, management, and release of clinical data. Apply knowledge of data collection systems to simulated and/or real scenarios. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**HIMS 235.0 HIMS Applications II** 3  
*Prereq. HIMS 225.0, HIMS 230.0, HIMS 259.0 (or in conjunction), HIMS 260.0 (or in conjunction)*

Explore existing and emerging processes and technologies used for statistical, quality assessment, clinical coding and personnel management activities. Apply knowledge of these activities to simulated and/or real scenarios. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**HIMS 251.0 ICD-9-CM Coding** 3  
*Prereq. HIMS 102.0, HIMS 125.0, MEDA 220.0 (or in conjunction), BIOS 126.0 (or instructor consent)*  
 Study of the ICD-9-CM medical coding system, official coding guidelines, and assignment of codes to various clinical statements, scenarios, reports and patient records. Exploration of coding resources and tools. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)



**HIMS 256.0 CPT/HCPCS Coding 2**

*Prereq. HIMS 251.0*

Study of the CPT/HCPCS medical coding system and assignment of codes to various clinical statements, scenarios, reports and patient records. Exploration of coding resources and tools. Unit Credits: 1-1, 2-1. (30/0/0/0)

**HIMS 259.0 Healthcare Reimbursement Methods 3**

*Prereq. HIMS 256.0*

Study of various reimbursement schemes used in health-care (RBRVS, APCs, DRGs) and the medical billing transaction process. Introduction to payer-specific payment policies. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HIMS 260.0 Quality Assessment 3**

*Prereq. HIMS 225.0*

Introduction to the principles of the quality assessment process in health care and to provide the student with a framework for gaining skills in collecting and analyzing data. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HIMS 270.0 Professional Practice Experience I 3**

*Prereq. HIMS 230.0 (or in conjunction)*

Practical health information management experience in a health care setting under the supervision and direction of the employer. (15/0/120/0)

**HIMS 275.0 Professional Practice Experience II 3**

*Prereq. HIMS 235.0 (or in conjunction), HIMS 259.0 (or in conjunction), HIMS 260.0 (or in conjunction)*

A continuation of Professional Practice Experience I in which the student will be given more advanced health information management experience in a health care setting under the supervision and direction of the employer. (15/0/120/0)

**HIMS 280.0 Practicum 3**

*Prereq. All courses required for diploma or instructor consent*

Practical experience in a health care setting under the direction of the employer. (15/0/120/0)

## Health Services And Safety Course Descriptions

**HLTH 101.0 Principles of Interpreting I 3**

Foundations of and principles of interpreting, understanding the role and responsibilities of interpreters, cultural competencies and professional practices. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HLTH 102.0 Medical Interpreting Procedures 3**

This course focuses on skill building for vocabulary development, grammar and punctuation and translating medical histories. It focuses on modes of medical interpreting setting, face to face, video medical interpreting and telephonic interpreting. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HLTH 120.0 Nursing Assistant 3**

Basic nursing knowledge and skills course for the nurse assistant in a health care setting. Meets the requirements of Public Law 100-203 OBRA and is approved by the Nebraska Department of Health. (45/31/0/0)

**HLTH 121.0 Medication-Aide Nursing Home 3**

Introduction to pharmacology, including basic knowledge and skills to safely administer medications. This 48 clock hour course prepares the student to acquire the medication administration competencies required to work in a long term care or other health care facility and to take the test required by the Nebraska Department of Health and Human Services designated for Medication Aide. Unit Credits: 1-1, 2-1, 3-1. (48/0/0/0)

**HLTH 147.0 Nutrition 3**

Introduction to the science of human nutrition and the relationship between nutrition and health throughout the life cycle. Includes current food and nutrition recommendations for health promotion. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HLTH 150.0 Limited Radiography I 3**

Course covers the basic knowledge of radiography including basic radiation physics and techniques, protection and safety, and professional relationships that prepares the student for the ARRT certification examination and practice as a limited radiographer. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HLTH 151.0 Limited Radiography II 3**

*Prereq. HLTH 150.0*

Sequential course covers the radiographic anatomy, positioning and procedures to meet the one or more specialized competencies for beginning limited radiographers. Unit Credits: 1-1, 2-1, 3-1. (20/67/0/0)

**HLTH 175.0 Emergency Medical Technician (EMT) 6**

*Prereq. CPR certification (Healthcare Provider)*

Prepares the student for certification as a basic life support emergency medical technician. Meets DOT and State of Nebraska guidelines and qualifies the students to take the National Registry Exam. The National Registry Exam is required to achieve EMT certification. (75/35/10/0)

**HLTH 178.0 First Responder 3**

*Prereq. CPR certification (Healthcare Provider)*

Follows the Department of Transportation approved course outline for training "first responders" to accidents or medical emergencies. The National Registry Exam is required to achieve First Responder certification. (30/20/0/0)

**HLTH 182.0 Pre-Hospital Emergency Care Course For Nurses 3**

*Prereq. CPR certification (Health Care Provider) and current RN or LPN License*

Addresses DOT objectives based on the content of the 1994 EMT curriculum and prepares nurses to work in the field as EMTs. Recognizes the formal training the RN or LPN has already received, thus avoiding unnecessary repetition. The Na-

tional Registry exam is required to achieve EMT certification. (38/15/0/0)

**HLTH 184.0 EMT Refresher 2**

Meets DOT and State of Nebraska approval for updating skills of active EMTs. Based on the content of the 1994 EMT curriculum. (30/0/0/0)

**HLTH 186.0 Cooperative Education /Internship I 8**

(See page 24 for course description.)

**HLTH 187.0 EMT Bridge 4**

*Prereq. First Responder certification*

Covers the material necessary for a student to progress from the level of Nebraska First Responder to Emergency Medical Technician. DOT objectives based on the content of the 1994 EMT curriculum are utilized. The National Registry exam is required for EMT certification. (45/30/10/0)

**HLTH 188.0 First Responder Refresher 1**

*Prereq. First responder certification*

Course is designed to ensure that the students have the necessary knowledge and skills to continue to function as first responders. Meets DOT and Nebraska Department of Health & Human Services approval for updating skills of first responders. (15/0/0/0)

**HLTH 201.0 Principles of Interpreting II 3**

The course is a continuation of theoretical foundations and principles for interpreters, the role of the interpreter, cultural competencies, and professional practices including modes of interpreting voice and HIPPA regulations. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HLTH 202.0 Advanced Medical Interpreting Procedures 2**

This course deals with interpreting in the health care industry legal and ethical issues of interpreting including end of life encounters and the internship. The course is designed as the capstone experience for the program. Unit Credits: 1-1, 2-1, (30/0/0/0)

**HLTH 211.0 Introduction to Paramedicine 2**

*Prereq. Current CPR; current EMT certification; concurrent with HLTH 212, HLTH 213, HLTH 214, HLTH 223*

Introduction to the roles and responsibilities of the paramedic, preservation of personal health and mental wellness, legal and ethical issues in the out-of-hospital environment, principles of therapeutic communication, physiological, psychological and sociological changes throughout human development. (30/0/0/0)

**HLTH 212.0 Principles of Pathophysiology 1**

*Prereq. Concurrent with HLTH 211*

Introduction to general concepts of pathophysiology for assessment and management of emergency patients. (15/0/0/0)

**HLTH 213.0 Paramedic Pharmacology 3**

*Prereq. Concurrent with HLTH 211.*

Introduction to pathophysiological principles of pharmacology and application of field assessment, implementation of pharmacologic management plan including safe and precise venous routes for access and administration of medications. (38/15/0/0)

**HLTH 214.0 Airway & Ventilation 1**

*Prereq. Concurrent with HLTH 211*

Introduction to knowledge and skills necessary for understanding airway pathology, establishment and maintenance of patient airway, and ventilating a patient. (12/6/0/0)

**HLTH 215.0 Patient Assessment 2**

*Prereq. HLTH 223; concurrent with HLTH 216, HLTH 217, HLTH 224, HLTH 227*

Introduction to principles of medical history taking, explanation of significance of physical exam findings, techniques of physical examination, clinical decision making to form a field impression, dissemination of patient information, and documentation of essential patient assessment, care and transport. (30/0/0/0)

**HLTH 216.0 Trauma 3**

*Prereq. Concurrent with HLTH 215*

Application and integration of pathophysiological principles and assessment finding to formulate a field impression and implement the treatment plan for the trauma patient. Integrates principles of incident management, multiple casualty incidents, rescue awareness, and safe operation at a crime scene. (30/30/0/0)

**HLTH 217.0 Cardiology I 2**

*Prereq. Concurrent with HLTH 215*

Introduction to cardiac anatomy and physiology, cardiac rhythms, integration of pathophysiological principles and assessment, and implementation of treatment plan. (30/0/0/0)

**HLTH 218.0 Cardiology II 3**

*Prereq. HLTH 224, HLTH 227; concurrent with HLTH 219, HLTH 225, HLTH 228*

Secondary course in cardiology which includes patient assessment, algorithms, defibrillation and cardioversion, 12-lead defibrillator, and ACLS. (38/15/0/0)

**HLTH 219.0 Medical I 2**

*Prereq. Concurrent with HLTH 218*

Application and integration of pathophysiological principles and assessment findings to formulate and implement a treatment plan for the patient with respiratory, neurological, endocrine, and hematopoietic system problems. (30/0/0/0)

**HLTH 220.0 Medical II 3**

*Prereq. HLTH 225, HLTH 228, concurrent with HLTH 221, HLTH 222, HLTH 226, HLTH 229*

Application and integration of pathophysiological principles and assessment findings to formulate and implement a treatment plan for the patient with neurological, gastroenterological, toxicological, renal, allergic and anaphylactic, environmental, and psychiatric emergencies; infectious diseases. (45/0/0/0)

**HLTH 221.0 Obstetrics & Pediatrics 2**

*Prereq. Concurrent with HLTH 220*

Application and integration of assessment findings to formulate a field impression and implementation plan for management of gynecological, obstetrical, and pediatric emergencies. (30/0/0/0)

**HLTH 222.0 Special Considerations & Operations 2**  
*Prereq. Concurrent with HLTH 220*

Prepares students for special situations: geriatric emergencies, abuse and neglect; chronic care; assessment based management; ambulance operations; and hazardous materials. (30/0/0/0)

**HLTH 223.0 Paramedic Clinical I 1**  
*Prereq. Concurrent with HLTH 211*

Application of knowledge and skills in clinical and field settings. (0/0/45/0)

**HLTH 224.0 Paramedic Clinical II 1**  
*Prereq. Concurrent with HLTH 215*

Application of knowledge and skills in a clinical setting. (0/0/45/0)

**HLTH 225.0 Paramedic Clinical III 2**  
*Prereq. Concurrent with HLTH 218*

Application of knowledge and skills in a clinical setting. (0/0/90/0)

**HLTH 226.0 Paramedic Clinical IV 1**  
*Prereq. Concurrent with HLTH 220*

Application of knowledge and skills in a clinical setting. (0/0/45/0)

**HLTH 227.0 Paramedic Field Skills I 2**  
*Prereq. Concurrent with HLTH 215*

Application of knowledge and skills in a field setting. (0/0/90/0)

**HLTH 228.0 Paramedic Field Skills II 2**  
*Prereq. Concurrent with HLTH 218*

Application of knowledge and skills in a field setting. (0/0/90/0)

**HLTH 229.0 Paramedic Field Skills III 3**  
*Prereq. Concurrent with HLTH 220*

Application of knowledge and skills in a field setting. (0/0/135/0)

# Heating, Air Conditioning and Refrigeration Course Descriptions

**HVAC 125.0 Orientation, Safety & Hand Tools 1**  
 Acquaints the student with campus policies and method of

instruction. Also covers safety practices necessary for the environmental control field. (15/0/0/0)

**HVAC 126.0 Principles of the Refrigeration Cycle 2**  
 A study of the behavior of gas when compressed relating to expansion, temperature, and pressure change. Pressure and vacuum gauges are also used. Unit Credits: 1-1, 2-1. (30/45/0/0)

**HVAC 128.0 Basic Refrigeration Components 2**  
 Introduction to the components used in refrigeration systems that are repaired and replaced in the field. Unit Credits: 1-1, 2-1. (30/15/0/0)

**HVAC 129.0 Basic Service Operations 4**  
 Includes recovery, evacuation, recharging, repairing, and replacing parts and use of test instruments. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

**HVAC 130.0 Introduction to Electrical Components 2**  
 Introduction to the electrical components used in the refrigeration field. Unit Credits: 1-1, 2-1. (15/45/0/0)

**HVAC 131.0 Soldering & Brazing Practices 3**  
 Practical application of soft and hard solder used in the fields of refrigeration and air conditioning. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**HVAC 132.0 Hermetic System Servicing 6**  
 Repair and replacement of compressors, capillary tubes, and other components of the system. Unit Credits: 1-2, 2-2, 3-2. (60/90/0/0)

**HVAC 139.0 Introduction to Sheet Metal Practices 3**  
 Use of basic sheet metal tools, measurement, and layout of sheet metal. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HVAC 144.0 Gas Venting (H) 1**  
 Gas venting practices, design, and application. (15/0/0/0)

**HVAC 179.0 Electrical Principles & Practices 3**  
 Includes use of test instruments, definitions of current, voltage, impedance, ohms law, circuit construction, transformers, capacitors, and relays. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**HVAC 185.0 Refrigerant Certification 1**  
 The fundamentals of refrigerant recovering, recycling, and reclaiming. The safe use of refrigerants and the laws governing their use. Includes EPA exam. (15/0/0/0)

**HVAC 186.0 Cooperative Education/Internship I 8**  
 (See page 24 for course description.)

**HVAC 197.0 Refrigeration, Heating, Air Conditioning Applications 8**  
 Includes repair and installation of refrigeration, heating, and air conditioning equipment and layout and cost of repairs and/or installation. Designed to increase knowledge and experience in the refrigeration, heating, and air conditioning field. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1, 6-1, 7-1, 8-1. (60/180/0/0)

|   |          |
|---|----------|
| <b>HVAC 226.0 Motors &amp; Controls</b>   | <b>2</b> |
| Fundamentals of A.C. electric motors and controls, capacitors, pressure controls, and basic hermetic motor theory. Unit Credits: 1-1, 2-1. (30/15/0/0)  |          |
| <b>HVAC 227.0 Residential Load Calculations</b>   | <b>2</b> |
| Introduction to actual load figures using short forms on residential heating and cooling loads. Unit Credits: 1-1, 2-1. (30/0/0/0)  |          |
| <b>HVAC 229.0 Heat Pumps</b>  | <b>2</b> |
| Covers operation and parts of the heat pump, how heat pumps are applied, and basic maintenance procedures to be followed. Unit Credits: 1-1, 2-1. (30/15/0/0)   |          |
| <b>HVAC 230.0 Troubleshooting AC &amp; Heat Pumps</b>   | <b>3</b> |
| Students will analyze circuits and component faults that are inserted into the air conditioner and heat pump simulator software program. The student must locate and repair the faults with the use of a computer. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0) |          |
| <b>HVAC 231.0 Air Conditioning Service</b>  | <b>3</b> |
| The practice of procedures used in servicing the heating and air conditioning equipment in a residential or small commercial establishment. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)  |          |
| <b>HVAC 232.0 Sheet Metal Practice</b>  | <b>4</b> |
| Fundamental sheet metal work practice in heating and air conditioning. How to install duct work in residential and commercial applications and layout and fabrication of duct work. Unit Credits: 1-2, 2-2. (45/45/0/0)                                     |          |
| <b>HVAC 233.0 Air Conditioning Controls</b>   | <b>3</b> |
| Basics of electric controls, practice in servicing, and calibration procedures for heating and cooling controls. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)   |          |
| <b>HVAC 236.0 Heating Service</b>   | <b>4</b> |
| Practice of procedures used in servicing the electrical and mechanical components of heating systems. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)   |          |
| <b>HVAC 240.0 Short Course Air Conditioning Service</b>   | <b>2</b> |
| Includes use of test instruments, service tools, brazing, and soldering operations, charging and evacuating compressor units. Unit Credits: 1-1, 2-1. (30/0/0/0)  |          |
| <b>HVAC 249.0 Boilers, Hot Water, &amp; Steam</b>   | <b>3</b> |
| Includes hydronic principles and operation of hot water and steam boilers, disassemble and assemble a circulating pump, troubleshooting of boiler systems, and procedures for placing boilers into operation. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)       |          |
| <b>HVAC 286.0 Cooperative Education/Internship II</b>   | <b>8</b> |
| (See page 24 for course description.)   |          |

## History Course Descriptions

|  |          |
|--|----------|
| <b>HIST 100.0 Western Civilization I</b>   | <b>3</b> |
| A survey examination of the civilizations and cultures of ancient Mesopotamia and Egypt, the Greeks and Romans, the Middle Ages, and the Renaissance and Reformation. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)                              |          |
| <b>HIST 101.0 Western Civilization II</b>  | <b>3</b> |
| A survey examination of the Age of Absolutism, the French Revolution and Napoleon, the rise of Liberalism and Nationalism, Imperialism, and both world wars. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)                                       |          |
| <b>HIST 170.0 World Civilization I</b>   | <b>3</b> |
| This course is a survey of the world's cultures and their interactions from the rise of civilization through the age of European expansion. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)  |          |
| <b>HIST 171.0 World Civilization II</b>  | <b>3</b> |
| This course is a survey of the world's cultures from the age of the era of European expansion to the present day. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)  |          |
| <b>HIST 201.0 American History I</b>   | <b>3</b> |
| A survey of American history from the age of discovery through the Civil War. Emphasis on political, economic, and social problems in the growth of the American nation. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)                           |          |
| <b>HIST 202.0 American History II</b>  | <b>3</b> |
| A survey of American history from the end of the Civil War to the present day. Emphasis on political, economic and social problems accompanying America's rise as an industrialized world power. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)   |          |
| <b>HIST 215.0 Introduction to Latin America</b>  | <b>3</b> |
| A survey of Latin American history and culture from the earliest Native American civilizations to present. Included will be the political, economic, and cultural themes in this important region. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0) |          |

## Hospitality Management And Culinary Arts Course Descriptions

|   |          |
|---|----------|
| <b>HMRM 124.0 Sanitation &amp; Safety</b>   | <b>3</b> |
| Study of concerns regarding proper sanitation procedures in the industry. Emphasis on federal and state food codes, including the HACCP system, and kitchen safety issues. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0) |          |



**HMRM 125.0 Orientation to the Hospitality Industry 3**

Exploration of jobs in the hospitality industry. Study of customer service skills and development of preliminary career goals. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HMRM 130.0 Menu Writing 3**

Study of the mechanics used in developing menus in preparation for writing buffet, banquet, and restaurant menus. Menus will be analyzed for profitability. Desktop publishing will be used to design and print menus. Offered once a year. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**HMRM 135.0 Front Office Procedures 3**

*Prereq. HMRM 125.0*

A study of front office operations, customer service, and computer applications. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**HMRM 139.0 Conventions/Group Business 3**

*Prereq. HMRM 125.0 and HMRM 135.0*

Study of marketing strategies used to promote a hotel/restaurant property for group business and conventions. Customer service emphasized. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HMRM 146.0 The Pantry 4**

*Prereq. HMRM 124.0*

Students will study the duties of the garde manger. Emphasis is placed on appetizers, soups, sandwiches, salads and attractive food presentation. Students will be responsible for recipe selection and cost analysis for each item. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**HMRM 154.0 The Bake Shop 4**

*Prereq. HMRM 124.0*

Students will study methods of preparing yeast breads, muffins, biscuits, cakes, pies, and other desserts. They will be responsible for recipe selection and cost analysis for each item. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**HMRM 180.0 Cake Decorating 3**

Students will study the techniques of cake decorating from basic techniques to advanced flowers and marzipan. Offered once per year. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**HMRM 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

**HMRM 190.0 Purchasing & Receiving 3**

*Prereq. HMRM 124.0*

Students study basic principles of purchasing and receiving goods, both perishable and nonperishable. Students will be responsible for purchasing and receiving goods used in the Woodlands Dining Room kitchen. Offered once a year. Unit Credits: 1-1, 2-1, 3-1. (35/10/0/0)

**HMRM 210.0 Advanced Yeast Breads 2**

*Prereq. HMRM 154.0*

Students will expand their bread-baking skills. Lab work will include kugelhupf, savarin, braided breads, croissants,

bagels, and other specialty breads assigned by the instructor. (15/45/0/0)

**HMRM 212.0 Pastries 2**

*Prereq. HMRM 154.0*

Students will expand their pastry preparation skills. Lab work will include eclairs, meringue, petit fours, puff pastry, flans, and other pastries assigned by the instructor. (15/45/0/0)

**HMRM 214.0 Garde Manger 2**

*Prereq. HMRM 146.0*

Students will further their garde manger skills. Lab work will include pates, terrines, galantines, and ice carving. Plate and buffet presentations will be explored. (15/45/0/0)

**HMRM 218.0 Advanced Sauces 2**

Students will expand their skills in preparing sauces. Lab work will include the secondary and small sauces from white, brown, and red sauces, to dessert sauces. To be taken with HMRM 224.0. (15/45/0/0)

**HMRM 224.0 Entrees 5**

*Prereq. HMRM 124.0*

Students will study and practice the methods of cooking meats with dry and moist heat, vegetables, sauces, and gravies. Students will be responsible for menu planning, recipe selection, and all cost analysis. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (30/135/0/0)

**HMRM 226.0 International Cuisine 2**

*Prereq. HMRM 224.0*

Cooking styles from the world will be studied. Lab work will include planning and preparing meals from several countries. (0/90/0/0)

**HMRM 228.0 Culinary Centerpieces 3**

Students will study the procedures of preparing centerpieces using basic to advanced techniques using chocolate, sugar, ice, or marzipan. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HMRM 237.0 Housekeeping Management 3**

*Prereq. HMRM 135.0*

Students learn the techniques, skills, and knowledge necessary to direct a housekeeping department. Procedure manuals, design of operating systems, training and the linen room will be covered. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HMRM 241.0 Hospitality Law 3**

Students study basic laws regarding the hospitality industry, including management and the rights and duties of the innkeeper and restaurateur. Offered once a year. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HMRM 250.0 Hospitality Operations 3**

Study, practice, and evaluation of financial information pertinent to hospitality operations. Offered once per year. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HMRM 254.0 Hospitality Cost Controls 3**

*Prereq. MATH 106.0*



Students study, practice, and evaluate various methods used in controlling food, labor and beverage costs. The use of the computer in food service applications will be explored. Offered once a year. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HMRM 265.0 Hospitality Seminar 3**

This activity will center upon topics and issues affecting the hospitality industry and the management styles best suited to respond in today's environment. (45/0/0/0)

**HMRM 266.0 Supervision Practicum 2**

*Instructor consent*

Advanced work experience and responsibility as a supervisor. Unit Credits: 1-1, 2-1. (0/90/0/0)

**HMRM 270.0 Dining Room Management 4**

Students will study the correct service of food, basic records kept by the cashier, methods of handling money, and the use of the cash register. Students will practice managing the dining room. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**HMRM 275.0 Beverage Management 3**

The study of bar and lounge management to include equipment, staffing, products, purchasing, marketing, and regulations. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HMRM 286.0 Cooperative Education/Internship II 8**

(See page 24 for course description.)

## Human Services Course Descriptions

**HUSR 124.0 Introduction to Human Services 4**

Presents the historical and theoretical concepts of human services and focuses on participants in the delivery of human services; provides a group experience to clarify values and increase self-awareness, and introduces professional development. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

**HUSR 126.0 Community Health Needs 3**

Provides an understanding of health concerns, conditions of wellness and disease, and one's responsibilities in making health choices. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HUSR 129.0 Fundamentals of Helping 3**

*Prereq. HUSR 124.0*

Designed to develop an understanding of self and others and of relationship as a therapeutic tool. Includes developing skills in active listening. Unit Credits: 1-1, 2-1, 3-1. (23/67/0/0)

**HUSR 133.0 Activities Therapy 3**

Designed to introduce the student to activities therapy, a type of intervention that enables people to become more active participants in their life and their community. Unit Credits: 1-1, 2-1, 3-1. (15/45/45/0)

**HUSR 134.0 Prepracticum 1**

Preparation for student to enroll in a practical supervised experience in a selected community agency. (15/0/0/0)

**HUSR 135.0 Practicum I 4**

*Prereq. HUSR 134.0*

Practical supervised experience in a selected community agency. Unit Credits: 1-1, 2-1, 3-1, 4-1. (0/0/180/0)

**HUSR 146.0 Working With Developmentally Disabled 3**

An introduction to working with the developmentally disabled. Types of disabling conditions, delivery systems, and methods of working with the disabled are learned. Unit Credits: 1-1, 2-1, 3-1. (30/23/23/0)

**HUSR 147.0 Goal Setting & Program Planning 3**

Understanding assessment, planning, and goal setting specific to the developmentally disabled. Unit Credits: 1-1, 2-1, 3-1. (30/0/45/0)

**HUSR 148.0 Behavior Analysis & Intervention Strategies 3**

Basic knowledge of behavioral principles and behavior management strategies. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HUSR 150.0 Basic Sign Language 1**

Communication with persons having severely impaired hearing using the manual alphabet. (15/0/0/0)

**HUSR 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

**HUSR 201.0 Gerontology 3**

An overview of the social, physical, and biological aspects of aging. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HUSR 225.0 Interviewing 3**

*Prereq. HUSR 129.0*

Utilize role play situations and videotape to develop interviewing skills. Unit Credits: 1-1, 2-1, 3-1. (23/67/0/0)

**HUSR 228.0 Individuals With Exceptionalities 3**

An introduction to special education and an understanding of "exceptional children" as relating to their wants and needs. Students cannot get credit for both HUSR 228.0 and EDUC 228.0. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HUSR 230.0 Group Dynamics 3**

*Prereq. HUSR 129.0, HUSR 135.0*

Theory and exercises are combined to provide an experiential approach to learning about the dynamics of small groups. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**HUSR 233.0 Perspectives in Addiction Studies 3**

Presents a multidimensional perspective on substance use, abuse and dependence, emphasizing biological, psychological, social and family systems variables. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HUSR 238.0 Professional Ethics & Issues** 1  
Provides a comprehensive view of ethical issues including confidentiality, competence, client rights, and patient records. (15/0/0/0)

**HUSR 240.0 Practicum II** 5  
*Prereq. HUSR 135.0 and courses specific to occupational interest area*

Practical supervised experience in a selected community agency. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (8/0/203/0)

**HUSR 241.0 Practicum III** 5  
*Prereq. HUSR 240.0*

Practical supervised experience in a selected community agency. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (8/0/203/0)

**HUSR 242.0 Professional Development in Human Services** 3

Explores the professional roles and services offered in a variety of service delivery systems. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HUSR 243.0 Counseling Techniques & Theories** 3

An introduction to the field of counseling; focusing on the current theoretical models and their applications to the field of counseling. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HUSR 245.0 Multicultural Counseling** 2

An exploration of cultural, social and economic factors and effects on Native Americans, African Americans, Hispanics, Asian Americans, and gays and lesbians, focusing on the barriers, the impact of the helper's world view and adaptations needed in the helping process. Unit Credits: 1-1, 2-1. (30/0/0/0)

**HUSR 251.0 Medical and Psychosocial Aspects** 3

Examines the physical, psychological and sociological aspects of alcohol and drug use, abuse and dependence. Also explores basic pharmacology, basic physiology, tolerances, and the etiological, behavioral, cultural and demographic aspects of alcohol and drug use abuse and dependence. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HUSR 253.0 Clinical Treatment Issues** 2

Examines the treatment issues specific to alcohol and drug disorders including physical and mental disorders and the impact of historic, generational, family and special population's influences on alcohol and drug use, abuse, and dependence. Unit Credits: 1-1, 2-1. (30/0/0/0)

**HUSR 255.0 Case Assessment, Planning & Management** 2

Exploration and practice of the process of collecting and appraising pertinent data for the purpose of making decisions regarding alcohol and drug disorders diagnosis, treatment and referral. It includes use of assessment tools, level of care decisions, goals and objectives, documentation and confidentiality on a sample case. Unit Credits: 1-1, 2-1. (30/0/0/0)

**HUSR 286.0 Cooperative Education/Internship II** 8  
(See page 24 for course description.)

**PSYC 101.0 Psychology of the Family** 3  
(See page 167 for course description.)

**PSYC 222.0 Psychology of Adjustment** 3  
(See page 167 for course description.)

**PSYC 286.0 Abnormal Psychology** 3  
(See page 167 for course description.)

## Humanities Course Descriptions

**HUMS 110.0 Introduction to the Humanities** 3

A survey course focusing on art, music, theater, film, dance, architecture, and philosophy which examines the unfolding of the humanistic traditions of the west through the landmarks of Western cultural traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. The course gives the students criteria from which to evaluate our 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. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**HUMS 220.0 Introduction to Women's Studies** 3

Introduction to feminist theory which uses gender as a primary category of analysis of American culture, focuses on patterns relating to women, and explores divergences moving toward justice and equality. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Industrial Technology Course Descriptions

**INDT 101.0 Introduction to Technology** 3

Gives the student a broad overview of technology and the principles governing its development and implementation. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**INDT 110.0 Concepts of Electronics I** 3

Part one of a survey course covering the electronics field. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INDT 112.0 Concepts of Electronics II** 3

*Prereq. INDT 110.0*

Part two of a survey course covering the electronics field. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INDT 114.0 Fundamentals of Hydraulics** 3

A study of fundamental principles of hydraulic systems. The student will become familiar with various system components and their function in circuits. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INDT 116.0 Fundamentals of Pneumatics 3**

Provides an understanding of the fundamentals of pneumatics technology. Students will become familiar with various system components and their function in circuits. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INDT 118.0 Fundamentals of Mechanical Systems 3**

Covers the maintenance and installation of mechanical equipment for persons with no prior training or experience. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INDT 120.0 Introduction to Programmable Controls 3**

*Prereq. ELTR 242.0*

Fundamental concepts of programmable controls; hardware identification and application; circuit design and utilization of diagrams; system testing and construction. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INDT 122.0 Control Systems 5**

A variety of control circuits and electrical systems presented in both theory and practical laboratory applications. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (45/90/0/0)

**INDT 124.0 Transformers & Rotating Machines 4**

Covers the construction, operation, troubleshooting, and maintenance of transformers and motors. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

**INDT 126.0 Industrial Principles 3**

Provides a basic understanding of general industrial operations. Examines a number of different manufacturing processes (metals, plastic, electronic, and others). Also an examination of equipment and tools utilized in the manufacturing process. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**INDT 146.0 Production Operation Management 3**

Manufacturing flow, material handling, efficient use of available facilities and equipment. Packaging, shipping, receiving, and safety equipment. Industrial layouts are developed by students. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**INDT 205.0 Introduction to Computer Integrated Manufacturing 2**

Covers the concepts of what CIM is, the components of CIM, the effects that CIM has on manufacturing, the labor force, and management. Unit Credits: 1-1, 2-1. (30/0/0/0)

**INDT 206.0 Computer Integrated Manufacturing I 3**

Covers computer integrated manufacturing cells, involving system components, robot programming and interfacing, CNC machine programming, and CIM software for manufacturing control, process planning, order entry, and master scheduling. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INDT 207.0 Computer Integrated Manufacturing II 2**

Covers the conveyor operation and PC control, automatic storage and retrieval, simulation, and management analysis to

create production lines based from manufacturing requirements. Unit Credits: 1-1, 2-1. (30/0/0/0)

**INDT 214.0 Applications of Fluid Power 3**

Covers fluid power systems, applications, maintenance, and repair. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INDT 217.0 Capstone Processes 3**

Problem identification design of production process, selection of product or component parts for manufacture; develop manufacturing and inspection procedures; cost estimation, equipment selection, and product implementation. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INDT 220.0 Advanced Programmable Controls 3**

Advanced concepts of programmable controls; hardware identification and application, circuit design, interfacing communications, and utilization of diagrams, system testing and construction. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INDT 222.0 Advanced Control Systems 5**

*Prereq. INDT 122.0*

Covers a variety of advanced control circuits and electrical systems presented in both theory and practical laboratory applications. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (45/90/0/0)

**INDT 223.0 Process & Servo Control 3**

Enables the student to acquire a basic understanding of what is really happening with one of the sophisticated manufacturing processes in industry. The information in this course will develop a working knowledge of a typical servo drive system. Unit Credits: 1-1, 2-1, 3-1. (45/30/0/0)

## Information Technology Course Descriptions

**INFO 108.0 Game Development 3**

This course is designed to provide the foundation of knowledge for becoming a professional game designer. Students will examine the models and strategies for creating games that are based in solid play mechanics. Students will: (1) experience the fundamentals of game design through the study of classic games in both traditional and electronic form, and (2) design their own game prototype and playtest/critique other games. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 110.0 Introduction to Information Technology 3**

An overview of information technology. Concepts to be covered include: history of data processing, computer hardware, computer software, problem-solving techniques, business use of computers, social aspects and careers. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**INFO 112.0 Microcomputer Applications 3**

Provides an interactive study of microcomputer-based productivity tools. Concepts and fundamental skills in the applica-

tion of word processing, spreadsheets, database and Internet search tools will also be covered. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 113.0 Internet/World Wide Web 3**

An introduction to telecommunications—learning to use resources and services available from modem or local network connection for accessing the Internet and the World Wide Web. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 119.0 Computer Security Basics 1**

An introductory course that provides students with an overview of computer security issues and solutions. (5/15/0/0)

**INFO 120.0 Word Processing Support & Management 3**

*Prereq. INFO 112.0*

Beyond using word processing for document preparation, students will learn how to customize Word interfaces, increase productivity of Word applications, and troubleshoot Word documents. This course will prepare technical support individuals to optimize and troubleshoot the most commonly used software application in today's organizations. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 121.0 Spreadsheets 3**

*Prereq. INFO 112.0*

Utilizing a spreadsheet program, students will learn intermediate and advanced techniques. Students will develop spreadsheets that are accurate, functional, and easy to use. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 122.0 Presentation Software 3**

*Prereq. INFO 112.0*

An introduction to presentation graphics software. Allows students to take advantage of features such as word processing, outlining, drawing, graphing and presentation management tools—all essential to create effective presentations. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 125.0 Microsoft Visio 2**

Students will create a variety of diagrams including flowcharts, network diagrams, web site mapping, organizational charts and various business forms useful in programming and business situations. Unit Credits: 1-1, 2-1. (15/45/0/0)

**INFO 130.0 Principles of Information Security 3**

An introductory course that provides the foundation for developing security policies and procedures across the security domains. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 142.0\* Operating Systems/Windows 3**

Provides an overview of operating systems (current release) functions and commands that are necessary in a microcomputer working environment. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 148.0 Operating Systems/UNIX/LINUX 3**

An introduction to the concepts and conventions of the in-house computer system. The student will study and perform var-

ious projects utilizing the operating file systems. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 150.0 Web Page Design 3**

Students will utilize a web design software program on a microcomputer. The student will use techniques to create and maintain web pages. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 151.0 Optimizing Web Media 3**

An introduction to the major facets of multimedia design, development and implementation. Topics include capture, manipulation and use of various media types for effective and efficient web development. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 160.0 Customer Support 3**

*Prereq. INFO 112.0*

Provides a process for developing the skills, attitudes, techniques, and thinking patterns needed to build customer support satisfaction and loyalty in information technology settings. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 170.0\* Database Concepts & Design 3**

*Prereq. INFO 112.0*

An introduction to database development and design. The basics of database design and manipulation will be covered. Topics include relationships, database normalization, integrity, constraints, DBMS software and functions and database administrative functions. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 180.0 Visual Basic Programming 3**

*Prereq. INFO 142.0*

An introductory course that provides students with the knowledge and skills needed to develop applications in Microsoft Visual Basic.NET. Students will develop user interfaces, devise program structures, use language syntax and incorporate various technologies for application operability. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 181.0 Beginning Structured COBOL 3**

*Prereq. INFO 142.0*

Learn programming style and structured programming techniques to write and execute COBOL programs. Design reports using input/output, arithmetic, branching, editing and report formatting statements. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

**INFO 230.0 Information Security Management 3**

*Prereq. INFO 130.0*

Provides students with a look at planning and developing policies, procedures and security management models and practices. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 240.0 Systems Analysis & Design 3**

*Prereq. INFO 170.0, INFO 180.0 or INFO181.0 or INFO283.0*

Provides an in-depth study of the systems development life cycle. It has a system project orientation, explaining the process of analyzing and designing systems and the various meth-



ods and tools that aid in developing and maintaining information systems based on business and systems models. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 242.0 Advanced Operating Systems 3**  
*Prereq. INFO 142.0*

Students will learn the fundamentals of installing, administering, and troubleshooting Windows operating systems. It is also designed for individuals preparing to take the 70-271 exam: Supporting Users and Troubleshooting a Microsoft Windows Operating System. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 250.0 Dynamic Web Applications 3**  
*Prereq. INFO 150.0*

This course provides an in-depth study of client-side scripting for web-based applications. Students will use current web technologies to create interactive content, dynamic formatting, and data-driven web applications. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 258.0 Web Technologies 3**

Explores the methodology for client/server and web application technologies. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 259.0 Web Capstone 3**  
*Prereq. INFO 150.0, INFO 151.0 and INFO 250.0*

Provides students with the ability to bring their web knowledge together into a seminar format. Students will develop complex web sites including data driven web sites. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 260.0 Applications Troubleshooting 3**  
*Prereq. INFO 160.0*

Instructor supervised, interactive troubleshooting of desktop application problems. Students will learn to provide direct, frontline, corporate and home, end-user support, either at a Help Desk or call center. The course is also designed for individuals preparing to take the 70-272 exam: Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows Operating System. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 261.0 Data Communications 3**  
*Prereq. INFO 110.0, INFO 112.0, and INFO 142.0*

Provides students with the skills necessary to acquire knowledge in Inter/Intranet technologies. Topics include: network fundamentals, applications, security, recovery, network components and emerging topics. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 270.0 Advanced Database 3**  
*Prereq. INFO 170.0 and INFO 180.0*

Students will create an advanced database application utilizing real world business problems. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 278.0 SQL Server 3**  
*Prereq. INFO 170.0*

This course provides a look at Structured Query Language and interoperability with Microsoft Access Databases. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 280.0 Advanced Visual Basic 3**  
*Prereq. INFO 180.0*

Uses Visual Basic.NET, an object-oriented/event driven language to teach programming concepts. GUI design skills are emphasized and advanced skills such as accessing information in a database, creating and printing reports, referencing objects, and using ADO. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 282.0 JAVA Programming 3**  
*Prereq. INFO 250.0*

Students will learn how to create well-structured JAVA programs. Students will explore the JAVA language fundamentals as well as concepts such as object-oriented design and graphical user interface design. Units Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 283.0 C# Programming 3**  
*Prereq. INFO 142.0*

Students will learn how to create well-structured C#.NET programs. Students will use the sequence selection, and repetition structures, as well as how to create and manipulate functions, classes, objects, sequential access files and arrays. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**INFO 286.0 Cooperative Education/Internship II 8**  
(See page 24 for course description.)

*\*Taught at all Nebraska community colleges.*

## Library Science Course Descriptions

The following courses are offered as part of a statewide agreement between the Nebraska community colleges and are offered in rotation through the host campus. Please contact admissions for upcoming courses and program information.

**LIBR 101.0 Introduction to Library & Information Services 3**

This course is designed to provide the student with a broad overview of the library profession. Content includes a history of libraries, and introduction to the various types of libraries, procedures and tools. Students will be introduced to the vocabulary, literature and professional associations of the field. The role of the Library Technician Assistant in library will be examined. (45/0/0/0)

**LIBR 111.0 Administration of Library & Information Environments 3**

This course is designed to introduce the student to administration issues in library and information environments. Topics include governance, planning, budgeting, evaluation, marketing, facilities, personnel issues and management. (45/0/0/0)

**LIBR 121.0 Public Services in Library & Information Science 3**

This course will provide students with an awareness of var-



ious aspects of public service in library and information environments including customer needs, legal aspects of policies and procedures, services for diverse populations, and the use of technology within public service activities. (45/0/0/0)

**LIBR 151.0 Reference Services in Library & Information Environments 3**

This course will provide students with the knowledge and skills applicable to reference services in library and information environments. Topics include understanding the philosophy of reference/information services, evaluation of information resources, identifying current information resources, conducting an effective reference interview and demonstrating efficiency and effective information search strategies. (45/0/0/0)

**LIBR 161.0 Introduction to Children & Young Adult Services 3**

This course will provide students with an introduction to services to children and young adults in the library. Students will be introduced to the philosophy of services to children and young adults and the tasks performed by library staff. Students will learn collection management of children and young adult materials, including book selection and readers' advisory; planning and implementation of programs; and the best approaches (attitudes) for serving youth. (45/0/0/0)

**LIBR 220.0 Introduction to Library Collection Management 3**

This course will provide students with an understanding of principles and best practices in collection management, including gathering and analyzing data relating to the community served, creating and evaluating collection management policies, collection assessment, materials acquisitions, and preservation. (45/0/0/0)

**LIBR 240.0 Introduction to Technical Services-Cataloging 3**

This course will provide students with an introduction to library organization. Students will be introduced to the tasks performed by technical services departments and will learn cataloging and processing terminology, reference tools and resources. Students will gain knowledge of U.S. MARC coding and learn to apply it to local cataloging practice, and will learn basic processing and preservation techniques. (45/0/0/0)

**LIBR 294.0 Library Science Capstone Practicum 3**

This course will provide students with a supervised professional experience in a library or information center through which they will demonstrate knowledge and skills gained in the library technical assistant program. (0/0/135/0)

## Machine Tool Technology Course Descriptions

**MACH 126.0 Precision Tools 1**

Study of identification, use and care of the tools of the trade.

Metrology inspection procedures, shop safety, and systems of measurement and practices are presented. (7/22/0/0)

**MACH 130.0 Basic Machine Tools 3**

Introduces the basic operations and safety practices involved in the use of power saws, pedestal grinding, and drill press. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MACH 134.0 Basic Engine Lathe I 2**

Provides technical information and fundamentals necessary for basic and advanced turning operations. Introduces accessories, attachments and tool-holding devices, and applications of various cutting tools. Unit Credits: 1-1, 2-1. (15/45/0/0)

**MACH 136.0 Basic Milling Machine Work I 3**

Provides basic machine operations and theory for the vertical mill. Operations include face milling, end milling, drilling, boring, and slotting. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MACH 138.0 Basic Engine Lathe II 3**

Advanced lathe operations using high speed and carbide tooling. Operations include straight and taper turning, boring, multiple lead vee and acme threading, tool post grinding, and/or cutting eccentrics. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MACH 140.0 Basic Milling Machine Work II 2**

Introduces accessory equipment, use, and care. Operations involving setups on the rotary table and indexing head. Unit Credits: 1-1, 2-1. (15/45/0/0)

**MACH 142.0 Heat Treating & Metallurgy 2**

Identification and characteristics of the common materials used in the machine trades. Fundamental knowledge of steel and effects of its alloys, application of heat treating, and hardness testing. Unit Credits: 1-1, 2-1. (30/15/0/0)

**MACH 144.0 Grinding Operations I 2**

Study of surface finishes, grinding wheel identification and selection, includes surface and cylindrical grinding. Unit Credits: 1-1, 2-1. (15/45/0/0)

**MACH 146.0 Electrical Discharge Machining 3**

Introduces the electrical discharge process of machining metals. The construction and use of electrodes and precision electrical discharge machining are covered. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MACH 148.0 Instruments & Measurements 2**

The student will study advanced level skills in production measurements. The use and reading of micrometers, calipers, sine bar, gauges and optical comparators will be covered. Unit Credits: 1-1, 2-1. (15/45/0/0)

**MACH 160.0 Machine Tool Technology for Related Occupations 3**

A course designed for automotive, diesel, welding, industrial technology or electrical students that teach basic precision tools, engine lathe and vertical milling. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

|   |          |
|---|----------|
| <b>MACH 186.0 Cooperative Education/ Internship I</b>   | <b>8</b> |
| (See page 24 for course description.)   |          |
| <b>MACH 200.0 Computer Numerical Control Lathe</b>  | <b>2</b> |
| Provides fundamental technical information and practical experience necessary for programming, editing, and operating a CNC lathe. Unit Credits: 1-1, 2-1. (15/45/0/0)  |          |
| <b>MACH 202.0 CAD/CAM Operations</b>  | <b>3</b> |
| Fundamental skills are developed in utilizing CAD/CAM software to design parts and develop machine program for milling and turning operations. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)   |          |
| <b>MACH 204.0 Basic Wire-Cut EDM</b>  | <b>3</b> |
| Provides basic machine operations and theory for the wire EDM. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)   |          |
| <b>MACH 232.0 Milling Machine Operations III</b>  | <b>3</b> |
| Vertical milling machine projects requiring accurate setups and milling to close tolerances. Unit Credits: 1-1, 2-2. (30/45/0/0)  |          |
| <b>MACH 234.0 Grinding Operations II</b>  | <b>3</b> |
| Advanced surface and cylindrical grinding skills are taught, which include form and plunge grinding. Unit Credits: 1-1, 2-1, 3-1. (15/60/0/0)   |          |
| <b>MACH 238.0 Computer Numerical Control Mill</b>   | <b>2</b> |
| Provides fundamental technical information and the practical experience necessary for programming, editing, and operating a computer numerical-controlled milling machine. Unit Credits: 1-1, 2-1. (15/45/0/0)  |          |
| <b>MACH 242.0 Jig &amp; Fixture Design</b>  | <b>2</b> |
| This course involves basic design fundamentals, purposes, applications, specifications, allowances, and purchased items that are in jigs and fixtures. A study of the various types of tooling used by industry is included, as well as general safety practices. Unit Credits: 1-1, 2-1. (25/15/0/0) |          |
| <b>MACH 244.0 Jig Construction</b>  | <b>2</b> |
| Introduction to jig construction that will include construction techniques and practices used in fabricating jigs. (15/60/0/0)  |          |
| <b>MACH 245.0 Fixture Construction</b>  | <b>3</b> |
| Introduction to fixture construction that will include construction techniques and practices used in fabricating fixtures. Unit Credits: 1-1, 2-2. (30/45/0/0)  |          |
| <b>MACH 246.0 Principles, Types, &amp; Die Identification</b>   | <b>1</b> |
| A study of the various types of dies commonly used by industry. The classification of these dies and identification will be studied. (15/0/0/0)   |          |
| <b>MACH 248.0 Die Design I</b>  | <b>4</b> |
| Covers basic die design fundamentals and introduces the   |          |

various mechanisms and components commonly used in die designing. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/0/0/0)

|   |          |
|---|----------|
| <b>MACH 250.0 Die Making &amp; Construction I</b> | <b>4</b> |
|---|----------|

Introduction to die making practices and construction techniques. Major die component construction will be made. Unit Credits: 1-2, 2-2. (15/135/0/0)

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|---|----------|
| <b>MACH 251.0 Die Assembly &amp; Tryout</b> | <b>4</b> |
|---|----------|

A continuation of MACH 250.0, which is the making of secondary die components, assembly, and tryout. Unit Credits: 1-1, 2-2, 3-1. (15/135/0/0)

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|---|----------|
| <b>MACH 260.0 Manufacturing Processes I</b> | <b>2</b> |
|---|----------|

Types of plastics, uses, processes, and machines are covered as well as operating and adjusting the injection molding machine. Unit Credits: 1-1, 2-1. (30/0/0/0)

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|--|----------|
| <b>MACH 262.0 Manufacturing Processes II</b> | <b>1</b> |
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Introduction to the materials used for prototype and long-run mold construction. (15/0/0/0)

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|----------------------------------|----------|
| <b>MACH 264.0 Mold Finishing</b> | <b>2</b> |
|----------------------------------|----------|

An in-depth study and practice of the finishes and equipment used in mold making. Includes the construction of a simple mold for the purpose of developing the necessary skills in polishing, texturing, and engraving. Unit Credits: 1-1, 2-1. (15/45/0/0)

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|-------------------------------|----------|
| <b>MACH 266.0 Mold Repair</b> | <b>2</b> |
|-------------------------------|----------|

Repairing and reconditioning existing molds using inserts and welding processes. Unit Credits: 1-1, 2-1. (15/45/0/0)

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|---------------------------------|----------|
| <b>MACH 268.0 Mold Design I</b> | <b>3</b> |
|---------------------------------|----------|

Factors that influence mold design. Includes the designing of a single cavity mold. Unit Credits: 1-1, 2-2. (45/0/0/0)

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|---------------------------------------|----------|
| <b>MACH 270.0 Mold Construction I</b> | <b>3</b> |
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Introduction to basic mold construction techniques, including basic mold making practices and procedures. Includes constructing the mold cavity and constructing the mold core. Unit Credits: 1-2, 2-1. (30/45/0/0)

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|--|----------|
| <b>MACH 271.0 Mold Assembly &amp; Tryout</b> | <b>2</b> |
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Involves the assembly of an injection mold and the setting up and production of plastic parts in the plastics injection machine. Unit Credits: 1-1, 2-1. (30/0/0/0)

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|----------------------------------|----------|
| <b>MACH 273.0 Mold Design II</b> | <b>3</b> |
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The design of a multi-cavity or complex single cavity injection mold. Includes part design and mold design. Unit Credits: 1-1, 2-2. (45/0/0/0)

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|--|----------|
| <b>MACH 274.0 Mold Construction II</b> | <b>4</b> |
|--|----------|

An in-depth approach to mold construction based on manufacturing standards and specifications expected by industry. Unit Credits: 1-3, 2-1. (45/45/0/0)

**MACH 286.0 Cooperative Education/Intern II** 8  
(See page 24 for course description.)

## Mathematics Course Descriptions

**MATH 091.0 Basic Math I** 2  
Skill development and problem solving applications with whole numbers. Does not apply toward a degree, diploma, or certificate. Unit Credits: 1-1, 2-1. (30/0/0/0)

**MATH 092.0 Basic Math II** 3  
*Prereq. MATH 091.0 or appropriate math placement score*  
Skill development and problem solving applications with fractions, decimals, proportions and percents, and operations with signed numbers. Does not apply toward a degree, diploma, or certificate. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MATH 094.0 Pre-Algebra** 3  
*Prereq. MATH 092.0 or appropriate math placement score*  
Skill development with order of operations, signed numbers equations, exponents, polynomials, and algebraic expressions and problem solving. Does not apply toward a degree, diploma, or certificate. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MATH 100.0 Technical Mathematics Fundamentals** 1  
*Prereq. Appropriate math placement score*  
A review of technical arithmetic including fractions, percents, order of operations, signed numbers, powers of 10, scientific notation, and the application of these concepts to the technical fields. Does not apply toward a degree. (15/0/0/0)

**MATH 105.0 Occupational Math** 3  
*Prereq. Appropriate math placement score*  
Vocational and financial applications involving mathematical operations, measurement systems, geometric relationships, and basic statistical and algebraic concepts. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MATH 106.0 Business Mathematics** 3  
*Prereq. Appropriate math placement score*  
Using a variety of mathematical techniques, students study business concepts and applications. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MATH 108.0 Technical Mathematics** 3  
*Prereq. MATH 100 or appropriate math placement score*  
Concepts include measurement systems and instruments, solution of linear equations and quadratic equations, formulas, systems of linear equations, graphing measurement, geometry, trigonometry, and statistical measures. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MATH 109.0 Math for Surveyors** 1  
*Prereq. MATH 108.0*  
Concepts include geometry of a circle, geometry of a line, linear quadratic systems, translation of axes, trigonometry for

surveyors, U.S. Rectangular survey system measures, and area of a traverse. (15/0/0/0)

**MATH 113.0 Elementary Algebra** 3  
*Prereq. Appropriate math placement score*

Concepts include signed numbers, exponents, factoring, graphs, algebraic fractions, linear and quadratic equations, systems, and word problems. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MATH 114.0 Intermediate Algebra** 3  
*Prereq. MATH 113.0 or appropriate math placement score*

A second course including linear and quadratic equations and inequalities in one and two variables, absolute value equations and inequalities, factoring, fractions, radicals and exponents, systems, and word problems. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MATH 115.0 College Algebra** 3  
*Prereq. MATH 114.0 or appropriate math placement score*

An algebra survey with emphasis on equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, and topics of discrete mathematics. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MATH 138.0 Trigonometry** 2  
*Prereq. MATH 115.0 or appropriate math placement score*

Trigonometry, a theoretical approach. Trigonometry functions, graphs, inverses, equations, identities, and applications. Unit Credits: 1-1, 2-1. (30/0/0/0)

**MATH 141.0 Pre-Calculus** 5  
*Prereq. MATH 114.0 or appropriate math placement score*

A review of algebra, algebra of functions, polynomial and rational functions, and exponential and logarithmic functions. Trigonometry functions, graphs, inverses, equations, identities, and applications. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (75/0/0/0)

**MATH 200.0 Mathematics for Elementary Teachers** 3  
*Prereq. MATH 114.0 or appropriate math placement score*

Concepts about problem solving with sets, whole numbers, integers, rationals and reals for the elementary education major presented in conjunction with the NCTM Standards. (45/0/0/0)

**MATH 202.0 Applied Statistics** 3  
*Prereq. MATH 114.0 or appropriate math placement score*

Introductory concepts of descriptive statistics, sampling, probability, binomial, hypotheses testing, normal, student, chi-square, goodness-of-fit, and linear regression. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MATH 204.0 Applied Calculus** 3  
*Prereq. MATH 115.0 or appropriate math placement score*

Intended to provide a working knowledge of basic calculus applied to mathematical models for students in business, the social and life sciences. Topics include derivatives, exponential functions, and integrals with applications of each. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MATH 206.0 Analytic Geometry & Calculus I 5**

*Prereq. MATH 141.0 or appropriate math placement score*

An introduction to analytic geometry, functions, continuity, differentiation, integration, logarithmic and exponential functions. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (75/0/0/0)

**MATH 207.0 Analytic Geometry & Calculus II 5**

*Prereq. MATH 206.0*

Study of inverse trigonometric and hyperbolic functions; methods of integration, application of integration, improper integrals, infinite series, power series, and conic sections. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (75/0/0/0)

**MATH 208.0 Analytic Geometry & Calculus III 5**

*Prereq. MATH 207.0*

Development of vector analysis for plane and space, calculus of several variables, partial derivatives, multiple integrals, and vector fields. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (75/0/0/0)

**MATH 221.0 Differential Equations 3**

*Prereq. MATH 207.0*

Differential equations course designed for pre-engineering and physical science majors. Topics in ordinary differential equations including linear methods along with applications. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Media Arts

### Course Descriptions

**MART 101.0 Mass Media 3**

An introductory-level study of the mass media and their impact on society. The student will study media industries (print, broadcast, and electronic) and focus on ethical responsibilities, regulatory controls, and the global effects of new and expanding technologies. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MART 102.0 Introduction to Video 3**

An introductory-level study of video production. Emphasis is on effective camera techniques, shot sequencing, managing light and adding audio to a production. Students will be introduced to digital video editing techniques. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MART 103.0 Basic Camera Techniques 3**

This course develops video production skills to industry standards. The emphasis is on professional techniques for shooting video, producing audio, and developing lighting continuity. Students will also be introduced to writing scripts and working with clients. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MART 104.0 Electronic Editing 3**

This course develops video editing skills to industry standards. The emphasis is on digital editing concepts and professional techniques for editing video and audio into complete programs. Students will also be introduced to editing scripts and working with clients. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MART 107.0 Copywriting 3**

Fundamentals of writing commercial, public service, and other scripted material for a commercial radio station. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MART 108.0 Radio Production 3**

A study of the fundamentals of producing commercials and public service announcements. Emphasis on understanding and producing for a target audience. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**MART 110.0 Introduction to Broadcasting 3**

An overview of the broadcast industry, past and present, and an introduction to the program policies and procedures. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MART 111.0 Basics of Announcing 3**

Developing basic principles of voice and diction for broadcast, with emphasis on taping of scripted material and console operation. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MART 113.0 Copy Interpretation 4**

Study of oral skills needed to properly interpret a variety of scripts, including commercials, news, and instructional programs. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**MART 115.0 The D.J. in Radio 3**

*Prereq: MART 111.0*

Emphasis on basic skills in creating entertainment and specialty programming. The student will be assigned a regular air shift on KCNT-FM. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**MART 120.0 Electronic Illustration 3**

An introductory-level course to several software applications used in illustrations, digital imaging, page layout, and image enhancement. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**MART 121.0 Layout & Design I 3**

An introductory-level course using industry-standard page layout software. Emphasis is on developing creative and expressive layouts and designs that communicate. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MART 122.0 Media Writing 3**

*Prereq. Acceptable ASSET Score or ENGL 100.0 or ENGL 101.0*

An introductory-level course on writing for the mass media. Emphasis is on developing basic writing skills for print, broadcast, and on-line applications. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MART 123.0 Multimedia Design 3**

A study of the fundamentals of using computer technology to develop multimedia programs. Students will design basic interactive multimedia presentations that integrate text, graphics, audio, and video. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**MART 124.0 Web Page I 3**

An introductory-level course on producing web pages. Emphasis is on developing basic skills in creating and publish-



ing documents for the World Wide Web. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

### **MART 126.0 Web Graphics I 3**

An introductory-level course on producing and designing web graphics. Emphasis is on developing and creating graphics for the World Wide Web using a variety of techniques and software. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

### **MART 127.0 Fundamentals of Drawing & Composition 3**

Utilizing observation and imagination, the student will study and apply in individual projects the principles of drawing and perspective including the creative use of line and space. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **MART 130.0 Visual Design I 3**

Emphasis is placed on identifying and solving design problems. Various projects will engage students in creative design processes. Materials, layout, techniques, vocabulary, and computer design are presented. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **MART 131.0 Audio Design 3**

A study of the fundamentals of producing audio segments for presentation software applications, multimedia, and commercial broadcasting. This course includes a laboratory experience using computer-based digital audio editing and the production facilities of KCNT-FM. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **MART 132.0 Photography 3**

An introductory-level course on producing photographs using SLR and digital cameras. Emphasis is placed on understanding the camera, composition and lighting, and professional issues in photography. Content includes capturing digital images and image manipulation in the digital darkroom. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **MART 133.0 Darkroom Techniques 3**

This introductory-level course covers basic photo manipulation, black and white film processing, and printmaking. It includes creating contact prints and photo enlargements in a darkroom and using Photoshop for digital photographs. Students need to purchase darkroom supplies for this course. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

### **MART 136.0 Introduction to Graphic Art 3**

An introduction to the essential skills and design techniques using the major graphics programs in the industry. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **MART 143.0 Flash Animation 3**

Creating animations using Macromedia Flash software for video and web. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

### **MART 144.0 3-D Animation 3**

*Prereq. MART 120.0*

An overview of the 3-D environment, modeling and texturing, lighting, and animation techniques. Student will render and complete storyboards. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

### **MART 145.0 PhotoShop Illustration 3**

Improve photographs, manipulate images, and create original paintings with PhotoShop software using techniques used by media and publishing industries. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

### **MART 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

### **MART 204.0 Video Production 3**

*Prereq. MART 103.0, MART 104.0*

Emphasis on shooting and editing video for news, instructional, and promotional programs. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

### **MART 205.0 Electronic Field Production 3**

*Prereq. MART 103.0, MART 104.0*

Designed to take the student beyond the fundamental skills of video production. Focus is on creativity and producing video programs with a high degree of visual and audio sophistication. Unit Credits: 1-1, 2-1, 3-1. (45/0/10/0)

### **MART 208.0 Advanced Radio Production 3**

*Prereq. MART 108.0*

A study of the types of programming offered by commercial radio stations. Emphasis on the practical experience necessary to produce these programs. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

### **MART 209.0 Broadcast Sales 3**

Emphasis on selling for radio, use of rate cards, and sales presentations at a commercial radio station. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

### **MART 211.0 Sports & Special Programs 3**

This course gives students practical experience in planning and implementing the coverage of special events for either broadcast or print media. Emphasis is on interviewing, writing, and presentation skills. Students are required to complete many assignments in the evenings or on weekends. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

### **MART 214.0 Programming & Station Management 2**

Application of decision-making and team building principles for the programming and management of a radio station. Experience is gained by acting as operations manager for KCNT-FM. Unit Credits: 1-1, 2-1. (0/90/0/0)

### **MART 215.0 Reaching the Listener 3**

*Prereq. MART 115.0*

Developing announcing skills to levels commonly acceptable to most commercial radio stations in Nebraska. Emphasis on work habits, show preparation, and producing segments for on-air presentation. Unit Credits: 1-1, 2-1, 3-1. (0/135/0/0)

### **MART 220.0 Advanced Electronic Drawing 3**

*Prereq. MART 120.0*

A continuation of MART 120.0 Students will create advanced illustrations for a variety of media. Focus will be on ad-



vanced drawing and painting techniques. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**MART 221.0 Layout & Design II** 3  
*Prereq. MART 121.0*

A continuation of MART 121.0. This course concentrates on creating electronic layouts and designs for print. Projects will give “real-world” work experiences. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**MART 224.0 Web Page II** 3  
*Prereq. MART 124.0*

An experiential educational environment where students simulate working for a web site designer. Students will bring a variety of skills together for a team approach to web design and development. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MART 226.0 Web Graphics II** 3  
*Prereq. MART 126.0*

A continuation of MART 126.0. Focus is on creating optimized graphics, navigation systems, rollovers, and animation for the World Wide Web using a variety of software. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**MART 230.0 Visual Design II** 3  
*Prereq. MART 130.0*

Application of skills learned will be demonstrated through projects of commercial design, package design, and advertising. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**MART 232.0 Advanced Photography** 3  
*Prereq. MART 132.0*

A course emphasizing advanced camera skills to produce aesthetic photographs with SLR or digital cameras. Emphasis is on news and feature photography and producing photo essays and documentaries. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**MART 236.0 Printing Processes** 3

An introduction to the history of printing, the various printing processes, and pre-press, press, and post-press procedures. Also covers ink and paper. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MART 237.0 Exhibit Preparation** 1

This course takes the student through the process of preparing for an art exhibit. It includes designing a brochure and writing a personal statement about their work. It also covers how to promote an exhibition. The student will assist and participate in a student exhibition. (10/15/0/0)

**MART 238.0 Portfolio Preparation** 1

This course takes the student through the process of compiling a graphic design portfolio. Students will be able to use the completed portfolio in their job search. (10/15/0/0)

**MART 242.0 Photo Retouching** 3

Use many retouching techniques to retouch photographs and manipulate images with PhotoShop software used by media and publishing industries. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

**MART 286.0 Cooperative Education/Internship II** 8  
(See page 24 for course description.)

## Medical Assisting Course Descriptions

**MEDA 125.0 Patient Instruction I** 1

Students will learn about various therapeutic diets, and explain how each can help to control a particular disease state or accommodate a change in the life cycle. (15/0/0/0)

**MEDA 129.0 Medical Ethics & Law** 2

Medical ethics and the law and the moral and legal responsibilities of the physician and the medical assistant are reviewed. (30/0/0/0)

**MEDA 131.0 Medical Equipment & Its Care** 1

The various instruments and equipment used in a medical office. An opportunity to handle various instruments and to develop skills in working with and caring for office equipment. (15/15/0/0)

**MEDA 132.0 Assisting in the Medical Office** 3

*Prereq. HIMS 102.0, MEDA 125.0, MEDA 129.0, MEDA 131.0*

The relationship involving the doctor, the medical assistant, and the patient in the examination room. Assisting with the physical examination, minor surgery, and administering medications. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MEDA 133.0 Pharmacology** 3

*Prereq. HIMS 102.*

Provides the student with the fundamentals of medical math and a basic understanding of pharmacology. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MEDA 139.0 Electrocardiography** 2

*Prereq. HIMS 102.0, MEDA 129.0, MEDA 131.0*

Knowledge and the development of skills necessary to assist the physician in the administration of medical specialties. (25/15/0/0)

**MEDA 163.0 Administrative Medical Assisting** 3

This course introduces students to contemporary medical office management. Students practice handling telephone calls, making appointments, keeping patient records, preparing forms, composing correspondence, and other functions. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**MEDA 220.0 Disease Conditions** 3

*Prereq. HIMS 102.0*

Provides information about common diseases encountered in the clinical health setting. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MEDA 225.0 Patient Instruction II** 3

*Prereq. MEDA 125.0*

Students will gain experience in communicating and instruct-

ing patients with diverse backgrounds. Assisting with specialty procedures will also be investigated. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MEDA 233.0 Laboratory Techniques & Procedures I 4**  
*Prereq. HIMS 102.0, MEDA 132.0, and BIOS 102.0*

A laboratory course covering basic laboratory organization and safety, basic laboratory math, and the proper techniques and procedures utilized in hematology, serology and urinalysis, and basic microbiology. (Offered once a year) (30/90/0/0)

**MEDA 234.0 Laboratory Techniques & Procedures II 2**  
*Prereq. MEDA 233.0*

A continuing laboratory course covering quality control, clinical chemistry, instrumentation, and CLIA and OSHA regulations. (Offered once a year.) (30/0/0/0)

**MEDA 240.0 Clinical Experience I 4**  
*Prereq. Completion of the non-clinical requirements*

Practical experience in administrative and clinical duties under direct supervision in a medical setting. Unit Credits: 1-1, 2-1, 3-1, 4-1. (0/0/180/0)

**MEDA 241.0 Clinical Experience II 2**  
*Prereq. MEDA 240.0*

Students will continue the exploration of specialty practice. Unit Credits: 1-1, 2-1. (15/0/45/0)

## Medical Laboratory Technician Course Descriptions

**MEDT 100.0 Introduction to the Clinical Laboratory 2**  
*Prereq. Admission to MLT program*

An introduction to the clinical laboratory to include, professionalism, laboratory safety, basic laboratory procedures, and sample collection. (30/0/0/0)

**MEDT 101.0 Laboratory Mathematics 3**  
*Prereq. Admission to MLT program*

A study of laboratory mathematics as it relates to many aspects of laboratory procedures and instrumentation. (45/0/0/0)

**MEDT 110.0 Urinalysis, Immunology, & Serology 3**  
*Prereq. MEDT 100.0*

A study of urinalysis, serology and immunology to include proper specimen collection and handling, routine laboratory procedures, and the relevance of laboratory results to patient health. (30/45/0/0)

**MEDT 115.0 Hematology I 4**  
*Prereq. MEDT 100.0*

The study of the origin and function of human blood cells

and blood disorders, proper specimen collection and QC procedures, and the laboratory tests necessary to monitor these cells and determine disease states. (30/90/0/0)

**MEDT 186.0 Clinical Internship I 4**  
*Prereq. successful completion of first year program of study*

An opportunity for the student to rotate through the different departments of the clinical laboratory in a hospital or clinic. (0/0/160/0)

**MEDT 200.0 Laboratory Instrumentation 3**  
*Prereq. Admission to MLT program*

A study of the theory and operation of common laboratory instrumentation. (45/0/0/0)

**MEDT 215.0 Hematology II 4**  
*Prereq. MEDT 115.0*

A study of hematology disease states, the principles of blood coagulation and basic coagulation laboratory procedures. (30/90/0/0)

**MEDT 220.0 Clinical Chemistry 3**  
*Prereq. MEDT 100.0*

General principles and techniques of test procedures performed in clinical chemistry to include specimen collection, disease states, and quality control. (45/0/0/0)

**MEDT 222.0 Clinical Chemistry Procedures 3**  
*Prereq. MEDT 100.0*

A course in basic and specialized chemistry procedures. Special emphasis will be placed on troubleshooting instrumentation and technical competency with chemistry procedures as well as QC and QA requirements. (15/90/0/0)

**MEDT 231.0 Medical Microbiology Parasitology I 3**  
*Prereq. MEDT 100.0*

A course in basic microbiology procedures. Emphasis will be placed on culturing, isolating, and identifying organisms utilizing microscopic, biochemical, and serological techniques. (15/90/0/0)

**MEDT 233.0 Medical Microbiology/Parasitology II 3**  
*Prereq. MEDT 231.0*

A study of the microorganisms pathogenic to man including bacteria, fungi, viruses, and parasites. (45/0/0/0)

**MEDT 235.0 Immunohematology 3**  
*Prereq. MEDT 100.0*

A study of the basic theory and procedures of routine blood bank testing. (15/90/0/0)

**MEDT 286.0 Clinical Internship II 7**  
*Prereq. successful completion of second year program of study*

A final clinical experience at the completion of the entire program of study. (0/0/320/0)

# Music Course Descriptions

## MUSC 101.0 Introduction to Music 3

An overview of the history of music, from the middle ages to modern times. Includes the elements of music, historical style periods, and major composers and selected works. For the non-music major. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## MUSC 105.0 Class Piano 1

Class instruction in the basics of piano technique and reading skills. No previous piano experience required. May include performance on a departmental recital. May be repeated for a maximum of four credits. (15/0/0/0)

## MUSC 106.0 Class Voice 1

Class instruction in the fundamental techniques of vocal production, including breath management, tone quality and diction. Group and solo repertoire will include pop, jazz, musical theatre and art song. May include performance on a departmental recital. May be repeated for a maximum of four credits. (15/0/0/0)

## MUSC 107.0 Music Fundamentals 3

An introduction to written notation and basic concepts of music, including pitch, rhythm, time signatures, key signatures, scales, intervals, chords and Italian terms. Includes ear-training applications of the material throughout the course. (45/0/0/0)

## MUSC 141.0 Chorus 1

Vocal ensemble for the study and performance of chorale literature. Two performances required each semester. No audition required. May be repeated for a maximum of four credits. (0/30/0/0)

## MUSC 142.0 Blues/Rock Ensemble 1

The study and performance of popular music, including blues, rock, jazz fusion, and funk/soul. Includes performances in concerts on and off campus. Open to guitar, bass, drums, keyboard, other instruments with instructor's approval, and vocals. Audition required. May be repeated for a maximum of four credits. (0/30/0/0)

## MUSC 143.0 Concert Band 1

Instrumental ensemble for the study and performance of concert band literature. Two performances required each semester. No audition required. May be repeated for a maximum of four hours credit. (0/30/0/0)

## MUSC 144.0 Instrumental Jazz 1

Small ensemble for the study and performance of instrumental jazz literature. Performance opportunities include local public appearances, in-state tours and participation in jazz festivals. Audition required. May be repeated for a maximum of four credits. (0/30/0/0)

## MUSC 145.0 Vocal Jazz 1

Small ensemble for the study and performance of vocal

jazz literature. Performance opportunities include local public appearances, in-state tours and participation in jazz festivals. Audition required. May be repeated for a maximum of four credits. (0/30/0/0)

## MUSC 147.0 Music Theory I 3

*Prereq.* MUSC 107.0 or permission of instructor

The study of traditional harmony and musical structure, including the construction of scales and chord progressions. Unit Credits: 1-1, 2-1, 3-1. (30/30/0/0)

## MUSC 148.0 Music Theory II 3

A continuation of MUSC 147.0. The study of traditional harmony and musical structure, including harmonizing melodies, seventh chords, and modulation. Unit Credits: 1-1, 2-1, 3-1. (30/30/0/0)

## MUSC 150.0 Applied Music—Lower Brass I 1

Individual instruction on trombone, euphonium or tuba, consisting of weekly lessons to be arranged with the instructor. Includes participation in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

## MUSC 151.0 Applied Music—Percussion I 1

Individual instruction on percussion instruments, consisting of weekly lessons to be arranged with the instructor. Includes participation in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

## MUSC 152.0 Applied Music—Upper Brass I 1

Individual instruction on trumpet or French horn, consisting of weekly lessons to be arranged with the instructor. Includes participating in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

## MUSC 153.0 Applied Music—Piano I 1

Individual instruction on piano consisting of a weekly studio class and private lessons to be arranged with the instructor. Includes participation in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

## MUSC 154.0 Applied Music—Bass I 1

Individual instruction on string and electric bass to be arranged with the instructor. May be repeated for a maximum of two hours credit. (0/30/0/0)

## MUSC 155.0 Applied Music—Guitar I 1

Individual instruction on acoustic and electric guitar, consisting of weekly lessons to be arranged with the instructor. Includes participation in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

## MUSC 156.0 Applied Music—Voice I 1

Individual instruction in vocal technique and repertoire, including a weekly studio class and a private lesson to be arranged with the instructor. Includes performance in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

## MUSC 158.0 Applied Music—Woodwind I 1

Individual instruction on flute, oboe, clarinet, bassoon or

saxophone, consisting of weekly lessons to be arranged with the instructor. Includes participation in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

**MUSC 162.0 Small Ensemble—Vocal 1**

The study and performance of vocal ensemble literature, from renaissance madrigals to avant-garde contemporary repertoire. Audition required. May be repeated for a maximum of four credits. (0/30/0/0)

**MUSC 163.0 Small Ensemble—Instrumental 1**

The study and performance of chamber repertoire for brass, woodwind and piano. Audition required. May be repeated for a maximum of four credits. (0/30/0/0)

**MUSC 247.0 Music Theory III 3**

*Prereq. MUSC 148.0 or permission of instructor*

The study of traditional harmony and musical structure, including chromatic harmony, counterpoint, and baroque and classical techniques and forms. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MUSC 248.0 Music Theory IV 3**

*Prereq. MUSC 247.0 or permission of instructor*

The study of traditional harmony and musical structure, including advanced chromatic harmony and twentieth-century compositional techniques. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MUSC 249.0 Music for Elementary Teachers 3**

For students preparing to teach in the elementary school classroom. Includes music fundamentals and the integration of music activities into the elementary curriculum. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**MUSC 250.0 Applied Music—Lower Brass II 1**

A continuation of MUSC 150. Individual instruction on trombone, euphonium and tuba, consisting of weekly lessons to be arranged with the instructor. Includes participation in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

**MUSC 251.0 Applied Music—Percussion II 1**

A continuation of MUSC 151. Individual instruction on drum trap set, consisting of weekly lessons to be arranged with the instructor. Includes participation in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

**MUSC 252.0 Applied Music—Upper Brass II 1**

A continuation of MUSC 152. Individual instruction on trumpet and French horn, consisting of weekly lessons to be arranged with the instructor. Includes participation in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

**MUSC 253.0 Applied Music—Piano II 1**

A continuation of MUSC 153. Individual instruction on piano, consisting of a weekly studio class and a private lesson to be arranged with the instructor. Includes participation in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

**MUSC 254.0 Applied Music—Bass II 1**

A continuation of MUSC 154. Individual instruction on string and electric bass to be arranged with the instructor. May be repeated for a maximum of two hours credit. (0/30/0/0)

**MUSC 255.0 Applied Music—Guitar II 1**

A continuation of MUSC 155. Individual instruction on acoustic and electric guitar, consisting of weekly lessons to be arranged with the instructor. Includes participation in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

**MUSC 256.0 Applied Music—Voice II 1**

A continuation of MUSC 156. Individual instruction in vocal technique and repertoire, including a weekly class and a weekly private lesson to be arranged with the instructor. Includes performance in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

**MUSC 258.0 Applied Music—Woodwind II 1**

A continuation of MUSC 158. Individual instruction on flute, oboe, bassoon or saxophone, consisting of weekly lessons to be arranged with the instructor. Includes participation in a departmental recital. May be repeated for a maximum of two credits. (0/30/0/0)

**MUSC 260.0 Aural Skills I 1**

Sight singing of standard music materials; melodic, rhythmic and harmonic dictation. (15/0/0/0)

**MUSC 261.0 Aural Skills II 1**

*Prereq. MUSC 260.0*

A continuation of sight singing of standard musical materials; melodic, rhythmic and harmonic dictation. (15/0/0/0)

**MUSC 270.0 History of Jazz 3**

The study of the development of jazz as a musical idiom, and its social and historical context. Includes discussion of styles, instruments, prominent composers and performers, and selected works. For non-music majors. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Nursing Education Course Descriptions

**LPNR 119.0 Math for Pharmacology 1**

*Prereq. Concurrent with ADNR 121.0 and ADNR 122.0*

Math skills and methods of metric, apothecary, and household conversions essential for medication dosage computations to include pediatric dosage and intravenous administration. (15/0/0/0)

**ADNR 121.0 Basic Nursing Concepts – Theory 4**

*Prereq. Admission to program and concurrent with BIOS 125.0 or BIOS 225.0, CHEM 105.0 or CHEM 100.0, COMM 121.0, HLTH 147.0 or have taken*



Introduction to nursing focuses on basic concepts and skills. The conceptual framework is used to organize the cognitive, interpersonal, and psychomotor skills needed to provide for the psychosocial, developmental, protection, safety and basic physiological needs of clients. (60/0/0/0)

**ADNR 122.0 Basic Nursing Concepts—Lab/Clinical 2**  
*Prereq. Admission to program and concurrent with BIOS 125.0 or BIOS 225.0, LPNR 119.0 (for PN students), CHEM 100.0 or CHEM 105.0, ENGL 101.0, HLTH 147.0 or have taken or concurrent with ADNR 121.0*

Application of progressive knowledge and skills are practiced in a laboratory simulated health care setting followed by beginning clinical learning activities in a health care setting. (0/45/45/0)

**ADNR 131.0 Nursing—Health & Illness I—Theory 2**  
*Prereq. ADNR 121.0; ADNR 122.0, BIOS 125.0 or BIOS 225.0; and CHEM 105 or CHEM 100.0; ENGL 101.0; HLTH 147.0; Concurrent with ADNR 132.0 and ADNR 139.0, BIOS 126.0 or BIOS 226.0, PSYC 289.0*

A holistic approach of the adult client's health-illness continuum throughout the life span is presented. The nursing process is utilized in health assessments, disease processes, nursing interventions, pharmacodynamics, and nutritional needs. (30/0/0/0)

**ADNR 132.0 Nursing—Health & Illness I—Clinical 2**  
*Prereq. ADNR 121.0, ADNR 122.0; Concurrent with ADNR 131.0 and ADNR 139.0, BIOS 126.0 or 226.0, PSYC 289.0*

Prior and concurrent knowledge are included in learning activities with selected adult clients in a health care setting. (0/0/90/0)

**ADNR 139.0 Pharmacology 2**  
*Prereq. ADNR 121.0, ADNR 122.0, (LPNR 119.0 required as prerequisite for PN students) concurrent with BIOS 126.0 or 226.0, ADNR 131.0, ADNR 132.0, ADNR 141.0, ADNR 142.0 or have taken*

An introduction of the basic concepts of pharmacology including classifications, actions, indications, contraindications, drug dosages, side effects, dosage calculations, and nursing implications, pertaining to the adult client, is presented. (30/0/0/0)

**ADNR 141.0 Nursing—Health & Illness II—Theory 2**  
*Prereq. ADNR 131.0, ADNR 132.0; Concurrent with ADNR 139.0, BIOS 126.0 or 226.0 and PSYC 289.0*

Sequential exploration of the adult client's health-illness continuum throughout the life span is presented. Ongoing concepts of the nursing process are utilized in health assessment, disease processes, nursing interventions, pharmacodynamics and nutritional needs. (30/0/0/0)

**ADNR 142.0 Nursing—Health & Illness II—Clinical 2**  
*Prereq. ADNR 131.0, ADNR 132.0; Concurrent with ADNR 139.0, and BIOS 126.0 or 226.0*

Progressive utilization of knowledge and skills are integrated

in the learning activities with selected adult patients in a health care setting. (0/0/90/0)

**LPNR 151.0 Nursing of the Family—Theory 2**  
*Prereq. ADNR 139.0, ADNR 141.0, ADNR 142.0; Concurrent with LPNR 152.0 and LPNR 169.0*

Fundamental concepts of the childbearing and child-rearing family are explored. Emphasis is placed on basic human needs, growth and development, communication, the nursing process, and alterations in the child's health status. Unit Credits: 1-1, 2-1. (30/0/0/0)

**LPNR 152.0 Nursing of the Family—Clinical 2**  
*Prereq. ADNR 141.0, ADNR 142.0; Concurrent with LPNR 151.0 and LPNR 169.0*

Knowledge and skills pertinent to the childbearing and child-rearing family are integrated in selected learning activities in obstetrical and pediatric care settings. Unit Credits: 1-1, 2-1. (0/0/90/0)

**LPNR 161.0 Nursing of Health Deviations—Theory 2**  
*Prereq. ADNR 139.0, ADNR 141.0, ADNR 142.0; Concurrent with LPNR 162.0 and LPNR 169.0*

Overview of gerontological nursing that emphasizes the older adult in the health-illness continuum including mental health. Fundamental concepts of psychiatric disorders and nursing care are reviewed. (30/0/0/0)

**LPNR 162.0 Nursing of Health Deviations—Clinical 2**  
*Prereq. ADNR 141.0, ADNR 142.0; Concurrent with LPNR 161.0 and LPNR 169.0*

Clinical learning experiences in gerontological and psychiatric nursing are provided in health care settings. Unit Credits: 1-1, 2-1. (0/0/90/0)

**LPNR 169.0 Strategies for the Licensed Practical Nurse in Practice 2**  
*Prereq. ADNR 141.0, ADNR 142.0; Concurrent with LPNR 151.0, LPNR 152.0, LPNR 161.0 and LPNR 162.0*

Exploration of issues and trends, legal and ethical aspects, professional organizations, job opportunities, leadership and management skills, licensing and standards of nursing practice essential for the Licensed Practical Nurse in Practice. (30/0/0/0)

**LPNR 177.0 LPN Certification 4**  
Prepares the LPN for expanded scope of practice as outlined in the laws governing nursing. Upon completion, the LPN is eligible for certification by the Department of Health. (45/45/0/0)

**ADNR 211.0 Nursing—Health & Illness III—Theory 2**  
*Prereq. ADNR 219.0 concurrent with ADNR 212.0*

The pathophysiological changes of aging and the adaptation of adult clients experiencing chronic alterations are studied as it relates to the health-illness continuum. (30/0/0/0)

**ADNR 212.0 Nursing—Health & Illness III—Clinical 2**  
*Prereq. ADNR 219.0 concurrent with ADNR 211.0*

The nursing process is applied to the care of adult clients



with chronic, complex alterations in basic human needs in the geriatric or community health care setting. (0/0/90/0)

### **ADNR 219.0 Advanced Health Assessment 2**

*Prereq.* ADNR 139.0, ADNR 141.0 and ADNR 142.0

Competencies in holistic health assessment of clients across the life span are developed. Fluid and electrolyte balance/imbalance with appropriate intravenous therapy skills and theory are covered in depth. (15/45/0/0)

### **ADNR 221.0 Nursing—Health & Illness IV—Theory 2**

*Prereq.* ADNR 219.0, Concurrent with ADNR 222.0

Theory focuses on the care of the adult client with multiple acute health care problems as in relates to the health-illness continuum. (30/0/0/0)

### **ADNR 222.0 Nursing—Health & Illness IV—Clinical 2**

*Prereq.* ADNR 219.0, Concurrent with ADNR 221.0 and ADNR 259.0

This capstone clinical course in medical-surgical nursing has a focus on the care of the acutely ill adult client, teaching, discharge planning, and delegation. (0/0/90/0)

### **ADNR 231.0 Nursing—Mental Health Theory 2**

*Prereq.* ADNR 219.0, Concurrent with ADNR 232.0

Theory explores the major psychiatric diagnostic categories and therapeutic interventions for clients with mental health disorders. (30/0/0/0)

### **ADNR 232.0 Nursing—Mental Health 2**

*Prereq.* ADNR 219.0, Concurrent with ADNR 231.0

Clinical learning activities in the care of acute and chronic psychiatric-mental health clients are provided in selected therapeutic settings. (0/0/90/0)

### **ADNR 259.0 Dimensions of Professional Nursing 2**

*Prereq.* ADNR 219.0

Concepts common to all dimensions of professional nursing practice are covered including leadership and management, scope of practice, membership on the health care team, legal and ethical considerations, and trends and issues. Unit Credits: 1-1, 2-1. (15/0/45/0)

### **ADNR 261.0 Family Centered Nursing—Theory 3**

*Prereq.* ADNR 219.0 concurrent with ADNR 262.0

This course includes concepts related to maternal-child nursing. Emphasis is placed on the nursing process as it relates to the holistic needs of the woman, child and family as they adapt to the stresses created by childbearing, childhood, and childrearing experiences. (45/0/0/0)

### **ADNR 262.0 Family Centered Nursing—Clinical 3**

*Prereq.* ADNR 219.0 concurrent with ADNR 261.0

Clinical learning activities include application of family centered concepts in selected settings. Emphasis is placed on the care of women, children and families experiencing the childbearing and childrearing developmental processes, and alterations in the child's health-illness continuum. (0/0/135/0)

### **ADNR 271.0 Health Perceptions & Promotion 3**

*Prereq.* Current active RN or LPN licensure or temporary permit from Nebraska Health & Human Services Regulation Licensure Division

Initial course for the registered RN/LPN refresher courses. Professional legal issues and ethical, cultural considerations affecting health care delivery are included. Standards of nursing practice and changing nursing roles are discussed. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

### **ADNR 272.0 RN/LPN Clinical Application 2**

*Prereq.* Completion of ADNR 271.0 or concurrently enrolled

A component of the RN/LPN refresher courses. Application of selected nursing skills and knowledge to groups of patients in a health care facility by the RN or LPN enrolled in this course. Emphasis is placed on application of the nursing process. Communication skills, patient and staff teaching, and standards of nursing practice are also implemented. (0/0/90/0)

### **ADNR 273.0 Physiological & Psychosocial Health Interferences 3**

*Prereq.* ADNR 271.0

A component of the RN/LPN refresher courses. Interferences in physiological and psychosocial functioning encountered by individuals and groups throughout the life span are reviewed. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

### **ADNR 275.0 Intravenous Therapy/Advanced Health Assessment 2**

*Prereq.* ADNR 271.0, Present or Previous RN license

Reviewing and updating knowledge regarding administration of intravenous therapy and advanced health assessment skills for the RN participating in RN/LPN refresher courses. Unit Credits: 1-1, 2-1. (23/22/0/0)

## **Paralegal Course Descriptions**

### **LEGA 101.0 Law & the Legal Team 3**

Students will review paralegal functions, types of employment, education, licensing, professional ethics, and the unauthorized practice of law. This course also includes an introduction to law office skills. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

### **LEGA 186.0 Cooperative Education/Internship I 8** (See page 24 for course description.)

### **LEGA 201.0 Legal Research & Writing 3**

*Prereq.* ENGL 101.0 and LEGA 101.0 or permission

A practical approach to legal research problems. Through research projects, students will become familiar with legal publications and how to use them in solving legal problems. Methods and various forms of legal writing will also be discussed. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**LEGA 221.0 Law Office Management 2**

*Prereq. LEGA 101.0 or permission*

Covers the fundamentals of law office management and organization. Subjects covered include: basic principles and structure of management, employment opportunities for the paralegal, timekeeping and accounting systems, marketing issues, administrative and substantive systems in the law office, and law practice technology. Unit Credits: 1-1, 2-1. (30/0/0/0)

**LEGA 241.0 Bankruptcy 3**

*Prereq. LEGA 101.0 or permission*

A study of the laws governing bankruptcy acts, voluntary and involuntary petitions, liens, preferences, powers of trustee, rights of debtors and creditors, liquidation, and the discharge of bankruptcy. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**LEGA 251.0 Family Law 3**

*Prereq. LEGA 101.0 or permission*

Specific topics in family law covered by this course include adoption, guardianship, child custody and support, name changes, and divorce. Emphasis will be on court forms, preparing pleadings, and using interview checklists. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**LEGA 261.0 Litigation & Trial Practice 3**

*Prereq. LEGA 101.0 or permission*

The practical aspects of litigation will be explored, including state and federal procedure, trial preparation, and post-trial matters. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**LEGA 281.0 Estate Administration 3**

*Prereq. LEGA 101.0 or permission*

Included in this study of the administration of estates are techniques for fact gathering, inheritance, and estate tax principles and probate procedures. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**LEGA 286.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

**LEGA 291.0 Practicing Paralegal 3**

*Prereq. This course must be taken during a degree student's last semester*

This capstone course is structured as a mock law firm where students are required to perform many of the tasks of working paralegals. Students will follow one case in detail from its inception through trial and will be required to handle certain aspects of other cases. In addition, students will learn applications of computer programs most often used in law offices. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

A study of the opportunities within the parts distribution industry and methods of pursuing those opportunities. (15/0/0/0)

**PDSM 126.0 Automotive Assemblies 2**

The various components which make up an automobile with emphasis on correct identification and function. Unit Credits: 1-1, 2-1. (30/0/0/0)

**PDSM 127.0 Telephone Selling 1**

Designed to teach the student the proper etiquette when using the telephone and to provide the needed skills for proper selling over the telephone. (15/0/0/0)

**PDSM 128.0 Catalog Systems 8**

A study of various systems used in retail, jobber, and independent distributorships. Unit Credits: 1-3, 2-5. (90/90/0/0)

**PDSM 129.0 Ticket Printing & Pricing 5**

Various pricing procedures and the pricing of parts on sales tickets. Unit Credits: 1-2, 2-1, 3-2. (45/90/0/0)

**PDSM 131.0 Counter Sales 6**

Actual practice in performance of the duties and responsibilities of selling parts over the counter in a lab situation. Unit Credits: 1-3, 2-3. (60/90/0/0)

**PDSM 132.0 Inventory Control 6**

Actual performance of the requirements and responsibilities of controlling the parts movement under lab conditions. Unit Credits: 1-3, 2-3. (60/90/0/0)

**PDSM 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

**PDSM 225.0 Customer Service/Service Writer 5**

An exploration why customer service is no longer to ensure customer satisfaction, but to go beyond the customer's expectation. Service writer provides students with the knowledge and experience needed to become a service writer in today's dealerships. Unit Credits: 1-3, 2-2. (45/90/0/0)

**PDSM 226.0 Parts Management 6**

Lab practices in managing the complete automotive parts distributorship. A study of employer and employee relations and self-appearance is also included. Unit Credits: 1-2, 2-2, 3-2. (60/90/0/0)

**PDSM 286.0 Cooperative Education/Internship II 8**

(See page 24 for course description.)

## Parts Sales and Management Course Descriptions

**PDSM 125.0 Orientation & Introduction to Automotive Industry 1**

## Personal Development Course Descriptions

**PRDV 090.0 Career Assessment I 1/2**

Designed to provide career information and identify aptitudes. Assessment results and a brief assessment interpretation will be

provided. Credit will not apply toward a diploma or a degree. Only the pass/fail grading option is available. (7.5/0/0/0)

**PRDV 099.0 Microcomputer Exploration 1**

Designed to introduce students to microcomputer usage. Students will learn the terminology of microcomputers, demonstrate keyboard and mouse skills, and receive an introduction to Windows and word processing. (15/0/0/0)

**PRDV 101.0 Consumer Problems 3**

Investigation of the rights and responsibilities of the consumer, analysis of the social forces affecting consumer decisions, and identification of guidelines for the selection of goods and services. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PRDV 102.0 College Survival 1**

Designed to improve the student's ability in time management, test taking, communication skills, study techniques, and personal issues that impact on college students' achievement of educational objectives. (15/0/0/0)

**PRDV 103.0 Successful Job Relations 1**

Covers on-the-job communication skills, personal traits of success, problem-solving, time management, goal setting, assertiveness, and the relationship between productivity and job attitude. (15/0/0/0)

**PRDV 105.0 Life Planning 1**

Designed to offer students in any stage of life an intensive look at their self-concepts, values, personal qualities, and life goals. Emphasis will be on improving self-esteem, assessing personal qualities, clarifying values, setting goals, making decisions, and developing a balanced lifestyle. (15/0/0/0)

**PRDV 109.0 College Foundations 3**

Designed for the student to explore college life issues. Topics addressed involve the general areas of academic, personal, and career success and include study and time management techniques, goal setting, and self-management skills. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PRDV 110.0 Career Exploration 1**

Designed to provide an introduction to careers through individual assessment of interests, skills, and values in relationship to occupations; exploration of job skills and career options; and development of a career plan. (15/0/0/0)

**PRDV 115.0 Basics of Money Management 1**

This course is designed to help individuals successfully manage their personal finances through applied financial goal setting, budgeting, and other basic financial decision-making processes. (15/0/0/0)

**PRDV 185.0 Employment Search & Interview 2**

Prepares the student for all phases of the job search process and job follow-up. Includes research, resume, cover letter, application, interview, and follow-up. (30/0/0/0)

**PRDV 205.0 Assertiveness Training 2**

Helps students express their thoughts, feelings, and opinions openly and honestly in appropriate ways without violating the rights and feelings of others. (30/0/0/0)

**PRDV 260.0 Stress Management 2**

Analyzes the physiological and psychological causes and effects with an emphasis on thinking critically about personal stress and setting goals to apply stress-management techniques. Unit Credits: 1-1, 2-1. (30/0/0/0)

## Philosophy Course Descriptions

**PHIL 108.0 Critical Thinking Skills 2**

Individualized analysis of thinking, learning new thinking skills and application of these skills to a variety of life situations. Unit Credits: 1-1, 2-1. (30/0/0/0)

**PHIL 115.0 Critical and Creative Thinking 3**

Designed to increase students' critical and creative thinking skills. Will explore the use of logic to analyze ideas, evaluate arguments and draw logical conclusions; and, will raise the student's level of problem identification, idea generation, solution finding and implementation. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PHIL 261.0 Comparative Religions 3**

A cross-cultural introduction to the world's major religious/philosophical traditions or faith systems through a comparison of historical origins, rituals, beliefs, practices and sacred texts and scores. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PHIL 265.0 Introduction to Ethics 3**

Examines contemporary ethical conflicts and provides an introduction to the language, concepts, and traditions of ethics. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Physical Education and Recreation Course Descriptions

**PHED 107.0 Physical Education: Body Conditioning 1**

Proper fundamental techniques to improve physical health and fitness. Course includes nutrition assessment, establishing sound nutrition, strength training, aerobic activity, flexibility maintenance and developing a personal conditioning program. May be repeated for a maximum of four credits. (15/15/0/0)

**PHED 122.0 Physical Education: Golf 1/2**

Emphasis on basic technique, terminology and selection, care and use of equipment for the beginning golfer. (0/15/0/0)

**PHED 130.0 Performance Dance Foundations I 1**

Emphasis on basic fundamentals of precision dance and drill

are basic to the course. May be repeated for a maximum of two credits. (15/15/0/0)

**PHED 140.0 Personal Health 3**

Personal and family problems and practices including healthy lifestyles. Emphasis on diet, nutrition, exercise, STD's (especially AIDS), substance abuse, diseases and death and dying. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PHED 150.0 Recreation in Society 3**

Includes development of the recreation movement, the role of recreation in the American life emphasizing community recreation and professional opportunities in the field. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PHED 178.0 Introduction to Physical Education 3**

Emphasis on historical development, philosophy, scientific foundations, leadership, professionalism, and how these concepts and principles impact physical education. For students in health, physical education, or recreation. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PHED 230.0 Performance Dance Foundations II 1**

Emphasis on intermediate fundamentals of precision dance and drill are basic to the course. May be repeated for a maximum of two credits. (15/15/0/0)

**PHED 240.0 Non-Rhythmic Act/Elm Children 2**

Techniques of teaching fundamental movement skills; sports skills; low-organized and lead-up games; self-testing activities; includes knowledge of physical, emotional, social and intellectual development of children. Unit Credits: 1-1, 2-1. (30/0/0/0)

**PHED 250.0 Recreational Leadership 3**

Designed as an introductory course in directing recreational activities and programs; includes principles and concepts involved in working with individuals and groups in a recreational setting, assessing demands placed on the leader, and leadership effectiveness. Unit Credits: 1-1, 2-1, 3-1. (30/30/0/0)

## Intercollegiate Athletics: Freshman Level Course Descriptions

**PHED 185.0 Varsity Competition—Men's Basketball 1**

Regular attendance and participation in all squad activities of an intercollegiate competitive sport is required. This course is open to first-year students. (0/60/0/0)

**PHED 188.0 Varsity Competition—Volleyball 1**

Regular attendance and participation in all squad activities of an intercollegiate competitive sport is required. This course is open to first-year students. (0/60/0/0)

## Intercollegiate Athletics: Sophomore Level Course Descriptions

**PHED 285.0 Varsity Competition—Men's Basketball 1**

Regular attendance and participation in all squad activities of an intercollegiate competitive sport is required. This course is open to second-year students. (0/60/0/0)

**PHED 288.0 Varsity Competition—Volleyball 1**

Regular attendance and participation in all squad activities of an intercollegiate competitive sport is required. This course is open to second-year students. (0/60/0/0)

## Physical Science Course Descriptions

**PHYS 101.0 Earth Science 3**

A survey course in the earth sciences including earth materials and formations (unit 1), earth history and oceans (unit 2), and meteorology and astronomy (unit 3). Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PHYS 110.0 Physical Science 4**

*Note: Background in elementary algebra is helpful*

A survey course in the physical sciences with emphasis on scientific processes. Includes topics from chemistry, physics, astronomy, earth science, and a review of elementary algebra. Related lab. *Note: Background in elementary algebra is helpful.* Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/30/0/0)

**PHYS 115.0 Technical Physics 3**

*Prereq. MATH 108.0*

An algebra-based introductory physics designed specifically for technical programs. Applies physical concepts and formulas from several energy systems to useful apparatus in the scientific and industrial world through problem solving and hands-on experiences. Unit Credits: 1-1, 2-1, 3-1. (30/30/0/0)

**PHYS 141.0 General Physics I 5**

*Prereq. MATH 115.0 or appropriate math placement score*

A general algebra-based physics course for general education or medical areas. Topics include vectors, motion, force, Newton's laws, energy, fluids and heat. Related labs. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (60/30/0/0)

**PHYS 142.0 General Physics II 5**

*Prereq. PHYS 141.0*

Second course in algebra-based physics; topics include electricity, magnetism, light, optics, and an introduction to nuclear and atomic physics. Related lab. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (60/30/0/0)



**PHYS 150.0 Introduction to Physical Geography w/Lab 4**

A presentation of ecological, geological, and geographical principles that can help individuals understand their biological and physical surroundings in ways that connect them with other times, people, and events. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/30/0/0)

**PHYS 157.0 Physical Geology 3**

The exploration of the present Earth as we know it, including history, structure, materials, land forms, oceans, water, and changes. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PHYS 211.0 General Physics I with Calculus 5**

*Prereq. MATH 206.0 or concurrent enrollment*

For students majoring in engineering or the sciences. Students will study statics, motion, and Newton's Laws through extensive use of vectors, energy, momentum, rotational motion, stress, fluids and heat. Related lab work included. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (45/60/0/0)

**PHYS 212.0 General Physics II with Calculus 5**

*Prereq. PHYS 211.0 and MATH 207.0 or concurrent enrollment in MATH 207*

A continuation of PHYS 211.0. Topics include waves, light, lenses, electrostatics, direct current, magnetic fields, electromagnetism and alternating current. Includes related lab work. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (45/60/0/0)

## Political Science Course Descriptions

**POLS 100.0 American Government 3**

Structure and functioning of the American political system. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**POLS 160.0 International Relations 3**

An analysis of relations among nations issues of war and peace, ideologies, nationalism and international organizations. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Psychology Course Descriptions

**PSYC 101.0 Psychology of the Family 3**

The family, its historical development and contemporary problems, including discussion of marriage and parenthood. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PSYC 115.0 Human Relations 3**

Focuses on individual, interpersonal, and group relationships and communication skills. Teaches the application of the scientific method for problem-solving. National trends are addressed in order to foster personal awareness and skills to meet

the challenges and opportunities inherent in U.S. Society. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PSYC 181.0 Introduction to Psychology 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. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PSYC 212.0 Social Psychology 3**

*Prereq. PSYC 181.0*

Investigation of social thinking, social relations, and social influences on individual and group behavior. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PSYC 222.0 Psychology of Adjustment 3**

Basic concepts of adjustment including mental health, personality, and the individual and social forces that interact to determine how one copes with his or her world. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PSYC 286.0 Abnormal Psychology 3**

*Prereq. PSYC 181.0*

Includes the major maladjustments, environmental and physiological causes, and methods of intervention. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**PSYC 289.0 Developmental Psychology 3**

Traditional and current research in lifespan development from conception to death. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Quality Control Course Descriptions

**QUCT 140.0 CQT Exam 3**

*Prereq. QUCT 145.0*

Study sessions aimed at the American Society of Quality's "Certified Quality Technician" exam. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**QUCT 145.0 Statistical Process Control I 3**

Presents the basic statistical tools used in quality control. Subjects covered are control charts, capability, histograms, average and standard deviation. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**QUCT 150.0 CQA Exam 3**

*Prereq. QUCT 170.0*

Study sessions aimed at the American Society of Quality's "Certified Quality Auditor" exam. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**QUCT 170.0 Quality Audit 3**

*Prereq. QUCT 145.0*

Covers the purpose and philosophy of quality audits. The type of audits covered are: product audit, process audit, and sys-



tem audit. Proper reporting of audit results is covered in detail. (45/0/0/0)

**QUCT 171.0 Tools & Gaging 3**

The basic tools used in industry to make measurements are taught by the hands-on method. These include gauge blocks, micrometers, voltmeters, and dial indicators. Some select non-destructive tests are also included. (45/0/0/0)

**QUCT 172.0 Statistical Sampling & Reliability 3**

*Prereq. QUCT 145.0*

The elementary concepts of sampling theory are covered along with MIL-STDs 105, 414 and 690. The Poisson distribution is used to calculate OC curves and alpha/beta risks. The classical reliability theory, failure rates, MTBF, bathtub curve and series/parallel system reliability will be demonstrated. (45/0/0/0)

**QUCT 173.0 Design of Experiments 3**

*Prereq. QUCT 145.0*

Presents the methods used to set up and run an experiment. This includes full and partial factorials, analysis methods, and regression techniques. (45/0/0/0)

**QUCT 174.0 Statistical Process Control II 3**

*Prereq. QUCT 145.0*

Covers gauge reproducibility and repeatability studies and how they are performed, capability indices for non-normal distributions, and sampling techniques per MIL-STD-105. (45/0/0/0)

**QUCT 176.0 Computer Statistical Applications 3**

Use of a computer and statistical software to generate graphs, charts, and other SPC results. (45/0/0/0)

**QUCT 180.0 Total Quality Management 3**

An overview of modern quality systems, including team building, awards, management concepts, and statistical tools. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Sociology Course Descriptions

**SOCI 101.0 Introduction to Sociology 3**

Introduction to the basic principles of sociology including the study of culture, socialization, social structure, social institutions, investigative behavior, deviance, inequalities, and theoretical perspectives. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**SOCI 201.0 Social Problems 3**

An overview of the major social problems of contemporary society. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**SOCI 215.0 Issues of Unity and Diversity 3**

Helps students increase awareness and sensitivity of commonalities and differences among people and acquire knowl-

edge of minority groups, their issues, and their challenges. It will promote positive exchange in our diverse and global society. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Spanish Course Descriptions

**SPAN 101.0 Beginning Spanish I 5**

Introduces students to the language and culture of the Hispanic world; basic vocabulary, grammar and conversation will be covered to develop written and spoken Spanish skills. Course is supplemented by practice in pronunciation laboratory. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (75/15/0/0)

**SPAN 102.0 Beginning Spanish II 5**

*Prereq. SPAN 101.0 or 3 semesters of high school Spanish*

A continuation of SPAN 101.0. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (75/15/0/0)

**SPAN 108.0 Business Spanish 3**

A basic course in survival Spanish, focusing on spoken and written communication, as well as culture, for individuals whose work or travel needs require basic Spanish language interaction skills. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**SPAN 201.0 Intermediate Spanish I 3**

*Prereq. SPAN 102.0 or 4 semesters of high school Spanish*

Intensive and extensive reading of moderately difficult Spanish texts; thorough review of minimum essentials of Spanish grammar; conversational practice; and composition in Spanish. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**SPAN 202.0 Intermediate Spanish II 3**

*Prereq. SPAN 201.0*

A continuation of SPAN 201.0. The course focuses on the essentials of Spanish grammar, vocabulary, conversation, reading, listening comprehension, and writing practice. (45/0/0/0)

**SPAN 210.0 Intensive Writing in Spanish 3**

*Prereq. SPAN 202.0*

This course is aimed at improving Spanish syntax and sentence structure through intensive and extensive reading and writing projects and styles: including letters, journals, narrative, opinion, persuasive and literary critique forms of writing. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Speech Course Descriptions

**SPCH 111.0 Public Speaking 3**

This course provides both theoretical basis and practical instruction for speaking effectively in public. It emphasizes train-

ing in basic speech skills, development of voice, topic selection, audience analysis, speech preparation and organization, researching, strategic and creative language use, effective listening and delivery skills, and common types of public speeches, and acknowledging the influence of various cultural and ethnic backgrounds Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**SPCH 140.0 Oral Communication 3**  
Process and effects of oral communication. Emphasis on understanding and improving communication within oneself, small groups, and the public. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Theater Course Descriptions

**THEA 101.0 Introduction to Theater 3**  
An introduction to the forms and functions of the dramatic arts within an historical perspective. Includes an introduction to basic theatre skills as well as an introduction to a range of dramatic literature. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**THEA 171.0 Play Production 1**  
Participate in acting, creating sets, or other crew work on at least one college theater production. The course may be repeated for a maximum of four hours credit. (0/30/0/0)

**THEA 173.0 Acting 3**  
Theory and practice of acting, including practical exercises, pantomimes, improvisations, and scenes. Emphasis is placed upon the study of technique and characterization. Unit Credits: 1-1, 2-1, 3-1. (30/30/0/0)

**THEA 180.0 Stage Technology 3**  
A shop and crew course in designing, building, painting, handling, and lighting stage scenery; organization and operation of production crews; and care and use of hand and power tools. Unit Credits: 1-1, 2-1, 3-1. (15/60/0/0)

**THEA 181.0 Theatrical Make-Up 3**  
The study and application of visual aesthetics in theatrical makeup, including the fundamentals of stage makeup, character makeup, corrective techniques, beards, mustaches, and three-dimensional makeup. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

## Truck Driving Course Descriptions

**TRUK 150.0 Basic Operations I 2**  
Introduces students to the working components of tractor-trailer and basic maneuvers. Control the motion of the vehicle and ensure that it is in proper operating condition and correctly coupled to trailers. Unit Credits: 1-1, 2-1. (15/45/0/0)

**TRUK 151.0 Basic Operations II 2**  
Interaction between the student/vehicle combination and highway traffic environment. Apply basic skills in a way that ensures their own safety and that of other roadway users. Unit Credits: 1-1, 2-1. (15/45/0/0)

**TRUK 152.0 Non-Vehicle Activities 2**  
Responsibility of tractor/trailer driver: cargo handling, hours of service, documentation, accident procedures, employer relations. Unit Credits: 1-1, 2-1. (30/0/0/0)

**TRUK 160.0 Applied Truck Driving Principles 1**  
Advanced practice of tractor/trailer over-the-road driving with 30 hours of behind the wheel driving and observation. May be repeated for maximum of six hours of credit. (15/0/0/0)

**TRUK 170.0 Defensive Driving 1/2**  
Combine principles of defensive driving with the technical skills of the professional truck driver to enable truckers to meet the difficult task of safely operating vehicle. (7.5/0/0/0)

**TRUK 200.0 NE Department of Motor Vehicles Third Party Examination 1/2**  
Third Party Examination of student's performance driving a pre-determined and CMV-approved route. Behind the wheel performance. (7.5/0/0/0)

**TRUK 286.0 Cooperative Education Internship II 8**  
(See page 24 for course description.)

## Welding Technology Course Descriptions

**WELD 125.0 Blueprint Reading 3**  
Blueprint reading, welding symbols, and basic drafting skills that are used in the welding industry. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

**WELD 128.0 Welding for Related Occupations 3**  
For students taking welding on a related basis. Includes the basic principles and applications of the shield metal arc welding and oxyacetylene welding processes. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**WELD 129.0 Welding for Machinist 3**  
Meets the welding requirements for students majoring in machine tool technology: oxyacetylene welding, brazing, braze welding and cutting, shield metal arc, gas metal arc, gas tungsten arc, and information on welding tool steel. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**WELD 130.0 Oxyacetylene Welding I 3**  
Equipment and supplies are used in a safe manner when welding with the oxyacetylene welding equipment. Skill development will be in all positions. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**WELD 132.0 Cutting 2**

Theory and practice of cutting. A variety of cutting processes will be covered, including oxyacetylene and plasma. Unit Credits: 1-1, 2-1. (30/0/0/0)

**WELD 134.0 Brazing & Braze Welding 2**

Theory and practice in brazing and braze welding. Skill development using mild steel, cast iron, and aluminum will be covered. Unit Credits: 1-1, 2-1. (30/15/0/0)

**WELD 136.0 Welding Repair & Troubleshooting 3**

Basic repair and troubleshooting of welding power supplies, wire feeders, and accessory equipment. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**WELD 140.0 Shield Metal Arc Welding I 3**

Emphasizes safety, theory, and nomenclature. Welding skills will be developed in all positions using mild steel and stainless steel. Several electrodes and types of joint designs will be used. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**WELD 141.0 Shield Metal Arc Welding II 3**

*Prereq. WELD 140.0*

Welding in all recognized fixed positions and welding pipe. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**WELD 144.0 Gas Metal Arc Basics 2**

Theory and application of gas metal arc welding; welds made in flat position on mild steel. This course is short and intensive for production welding skills. Unit Credits: 1-1, 2-1. (15/45/0/0)

**WELD 145.0 Gas Metal Arc Welding I 3**

Theory and application of the gas metal arc welding process on mild steel. Welds are made in all positions, on various joints, and using different shielding gases. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**WELD 146.0 Gas Metal Arc Welding II 2**

The spray transfer mode of deposit for welding will be covered in this course. Aluminum, stainless, and other nonferrous filler materials will be used. Unit Credits: 1-1, 2-1. (30/15/0/0)

**WELD 150.0 Gas Tungsten Arc Welding I 3**

Theory and application of gas tungsten arc welding using mild steel in all positions. Proficiency must be demonstrated with the oxyacetylene welding process prior to entering this course. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

**WELD 151.0 Gas Tungsten Arc Welding II 2**

Stainless steel and aluminum are welded in all positions. Unit Credits: 1-1, 2-1. (30/15/0/0)

**WELD 154.0 Basic ERC Robotic Welding 2**

*Prereq. WELD 145.0 or equivalent welding skills*

Covers ERC Motoman basic programming and welding with an industrial size robot. Unit Credits: 1-1, 2-1. (30/0/0/0)

**WELD 156.0 Basic Kuka Robotic Welding 2**

*Prereq. WELD 145.0 or equivalent welding skills*

Covers Kuka robotics basic programming and welding with an industrial size robot. Unit Credits: 1-1, 2-1. (30/0/0/0)

**WELD 158.0 Basic XRC Robotic Welding 2**

Covers XRC Motoman basic programming and welding with an industrial sized robot. Unit Credits: 1-1, 2-1. (30/0/0/0)

**WELD 160.0 Polyethylene Pipe Fusion 1**

This course covers the properties of polyethylene pipe, codes, and standards used in the polyethylene pipe industry as it relates to the natural gas industry. It also covers how to operate and maintain equipment used in the fusing of polyethylene pipe. (0/45/0/0)

**WELD 186.0 Cooperative Education/Internship I 8**

(See page 24 for course description.)

**WELD 243.0 Shield Metal Arc Welding: Pipe I 4**

*Prereq. WELD 141.0 or equivalent welding skills*

The development of pipe welding skills in the 5G position welding vertical up. First unit covers E6010 root pass and E7018 fill and cap; second unit covers E6010 root and E6010 fill and cap. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**WELD 244.0 Shield Metal Arc Welding: Pipe II 4**

*Prereq. WELD 141.0 or equivalent welding skills*

The development of pipe welding skills in the 5G position welding vertical down. Unit one covers E6010 root, E6010 fill and cap; unit two covers E6010 root, E7010-A, fill and cap. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/45/0/0)

**WELD 245.0 Shield Metal Arc Welding: Pipe III 2**

*Prereq. WELD 141.0 or equivalent welding skills*

The development of pipe welding skills in the 2G E6010 root, E7018 fill and cap, 6G E6010 root, and E7018 fill and cap. Unit Credits: 1-1, 2-1. (15/45/0/0)

**WELD 248.0 Flux-Cored & Submerged Arc Welding 3**

Theory and application. Includes welding all positions using self-shielding and externally shielded electrodes. Submerged arc will include groove and fillets in the flat and horizontal positions only. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

**WELD 252.0 Gas Tungsten Arc Welding: Pipe 2**

Provides the student with the skills necessary to pass pipe qualification test in the 2G, 5G, and 6G positions on mild steel. Unit Credits: 1-1, 2-1. (15/45/0/0)

**WELD 254.0 Advanced Robotics & Maintenance 2**

*Prereq. WELD 154.0*

Covers advanced programming and maintenance on an industrial size welding robot. Unit Credits: 1-1, 2-1. (30/0/0/0)

**WELD 261.0 Metals 2**

A study of metals as related to their properties, alloying elements, and code systems is covered. Unit Credits: 1-1, 2-1. (30/0/0/0)

**WELD 262.0 Layout & Assembly 2**

The design and fabrication of an approved project is included.

ed in this course. A working print, estimation of cost and time, and a list of materials are required. Credit value will be arranged. Unit Credits: 1-1, 2-1. (15/45/0/0)

**WELD 264.0 Miscellaneous Welding Processes 2**

Study and application of resistance, friction, hard facing, and cast iron welding along with the use and application of the twin carbon arc torch. Other less familiar welding processes will also be covered. Unit Credits: 1-1, 2-1. (30/0/0/0)

**WELD 270.0 Welding Codes & Standards 2**

Various familiarization of welding codes and inspection techniques are covered relating to weld quality. Unit one will cover

codes and standards and unit two will cover testing techniques. Unit Credits: 1-1, 2-1. (30/0/0/0)

**WELD 271.0 Welding for Qualification 4**

This course requires weldments to be made which will satisfactorily withstand the guided bend test as specified by the AWS D1.1 Structural Steel Welding Code. Each unit will consist of a welding process. Unit one, different SMAW; unit two, GMAW; unit three FCAW; and unit four SAW. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

**WELD 286.0 Cooperative Education/Internship II 8**  
(See page 24 for course description.)

# College Personnel

## Administrative Office

### **ADLER, Doug**

*Human Resources Manager*  
B.S., B.A., Creighton University  
M.B.A., Univ. of Nebraska-Kearney

### **BJORKLUND, Nancy**

*Grants Manager*  
B.S., M.A., Univ. of Nebraska-Kearney

### **BURRIS, Sandy**

*Executive Assistant to the College President*  
B.P.S., Bellevue University

### **CASSEY, Maggie**

*Administrative Assistant*  
Central Community College  
Univ. of Nebraska-Lincoln

### **COHN, Linda**

*Software/Analyst*  
A.A.S., A.A.S., Central Community College

### **CROWLEY, Jack**

*Development/Alumni Officer*  
B.A., Univ. of Nebraska-Kearney  
M.A., Ohio State University

### **DESEL, Sherry**

*Lead Software Administrator*  
A.A.S., Central Community College

### **DRUDIK, Barb**

*Administrative Assistant*  
Central Community College

### **FISHER, Nancy**

*Administrative Assistant*  
Central Community College  
Univ. of Nebraska-Omaha

### **FRANCIS, Mark**

*Software/Analyst*  
A.A.S., Central Community College  
B.S., Univ. of Nebraska-Lincoln

### **FRANZEN, LaVern**

*College President*  
B.A., M.S., Univ. of Nebraska-Kearney  
Ed.D., Univ. of Nebraska-Lincoln

### **GLAZIER, Larry**

*College Business Officer*  
A.D., Southeast Community College  
B.S., Univ. of Nebraska-Lincoln

### **GOULD, Daniel**

*IT Server Administrator*  
A.A.S., Central Community College

### **HANSEN, Sheila**

*Lead Desktop Technician*  
AAS, Central Community College

### **HAUSSLER, Alicia**

*Purchasing Manager*  
Univ. of Nebraska-Kearney  
Central Community College

### **HOOKER, Susan**

*Grants Technician*  
B.P.S., Bellevue University

### **HORNER, Barry**

*Lead IT Server Administrator*  
AA, Univ. of Maryland

### **JACOBSON, Stephanie**

*TRiO Director*  
B.A., M.S., Univ. of Nebraska-Kearney

### **KALVELAGE, Timothy**

*Desktop Technician*  
A.A.S., Northeast Technical Community  
College

### **KILGORE, Willy**

*Desktop Technician*  
A.A.S., Central Community College

### **KRUSE, Linda**

*College Accounting Manager*  
B.A., Hastings College

### **LARSON, Barb**

*College Registrar*  
B.S., B.A., Univ. of Nebraska-Kearney  
M.E., Doane College

### **MARTIN, Pamela**

*College Accountant*  
B.S., Nebraska Wesleyan University

### **MAYBERRY, Linda**

*College Advertising Director*  
Central Community College

### **MCDERMOTT, Brian**

*College Effectiveness & Research Director*  
B.S., Univ. of Nebraska-Kearney

### **MEYER, A. Beth**

*Payroll/Accounting Assistant*  
B.S., Univ. of Nebraska-Lincoln

### **NELSON-SNYDER, Marni**

*Staff Accountant*  
B.A., Midland Lutheran College

### **NOWAK, Ann**

*Administrative Assistant*  
A.A.S., Central Community College  
Univ. of Nebraska-Kearney

### **PAPE, Peggy**

*HR Assistant Manager*  
B.S., M.B.A., Univ. of Nebraska-Kearney

### **PAYNE, Deborah**

*Software Specialist*  
Central Community College

### **PETERS, Tom**

*IT Manager*  
A.A.S., Central Community College  
B.S., M.E., Univ. of Nebraska-Kearney

### **RANSOM, Joni**

*College News Bureau Director*  
B.A., Midland Lutheran College

### **RICHARDS, Don R.**

*Assistant College Registrar*  
B.S., Univ. of Nebraska-Kearney

### **ROSS, Charlene**

*Payroll Accountant*  
GI School of Business  
Central Community College

### **SMITH, Gregory P.**

*Executive Vice President*  
B.A., Western Illinois University  
M.A., Ph.D., University of Denver

### **SMOYER, Sandra**

*Accounts Payable Specialist*  
Lincoln School of Commerce  
Central Community College

### **SOULLIERE, Jeffrey**

*Lead Network Administrator*  
A.A.S., Central Community College

### **STRAYER, James**

*Public Relations Officer*  
A.A., Fairbury Junior College  
B.A., M.A., Univ. of Nebraska-Lincoln

### **THOMPSON, Debra**

*Executive Assistant*  
A.A., Central Community College  
B.P.S., Bellevue University

### **THORNTON, Barbara**

*Buyer, Purchasing Dept.*  
Central Community College

### **VALDERAZ, Lupe**

*Accounts Payable Specialist*  
Central Community College

### **WEST, Theresa**

*Administrative Assistant*  
A.A.S., Central Community College

### **VINCIK, Keith**

*IT Server Administrator*  
A.A.S., Central Community College  
B.P.S., Bellevue University



## Columbus

### **ADKISSON, Deb**

*Testing Technician*

A.A.S., Central Community College

### **AUGUSTIN, Deb**

*Records Technician*

Diploma, Central Community College

### **BALDWIN, Jim**

*Custodian Supervisor*

A.A.S., Central Community College

### **BALLOBIN, Kathryn**

*Associate Dean of Instruction*

B.S., M.A., Univ. of Nebraska-Omaha

### **BALLWEG, Ed**

*Building Maintenance Supervisor*

### **BARBER, Dee**

*Custodian*

### **BEAL, Wendy**

*Learning Support Specialist*

A.A.S., Central Community College

### **BECKER, Jerry**

*History Instructor*

B.A., M.A., Univ. of Arkansas-Fayetteville

Ph.D., Texas Tech University

### **BECKER, Robert**

*Math & Physics Instructor*

B.S., Kansas State University

M.S., University of North Carolina

### **BECKMAN, David**

*HVAC Maintenance Technician*

A.A.S., Southeast Community College

### **BENEDICT, Mike**

*Campus Security/Custodian*

### **BENTZ, Michelle**

*Career & Employment Services/Cooperative  
Education Director*

B.A., Midland Lutheran College

M.Ed., Wayne State College

### **BOSAK, Todd R.**

*Industrial Technology Instructor*

A.A.S., Southeast Community College

### **CHRISTENSEN, Rick**

*Mathematics Instructor*

B.S., M.S., Univ. of Nebraska-Kearney

### **COAN, Robin**

*Training & Development Administrative  
Assistant*

B.A., Univ. of Nebraska-Lincoln

### **CONDREAY, Blain**

*Biological Sciences Instructor*

B.S., M.S., Univ. of Nebraska-Lincoln

### **CONDREAY, Dorothy**

*Chemistry/Physical Science Instructor*

B.S., Univ. of Nebraska-Lincoln

M.S., Univ. of Nebraska-Kearney

### **COLIN, Frank**

*Custodian*

### **CORNWELL, Connie**

*Nursing Instructor*

*Registered Nurse*

A.D.N., St. Mary's College-Omaha

B.S.N., Clarkson College-Omaha

### **CURRY, Jeff**

*Music/Education Instructor*

B.Mus., B. Ed., Univ. of Alberta, Canada

M.Mus., Univ. of Southern California

D.A., Univ. of Northern Colorado

### **DAVIDCHIK, Daniel**

*Mechatronics Project Coordinator*

B.S., Iowa State University

### **DEHAVEN, Janis**

*Business Technology Instructor*

B.S., Huron University

M.B.A., Colorado Technical University, South  
Dakota

### **DRUM, Denette**

*Resource Center Assistant*

### **DUERING, Robert**

*Drafting Instructor*

A.A.S., Central Community College

### **ELOGE, Kurt**

*Industrial Technology Trainer/Coordinator*

A.A.S., Central Community College

### **EWERS, Kathy**

*English Instructor*

B.A., Univ. of Nebraska-Kearney

M.A., Univ. of Nebraska-Lincoln

### **FINECY, Leon**

*Machine Tool Technology Instructor*

A.A.S., Central Community College

B.A., Concordia's Teacher College

### **FLYNN, Richard**

*Quality Control Instructor*

B.A., M.A., M.B.A., Bellevue University

### **FREAR, Shelley**

*Admissions Administrative Assistant*

A.A.S., Central Community College

### **GARRETSON, Kim**

*Physical Plant Director*

### **GADOWSKI, Lisa**

*Financial Aid Director*

A.A.S., Central Community College

B.S., Univ. of Nebraska-Kearney

### **GEORGE, Bob**

*Custodian*

### **GOTSCHALL, Matt**

*Campus President*

B.S., M.S., Ph.D., Univ. of Nebraska-  
Lincoln

### **GUTIERREZ, Jack**

*Physical Education Athletic Director/Instructor*

B.S., Chadron State College

M.S., Univ. of Nebraska-Kearney

### **HANN, Doug**

*Distance Learning/Media*

A.A.S., Central Community College

### **HANSEN, Jim**

*Custodian*

### **HASTREITER, Lora**

*TRIO Grant Coordinator*

B.S., Wayne State College

### **HAYS, Andrea**

*Housing & Activities Director*

B.A., Doane College

B.A., Bethany College, Lindsborg, KS

M.A., Bellevue University

### **HEINISCH, Steven**

*Biological Science Instructor*

B.S., Nebraska Wesleyan Univ.

M.S., Univ. of Nebraska-Lincoln

### **HODTWALKER, Lori**

*Business Administration Instructor*

B.S., Univ. of Nebraska-Lincoln

M.B.A., Wayne State College

### **HONKE, Marti**

*Administrative Assistant*

B.S., Univ. of Nebraska-Lincoln

### **JOHNSON, Dee**

*Learning Resource Center Director*

A.A., Central Community College

B.S., M.A., Bellevue University

### **JOHNSON, Holly C.**

*Recruiting/Admissions Coordinator*

A.A., Central Community College

B.A., Kansas Wesleyan, Salina, KS

### **JOHNSON, Holly L.**

*Information Technology Instructor*

A.A.S., Central Community College

B.Ed., Univ. of Nebraska-Kearney

### **JOHNSON, Marjorie**

*Financial Aid Technician*

A.A.S., Central Community College

### **KEBER, Bernie**

*Executive Assistant*

Diploma, Grand Island School of Business

### **KILGORE, Willy**

*Computer Technician*

A.A.S., Central Community College

**KITSON, Jeff**

*Vocal Music Instructor*  
B.Mus., M.Mus., Michigan State Univ., East  
Lansing, MI

**KLUCK, Ronald**

*Dean, Extended Learning Services & Training*  
B.A.E., Wayne State College  
M.S.E., Univ. of Nebraska-Kearney

**KOLIHA, Lenore**

*Environmental Health & Safety Coordinator/  
Trainer*  
B.S., University of Nebraska-Omaha

**KONZ, Matt**

*Electrical Maintenance Technician*  
A.A.S., SE Community College-Milford

**LARA, Juan**

*Spanish Instructor*  
B.A., Univ. of Nebraska-Omaha  
M.A., University of Ohio

**LICARI, Brenda**

*Information Technology Instructor*  
B.A., Chadron State College

**LIEBIG, Glenda**

*Accounting Clerk*  
A.A.S., Central Community College  
B.S., Univ. of Nebraska-Kearney

**LOHR, Kathleen**

*Visual Arts Instructor*  
B.A., Univ. of Northern Colorado  
M.A., Univ. of Nebraska-Lincoln

**LUTZ, Michele**

*Student Services Assessment Director*  
B.S., Temple University  
M.A., Wayne State College

**LUTZ, Robert**

*Psychology Instructor*  
B.A., Park College  
M.A., Univ. of Oklahoma

**LUX, Doris**

*Cooperative Education/Business Administration  
Coordinator/Instructor*  
B.A., M.S., Univ. of Nebraska-Kearney

**MAHLIN, Sue**

*Administrative Assistant*

**MANAK, Keith**

*Production Printing Technician*  
B.A., Wayne State College

**MARQUIS, Patricia**

*Mathematics Instructor*  
B.A., M.A., Univ. of Nebraska-Kearney  
M.A.T., Univ. of Nebraska-Lincoln

**MIMICK, Kay**

*Records Technician*

**MUNSON, Nancy**

*Early Childhood Education Instructor*  
B.S., Univ. of Nebraska-Lincoln  
M.A., Univ. of Nebraska-Kearney

**NEID, Lori**

*Regional Coordinator, Extended Learning  
Services*  
B.S., Univ. of Nebraska-Lincoln

**PARMLEY, Dianna**

*Dean of Educational Services*  
B.S., Southwestern College, Kansas  
M.S., Ph.D., Kansas State University

**PARR, Deb**

*Administrative Assistant*

**PAULEY, Doug**

*Training & Development Director*  
A.A.S., Western Iowa Tech  
B.S., Bellevue University

**PIERCEALL, Emily**

*Psychology Instructor*  
B.A., Eastern Illinois University  
M.S., Southern Illinois University

**PIITZ, Willie**

*Student Accounts Director*  
A.A.S., Central Community College

**PRZYMUS, Beth**

*Associate Dean of Student Services &  
Instruction*  
B.A., M.Ed., Univ. of Nebraska-Lincoln

**REITER, Steve**

*English/Philosophy Instructor*  
B.A., M.Div., St. Charles Seminary,  
Philadelphia  
M.S., Univ. of Nebraska-Lincoln

**RIEGER, Karin**

*Associate Dean, Extended Learning Services*  
B.S., M.Ed., Univ. of Nebraska-Lincoln

**RUMSEY, Daniel R.**

*Electronics Technology Instructor*  
A.A.S., Central Community College

**RYAN, Ronda**

*Student Records Coordinator*  
B.A., University of Nebraska-Lincoln

**SANDERS, Charlie**

*Leadership Development Coordinator/Trainer*  
B.A., M.A., Doane College  
M.S., University of Phoenix, AZ

**SCHREIBER, Beverly**

*Nursing Instructor/Campus Coordinator*  
*Registered Nurse*  
R.N., Naerve Hospital School of Nursing  
B.S.N., Midland College  
M.S., Wesleyan University

**SENEFF, Gary**

*Welding Technology Instructor*  
A.A.S., Central Community College

**SEVERYN, Kim**

*Campus Security/Custodian*  
A.A.S., Central Community College

**SOULLIERE, Deanna**

*Administrative Assistant*  
A.A.S., Central Community College

**SPEICHER, Mary**

*Administrative Assistant*  
A.A.S., Central Community College

**SPEICHER, Peg**

*Administrative Assistant*

**STEINSBERGER, George**

*Political Science/Sociology Instructor*  
B.A., M.A., Indiana Univ.

**STENZEL, Allen**

*Industrial/Assistant Technology Coordinator/  
Trainer*  
A.A.S., Central Community College

**STOCK, Shayla**

*Accounting/Business Administration  
Instructor*  
B.S., College of St. Mary, Omaha, Neb.  
M.S., Wayne State College

**STRAIT, Renus**

*Economics Instructor*  
A.A., Hutchinson Jr. College  
B.A., Ft. Hays State College  
M.A., Kansas State College

**SWANTEK, Jennifer**

*Nursing Instructor*  
*Registered Nurse*  
B.S., Univ. of Nebraska Medical Center

**TIERNEY, Cathy**

*Nursing Instructor*  
*Registered Nurse*  
B.S.N., Midland College

**TONNIGES, Tammie**

*Visual Arts Instructor*  
B.A., M.A., Univ. of Nebraska-Kearney

**TRAVNICEK, Nancy**

*Learning Assistance Center Specialist*  
B.S., Wayne State College  
M.S., St. Joseph's College, Maine

**TUTTLE, William**

*English/Humanities Instructor*  
B.A., Drake University  
M.A., University of Denver  
Ph.D., State University of New York

**UZENDOSKI, Emily**

*English Instructor*  
B.A., College of St. Mary  
Ph.D., Univ. of Nebraska-Lincoln

**WADDLE, Duane**

*Agriculture Instructor*  
B.S., Univ. of Nebraska-Lincoln

**WAGNER, Chris**  
*Administrative Assistant*

**WAGONER, Nick**  
*Industrial Technology/Automotive Instructor*  
A.A.S., NW Kansas Area Vo-Tech School

**WALLACE, Twila**  
*Business Technology Instructor*  
A.A.S., Norfolk Jr. College  
B.A., Wayne State College  
M.A., Univ. of Nebraska-Lincoln

**WEBSTER, Matt**  
*Speech/Theater Instructor*  
A.S., Fort Scott Community College  
B.F.A., Emporia State University  
M.A., Central Missouri State

**WERNER, Jeannie**  
*Publications Technician*

**WIEMER, Glen**  
*Building Maintenance Technician*

**WILKINS, Joan**  
*Administrative Assistant*

**WURDEMAN, Jenny**  
*Facilities & Athletic Administrative Assistant*  
A.A.S., Central Community College

**WURDEMAN, Judy**  
*Administrative Assistant*

**WURDEMAN, Marcene**  
*Accounting Instructor*  
B.A., Univ. of Nebraska-Kearney  
M.E., Univ. of Nebraska-Lincoln

**YOUNG, Jack**  
*Biological Sciences Instructor*  
B.A., M.S., Univ. of Nebraska-Kearney

**YOUNG, Justin**  
*Instructor Assistant Technology Coordinator/  
Trainer*  
A.A.S., Southeast Community College

**YOUNG, Mary**  
*Admissions/Recruiting Coordinator*  
A.A., Central Community College  
B.S., Univ. of South Dakota  
M.A., Univ. of Nebraska-Omaha

## Grand Island

**ADRIAN, Brent**  
*Speech/English Instructor*  
B.A., Hastings College  
M.A., Univ. of Memphis

**AHLSCHWEDE, Virginia**  
*Career & Employment Ser/Coop Ed Director*  
B.S., Univ. of Nebraska-Lincoln

**ANDERSON, Donna**  
*Printing/Mailroom Coordinator*  
Degree, G.I. Business School

**ASCHE, Hylee**  
*Financial Aid Technician*  
A.A.S., Central Community College

**BALLARD, Don**  
*Student Accounts Director*  
Diploma, Grand Island School of Business

**BERNTH, Dale**  
*Vehicle Maintenance/Groundskeeper*  
A.A.S., Central Community College

**BLACK, Lynn**  
*Campus President*  
A.A.S., Central Community College  
B.A., M.S., Ed.S., Univ. of Nebraska-Kearney  
Ed.D., Univ. of Nebraska-Lincoln

**BOEHLER, Kathleen**  
*Mathematics Instructor*  
B.A., Doane College  
M.S., Univ. of Nebraska-Kearney

**BOEHLER, Ron**  
*Information Technology Instructor*  
A.A.S., Central Community College  
B.S., Univ. of Nebraska-Kearney

**BOMBECK, Diane**  
*Admissions Technician*  
Diploma, Central Community College

**BOWDEN, Linda**  
*Resource Center Supervisor*  
B.A., Univ. of Nebraska-Kearney  
M.S., South Dakota State Univ.  
M.A.L.S., Univ. of Missouri-Columbia

**BRIGHT, Thomas**  
*Kearney Nursing Instructor*  
*Registered Nurse*  
B.S., Wayne State College  
R.N., Mary Lanning-School of Nursing  
B.S.N., M.S.N., Nebraska Wesleyan Univ.

**BROBERG, Bruce**  
*Mathematics Instructor*  
B.S., Univ. of Nebraska-Lincoln  
M.S., Univ. of Nebraska-Kearney

**BROWNELL, Kathy**  
*Administrative Assistant*  
B.S., West Texas State Univ.  
M.S., Univ. of Nebraska-Kearney

**CARLSON, Susan**  
*Administrative Assistant*  
A.A., Spencer School of Business

**CARLSON, Bruce**  
*HVAC/Electrical Technician*  
A.A.S., Southeast Community  
College

**CEBALLOS, Randy**  
*Instructional Resources Media Producer*  
A.A.S., Aims Community College-Greeley CO  
Univ. of Nebraska-Lincoln  
Univ. of Nebraska-Omaha

**CHAMBERS, Ann**  
*Adult Basic Education Coordinator*  
*Chief GED Examiner*  
B.S., Bellevue University

**CHRISTENSEN, Ron**  
*Academic Success Ctr Coordinator/GED  
Examiner*  
A.A.S., Central Community College  
B.S., Bellevue University

**CHRISTENSEN, Leslie**  
*Administrative Assistant*  
B.A., West Texas State Univ.  
M.A.T., Hastings College

**COLEMAN, Karen**  
*Physical Plant Custodian*

**COLEMAN, Stan**  
*Media Technician*  
Central Community College

**COX, Karen**  
*Administrative Assistant*  
A.A.S., Central Community College

**COX, Jeffery**  
*Electrical Technology Instructor*  
A.A.S., Southeast Community College

**COX, Michael L.**  
*Kearney Extended Learning Services Regional  
Coordinator*  
B.S., M.S., Univ. of Nebraska-Kearney

**DANNELLY, Michelle**  
*Recruiting & Outreach Director*  
B.S., Nebraska Wesleyan

**DANNENBRING, Nicholas**  
*Physical Plant Custodian*  
A.A.S., Northeast Community College

**DERR, Kaylene**  
*Registration Technician*  
Certificate, Central Community College  
York College

**DOOLITTLE, Sekiko**  
*Physical Plant Custodian*

**EBERLE, Don**  
*Grant Project Coordinator*  
B.A., M.A., M.S., Univ. of Nebraska-Kearney

**EGGERT, Maureen**  
*Developmental Education Instructor*  
B.A.E., Wayne State College  
M.A., Univ. of Nebraska-Kearney

**EMDE, Laura**  
*Accounting Clerk*  
Diploma, Central Community College  
Certificate, Univ. of Nebraska-Lincoln

- FAUSETT, Andrew**  
Instructional Technology Technician  
A.A., Nebraska Christian College  
COMPTIA A+ Certificate, Northeast  
Community College
- FREELAND, Nick**  
Admissions Counselor/Student Activities Dir.  
B.A.E., Wayne State College  
M.S.E., Univ. of Nebraska-Kearney
- GANNON, Suzann**  
Student Accounts Technician  
B.S., Midland Lutheran College
- GRABOWSKI, Ron**  
Automotive/Industrial Instructor  
Diploma, Universal Technical Institute  
A.A.S., Central Community College  
Univ. of Nebraska-Kearney
- GREGORY, Charlie**  
Extended Learning Services Associate Dean  
B.S., M.S., Univ. of Nebraska-Lincoln
- HADENFELDT, Cindy**  
Nursing Associate Dean  
Registered Nurse  
B.S.N., Univ. of Minnesota  
M.S.N., Univ. of Nebraska-Medical Center
- HARVEY, Mark W.**  
Nursing Instructor  
Registered Nurse  
L.P.N., A.D.N., Central Community College  
B.S.N., Univ. of Nebraska Medical Center
- HARVEY, Vicki**  
Academic Education Associate Dean  
B.S., Univ. of Nebraska-Lincoln  
M.S., Univ. of Nebraska-Kearney
- HEATH, Glenda**  
Career & Employment Serv/Coop Ed  
Administrative Assistant
- HILLIN, Elaine**  
Nursing Instructor  
Registered Nurse  
L.V.N., A.D.N., Amarillo College School of  
Nursing  
B.S.N., Univ. of Texas-Arlington  
M.S.N.-ED, Nebraska Wesleyan Univ.
- HINES, Diana**  
Nursing Instructor  
Registered Nurse  
R.N., Bryan School of Nursing  
B.S.N., M.S.N., Univ. of Nebraska-Medical  
Center
- HINRICHS, Barbara**  
Extended Learning Services-Lexington  
Administrative Assistant  
A.A.S., Certificate, Central Community College
- HOLSTEN, Susan**  
Resource Center Assistant/Receptionist  
B.S., Univ. of Nebraska-Kearney
- JAEGER, Marsha**  
Administrative Assistant  
A.A.S., Central Community College  
Diploma, GI School of Business
- JONES, Eric**  
Educational Services Dean  
B.A., Central Washington State College  
M.S. Ed., Ed .S., Central Missouri State Univ.  
Ed.D., Oklahoma State Univ.
- KEEZER, Wendy**  
Nursing Instructor  
Registered Nurse  
B.S.N., Creighton University  
M.S.N., Clarkson College
- KEOPANYA, Sonya**  
TRIO/Student Support Services Coordinator  
A.A.S., Central Community College  
B.P.S., Bellevue University
- KINDSFATER, Marianne**  
Kearney Nursing Instructor  
Registered Nurse  
R.N., Mary Lanning School of Nursing  
B.S., Univ. of Nebraska-Kearney  
B.S.N., Midlands Lutheran College
- KING, Brenda**  
Kearney Learning Center Administrative  
Assistant  
A.A.S., Central Community College  
Bellevue University
- KOHOUT, Liz**  
Admissions Director  
B.S., Wayne State College
- KORENSKY, Kristi**  
Mathematics/Developmental Ed Instructor  
B.S., M.S., Univ. of Nebraska-Kearney
- KOSMICKI, Jim**  
English Instructor  
B.A., Hastings College  
M.A., Bowling Green State Univ.
- LAMBELET, Fred**  
Accounting Instructor  
B.S., Univ. of Nebraska-Kearney
- LAMBERSON, Courtney**  
Biological Science Instructor  
B.S., Peru State College  
M.S., Univ. of Nebraska-Kearney
- LA ROE, Phil**  
Science Instructor  
B.S., Worcester Polytechnic Institute  
M.A., Rice University  
A.B.D., Montana State University
- LOPEZ, Roberto**  
Physical Plant Custodian
- LUCE, Jody**  
Administrative Assistant  
A.A.S., Central Community College
- LUNA, Liz**  
Student Records Coordinator  
B.S., Bellevue University  
A.A.S., Central Community College
- MACKENSTADT, Vicki**  
English Instructor/Early Entry Coordinator  
B.S.E., Univ. of Nebraska-Lincoln  
M.S.E., English, Univ. of Nebraska-Kearney  
M.S.E., Counseling, Univ. of Nebraska-Kearney
- MANHART, Gene**  
Business Administration Instructor  
B.S., B.A., M.B.A., Univ. of  
Nebraska-Kearney
- McCAFFERY, Mark**  
Building Maintenance Technician  
Ottawa Univ., Ottawa, KS
- McCLURE, Kay**  
Administrative Assistant  
Central Community College
- McGRAW, Barbara**  
Nursing Instructor  
Registered Nurse  
R.N., St. Francis School of Nursing  
B.S.N., Univ. of Nebraska-Kearney  
M.S.N., Clarkson College
- MEINECKE, Joyce**  
Human Services Instructor  
B.S., M.S., Univ. of Nebraska-Kearney  
Diploma, Grand Island School of Business
- MEYER, Kathy**  
Physical Plant Administrative Assistant  
Diploma, Central Community College
- MILLNITZ, Steve**  
Financial Aid Director  
B.A., Wayne State College  
Univ. of Wyoming  
Univ. of Nebraska-Kearney
- MOORE, Donna**  
Receptionist  
A.A.S., Central Community College
- MORGAN, Pennie**  
Tri-Cities Leadership & Development  
Coordinator  
B.A., Univ. of Nebraska-Kearney
- MURPHY, Donna**  
Admissions Assistant/Nursing Advisor  
B.S.N., Univ. of Nebraska-Medical Center
- MUTH, Pat**  
Administrative Assistant  
Certificate, Juliet Gibson Career & Finishing  
School
- NEWHOUSE, Kellie**  
Administrative Assistant  
A.A.S., Spencer School of Business



**NIEDFELT, Karen**  
*ABE/Headstart Grant Administrative Assistant*

**NIEMANN, Bob**  
*Industry & Technology Associate Dean*  
 A.A., A.A.S., Central Community College  
 B.S., Bellevue University  
 M.A.M., Bellevue University

**OAKESON, Sharon**  
*Executive Assistant*  
 Nebraska Christian College  
 Rochester Institute of Technology  
 Central Community College

**PEDERSEN, Deb**  
*Physical Plant Custodial Supervisor*

**PETROFF, Linda**  
*Social Science Instructor*  
 R.N., Mary Lanning School of Nursing  
 B.A., Hastings College  
 M.S., Univ. of Nebraska-Kearney

**POWELL, Paul**  
*English Instructor*  
 B.A., Univ. of Colorado-Denver  
 M.A., Univ. of Nebraska-Kearney

**QUADHAMER, Colleen**  
*Kearney Nursing Instructor/Campus Coordinator*  
*Registered Nurse*  
 R.N., St. Francis School of Nursing  
 B.S., Univ. of Nebraska-Kearney  
 M.S.N., Clarkson College

**RADKE, Peg**  
*Nursing Instructor*  
*Registered Nurse*  
 B.S.N., Univ. of Nebraska-Medical Center  
 M.S.N., Nebraska Wesleyan Univ.

**RAINFORTH, Diana**  
*Media Services Assistant*  
 A.A.S., Central Community College

**RATZLAFF, Craig**  
*Personal Development/Education Instructor*  
 B.A., B.S., Univ. of Nebraska-Kearney  
 M.S., Kansas State University

**REESE, Nancy**  
*Spanish/English Instructor*  
 B.A.E., Wayne State College  
 M.A.E., Univ. of Nebraska-Kearney

**REGIER, Diane**  
*Registration Technician*  
 A.A.S., Central Community College  
 B.S., Bellevue University  
 Grand Island Beauty School

**ROESER, Fred**  
*Electronics Technology Instructor*  
 A.A.S., Central Community College  
 B.P.S., Bellevue Univ.

**RUEHLING, Scott**  
*Welding Technology Coordinator/Trainer*  
 A.A.S., Central Community College

**SANNER, Robert**  
*Accounting Instructor*  
 A.A., York College  
 B.S.E., Oklahoma Christian College  
 M.S.E., Univ. of Nebraska-Kearney

**SCHIFFERNS, Terry**  
*English Instructor*  
 A.A.S., Southeast Community College-IA  
 B.A., M.A., Univ. of Nebraska-Kearney

**SCHULLER, Ron**  
*Science Instructor*  
 B.S., M.S., Univ. of Nebraska-Kearney

**SCHULZ, Jeff**  
*Sociology Instructor*  
 B.A., M.A.-Sociology, M.A.-Applied Gerontology, Ball State University

**SEARS, Paul**  
*Drafting Instructor*  
 B.A., M.A., Univ. of Nebraska-Kearney

**SEBERG, Joanne**  
*Business Administration Instructor*  
 B.A., Univ. of Nebraska-Lincoln  
 M.A., Bellevue University

**SHULTIS, Lauri**  
*Criminal Justice Instructor*  
 B.S., Univ. of South Dakota  
 Certified Nebraska Law Enforcement Officer, Nebr. Law Enforcement Training Academy

**SHULTZ, Barb**  
*Nursing Instructor*  
*Registered Nurse*  
 A.S., Citrus College, Glendora, CA  
 B.S.N., Azusa Pacific University

**SMITH, Cassie**  
*ELS, Lexington/Kearney Center Associate Dean*  
 B.A., M.A., Univ. of Nebraska-Lincoln

**SORAHAN, Jan**  
*Business Technology Instructor*  
 B.A., M.S., Univ. of Nebraska-Kearney

**STEPHENS, Tricia**  
*Financial Aid Technician*  
 A.A.S., Central Community College

**STERNER, Kyle**  
*Assessment/Special Populations Counselor*  
 B.A., M.S., Univ. of Nebraska-Kearney

**STEWART, Dave**  
*Physical Plant Assistant Director*  
*Telecommunications Administrator*  
 Southern Colorado State College  
 Central Community College

**STROUP, Bob**  
*Physical Plant Director*  
 Diploma, Central Community College

**SUGANUMA, Guy**  
*Business & Info Tech Associate Dean*  
 B.A., San Francisco State Univ.  
 M.B.A., Chaminade Univ. of Honolulu

**THARNISH, Carole**  
*Information Technology Instructor*  
 B.S., Univ. of Nebraska-Kearney  
 M.A.T., Hastings College

**THOMPSON, Karma**  
*Recruiting/Admissions Technician*  
 A.A.S., Central Community College

**VIAN, Wayne**  
*Science Instructor*  
 B.A., M.S., Univ. of Nebraska-Kearney  
 Ph.D., North Dakota State Univ.  
 McCook Junior College

**VINCENT, Jeanette (Jet)**  
*Nursing Instructor*  
 B.S.N., West Texas A & M

**WATSON, Christy**  
*Child Care Center Coordinator*  
 A.A.S., Central Community College

**WATTS, Tracy**  
*Instructional Tech & Curriculum Development Director*  
 B.S., Univ. of Nebraska-Lincoln

**WEBB, Jeanne**  
*Early Childhood Education Instructor*  
 B.S., Missouri Western College  
 M.S., Univ. of Nebraska-Lincoln

**WENN, Linda**  
*Business Technology Instructor*  
 A.A.S., Central Community College  
 B.A., Univ. of Nebraska-Kearney

**WERT, Dana**  
*Industrial Technology Instructor*  
 A.A.S., Pepperdine University

**WILKE-HEIL, Linda**  
*Paralegal/History Instructor*  
 B.A., Kearney State College  
 J.D., Univ. of Nebraska-Lincoln  
 M.A., Univ. of Nebraska-Kearney

**WILLIAMS, Margaret**  
*Extended Learning Services Administrative Assistant*  
 Central Community College

**WIMER, Sandra**  
*Administrative Assistant*  
 Diploma, Central Community College  
 Univ. of Nebraska-Kearney



**WOITASZEWSKI, Kathy**  
*Math/Science Instructor*  
B.S., Hastings College  
M.S., Univ. of Nebraska-Kearney

**ZALMAN, Randy**  
*Shipping Clerk*  
A.A.S., Central Community College

## Hastings

**ALLEN, Nathan**  
*Associate Dean of Instruction*  
B.S., Northwest Missouri State University  
M.S., Colorado State University  
Ed.D., Texas Tech University

**ANDERSON, John**  
*Commercial Horticulture Instructor*  
A.A.S., Central Community College  
A.A.S., Lincoln School of Commerce

**ASPEGREN, Jim**  
*Chief of Security*  
Central Community College

**BAIRD, Karen A.**  
*Psychology Services Instructor*  
B.A., Hastings College  
M.S., Univ. of Nebraska-Kearney

**BARR, Elsa J.**  
*Business Technology Instructor*  
A.A.S., Central Community College  
B.S., Bellevue University

**BEAHM, Terry**  
*Building Maintenance Technician*  
A.A.S., Central Community College

**BECKMAN, Karleen K.**  
*Early Childhood Education Instructor*  
B.A., M.A., Univ. of Nebraska-Kearney

**BEXTEN, Jeff**  
*Diesel Technology Instructor*  
A.A.S., Central Community College

**BIERE, Mike**  
*Electrical Technology Teaching Assistant*  
A.A.S., Central Community College

**BOHRER, Beth**  
*Executive Assistant*  
A.A.S., Central Community College

**BOLTON, Maryann**  
*Accounting Instructor*  
B.A., B.S., Univ. of Nebraska-Kearney  
M.A.T., Hastings College

**BRENNAN, Deborah K.**  
*Dean of Health Occupations*  
B.S., Univ. of Nebraska-Kearney  
M.A.T., Hastings College  
Ph.D., Univ. of Nebraska-Lincoln

**BREUNIG, Charles E.**  
*Counselor*  
B.A., St. Thomas College  
M.S., Creighton University

**BROOKS, John L.**  
*Media Arts Instructor*  
B.S., Dana College  
M.A.T., Hastings College

**BROWN, Linda**  
*Administrative Assistant*  
Central Community College  
Univ. of Nebraska-Kearney

**BUCKALLEW, Robin**  
*Biology Instructor*  
B.S., B.A., M.S., Univ. of Central OK

**BULAS, Laura A.**  
*Business Administration Instructor*  
B.A., Univ. of South Dakota  
M.A.T., Hastings College

**BURNSIDE, Jonell K.**  
*Nursing Assistant Instructor*  
R.N., St. Lukes, Kansas City, MO

**BUSS, Steve**  
*Teaching & Learning Center Coordinator*  
B.A., Concordia College  
M.A.T., Hastings College

**CARMIN, Matt**  
*Machine Tool Technology Adjunct Instructor*  
A.A.S., Central Community College

**CASSEL, Edward**  
*Building Control Operator*  
Central Community College

**CECIL, Marie A.**  
*Dental Assisting Program Director*  
Certified Dental Assistant  
A.A., Central Community College  
B.S., Univ. of Nebraska-Kearney  
M.A.T., Hastings College

**CECIL, Patrick**  
*Instructional Support Director/Trainer*  
A.A.A., Central Community College  
B.S., Univ. of Nebraska-Kearney  
M.A.M., Bellevue University

**CHAPMAN, Jamie**  
*Biology Instructor*  
A.A.S., Pierce College  
B.S., Culver Stockton College  
M.S., University of Cincinnati

**CHRISTENSEN, Kelly S.**  
*Associate Dean of Instruction*  
B.S.E., M.S.E., Univ. of Nebraska-Kearney

**CHURCHILL, Lael A.**  
*Administrative Assistant*  
B.S., Bellevue University

**CLOET, Wanda J.**  
*Dental Hygiene Program Director*  
Registered Dental Hygienist  
A.A., Barton County Community College  
A.S., B.S., Wichita State University  
M.S., Univ. of Nebraska-Kearney

**COBB, Linda**  
*Residence Hall Supervisor*  
B.A., College of Saint Mary

**DEUEL-RUTT, Dawn**  
*TRIO/Student Support Services Coordinator*  
B.S., Univ. of Nebraska-Kearney

**DeVRIES, Roger A.**  
*Business Administration Instructor*  
B.S., Black Hills State College  
M.S., Univ. of Nebraska-Kearney

**DUX-IDEUS, Sherrie**  
*Library Manager*  
A.A., Southeast Community College  
B.A., Univ. of Nebraska-Lincoln  
M.L.S., Emporia State University-Kansas  
M.A., Univ. of Nebraska-Kearney

**EASTMAN, John**  
*Professional Truck Driving Trainer*

**EASTWOOD, Larry**  
*Diesel Technology Instructor*  
Diploma, Parks Aviation College  
A.A.S., Central Community College

**EISELE, Steve**  
*Mail Clerk*  
Central Community College

**ENGEL, Dave**  
*CNCTE Coordinator/Trainer*  
A.A.S., Central Community College

**ESSINK, Stan**  
*Architectural Drafting Instructor*  
B.S., Univ. of Nebraska-Lincoln

**EVANS, Pat**  
*Landscaper/Groundskeeper*  
A.A.S., Central Community College

**FAIMON, Wanda**  
*Custodian*  
Central Community College

**FARRALL, Heidi**  
*Administrative Assistant*  
A.A.S., Grand Island College  
A.A.S., Central Community College

**FEIKERT, Merlin C.**  
*Electronics Technology/Chemistry/Biology Instructor*  
B.S., Univ. of Nebraska-Kearney  
M.S. Ed., Univ. of Nebraska-Kearney

**FITZGERALD, Lu Ann**  
*Residence Life Assistant*  
Diploma, Grand Island School of Business

**FOXHOVEN, Cynthia S.**

*Director of Residence Life*  
B.A., M.A., Univ. of Iowa

**FRANZEN, Barbara**

*Speech Instructor*  
B.A., Univ. of Nebraska-Kearney  
M.A., Northwestern University

**FRICKE, Nancy**

*Technician*  
Certificate, Central Community College

**FRIESEN, Gene**

*Engineering Drafting Instructor*  
A.A.S., Central Community College  
B.S., Bellevue University

**GANGWISH, Raymond E.**

*Physical Plant Director*  
A.A.S., Central Community College

**GANGWISH, Terry**

*Administrative Assistant*  
Hastings College

**GASKILL, Cindy**

*Dental Hygiene Instructor*  
Registered Dental Hygienist  
A.A.S., Central Community College  
B.S., Bellevue University  
M.A.E., Univ. of Nebraska-Kearney

**GLENN, Robert O.**

*Admissions/Recruiting Director*  
B.S., Nebraska Wesleyan Univ.  
M.S., Univ. of Nebraska-Kearney

**GOMPERT, Daniel**

*Electronics Technology Instructor*  
A.A.S., Central Community College  
B.S., Bellevue University

**GOMPERT, Kenneth**

*Electronics Technician*  
A.A.S., Central Community College

**GRAHAM, Gerald**

*Custodian*  
Central Community College

**GRIESS, Linda**

*Registration Technician*  
A.A.S., Central Community College

**HALL, Michael L.**

*Professional Truck Driving Trainer*

**HALL, Suwimon**

*Mathematics Instructor*  
B.S., Chulalongkorn University, Thailand  
M.A., Univ. of Wisconsin-Madison  
A.B.D., Univ. of Nebraska-Lincoln

**HAMEL, Harold W.**

*English Instructor*  
A.A., Cloud County Community College  
B.S.E., Emporia State University  
M.A.E., Wayne State College

**HARTLEY, Alan**

*Dean of Educational Services*  
A.A.S., Central Community College  
B.A., M.S., Univ. of Nebraska-Kearney

**HASTINGS, Jeanne M.**

*Nutrition Instructor*  
Registered Dietitian  
B.S., Univ. of Nebraska-Lincoln  
M.S., Univ. of Nebraska-Kearney

**HERSH, Joe**

*Teaching Assistant/Electrical Technology*  
A.A.S., Central Community College

**HINTON, Everett D.**

*Physics/Mathematics Instructor*  
A.S., York College  
B.S.E., Univ. of Nebraska-Kearney  
M.S.T., Univ. of Wyoming

**HIPKE-MUSKE, Carol**

*Medical Assisting Instructor*  
Certified Medical Assistant  
A.A.S., Central Community College

**HITESMAN, William L.**

*Campus President*  
Diploma, Northeast Iowa Community College  
B.S., Winona State University  
M.Ed., Iowa State University

**HOAGLAND, Jennifer**

*Associate Dean of Instruction*  
B.S., Univ. of Nebraska-Lincoln  
M.A.T., Hastings College

**HOFFMAN, Brian G.**

*Instructional Technology Technician*  
A.A.S., Iowa Western Community College

**HOFFMAN, Sharon Kay**

*Registration Clerk*  
Hastings College

**HORTON, Willis**

*HVAC Technician*  
Diploma, Central Community College

**HUNTLEY, F. Wayne**

*Parts Sales & Management Instructor*  
A.A.S., Central Community College

**JANITSCHKE, Dale**

*Construction Technology Instructor*  
A.A.S., Central Community College

**JOHNSON, James D.**

*Automotive Technology Instructor*  
A.A.S., Milford Vocational Technical College  
A.A.S., Central Community College  
B.P.S., Bellevue University

**JOHNSON, Jonathon**

*Medical Assisting Instructor*  
Medical Technician (AMT)  
A.A.S., Mid-Plains Comm. College

**JOHNSTON, Becky**

*Administrative Assistant*  
Central Community College

**JORGENSEN, Margaret**

*Administrative Assistant*  
Registered Dental Hygienist  
A.A.S., Central Community College  
B.S., Bellevue University

**KELLEY, Nicholas**

*Equipment Mechanic/Grounds*  
A.A.S., Southeast Community College

**KIESELHORST, Jaye**

*Hospitality Management & Culinary Arts Instructor*  
A.A.S., Mid-Plains Community College  
B.S., Univ. of Nebraska-Kearney

**KOEPKE, Bonnie G.**

*Human Services/Psychology Instructor*  
B.A., Univ. of Nebraska-Kearney  
M.S.W., Univ. of South Florida-Tampa

**KOOY, Betty L.**

*Administrative Assistant*  
B.A., Central College, Pella, Iowa  
M.A. Ed., University of Phoenix

**KORT, Rochelle R.**

*Business Technology Instructor*  
B.A., Hastings College  
M.B.A., Univ. of Nebraska-Kearney

**KOTHE, Eric**

*Teaching Assistant/Diesel Technology*  
A.A.S., Central Community College

**KREBSBACH, James J.**

*Student Accounts Director*  
B.S., Univ. of Nebraska-Kearney

**KUBICKA, Connie**

*Custodian*  
Central Community College

**KUCERA, Vicki**

*Financial Aid Director*  
A.A.S., Central Community College  
B.S., Bellevue University

**KUTA, Fred**

*Auto Body Technology Instructor*  
A.A.S., Central Community College

**KUTA, Susan**

*Administrative Assistant*  
Central Community College  
Midland Lutheran College

**LABENZ, Terry**

*Auto Body Technology Instructor*  
A.A.S., Central Community College

**LANG, Bradley**

*Agribusiness Instructor*  
B.S., Univ. of Nebraska-Lincoln  
M.S., Univ. of Nebraska-Kearney

**LEWIS, Barry**  
*Teaching Assistant/Automotive Technology*  
A.A.S., Southeast Community College

**LILES, Vickie**  
*English Instructor*  
B.A., M.A., West Texas A & M

**LONG, Dale**  
*Heating, Air Conditioning & Refrigeration Instructor*  
A.A.S., Central Community College

**LURK, Rae Ann**  
*Administrative Assistant*  
Central Community College

**MANNING, Randell**  
*Diesel Technology Instructor*  
A.A.S., Central Community College

**MARBLE, Kathy**  
*Human Services Instructor*  
B.S., M.S. Ed., Univ. of Nebraska-Kearney

**MAUL, Sharon J.**  
*Commercial Horticulture Instructor*  
A.A.S., Central Community College  
B.P.S., Bellevue University  
Univ. of Nebraska-Kearney

**McCARTNEY, Doug**  
*Electronics Technology Instructor*  
A.A.S., Central Community College

**McDOWALL, Susan**  
*English Instructor*  
B.A., Creighton University  
M.A., Ph.D., Washington State University

**McGIMPSEY, Charles**  
*Custodian*  
Central Community College

**McKINNEY, Michel**  
*Medical Assisting Program Director/Instructor*  
Certified Medical Assistant  
Diploma, TH Pickens Tech, Denver  
B.P.S., Bellevue University

**MENDEZ, Vincent T.**  
*Automotive Technology Instructor*  
A.A.S., Central Community College  
Univ. of Nebraska-Kearney  
B.P.S., M.A.M., Bellevue University

**MESSERLI, TRUDY**  
*Media Arts Instructor*  
A.S. & A.A., Mid-Plains Community College  
A.A.S., Central Community College  
B.S., Bellevue University

**MEYER, Carole J.**  
*Media Arts Instructor*  
B.A., Chadron State College

**MEYER, Ronny A.**  
*Electrical Technology Instructor*  
A.A.S., Central Community College  
B.S., M.S., Univ. of Nebraska

**MEYER, Sondra**  
*Administrative Assistant*  
A.A.S., Central Community College

**MILLER, Troy**  
*Welding Instructor*  
A.A.S., Central Community College

**MOHLER, Max**  
*Professional Truck Driving Trainer*

**MOORE, James P.**  
*Building & Grounds Supervisor*  
A.A.S., Central Community College

**MURRAY, Coleen**  
*Academic Transfer Advisor*  
A.A.S., Central Community College  
B.S., Bellevue University

**NASON, Brett**  
*Teaching Assistant/Construction Technology*  
A.A.S., Central Community College

**NESIBA, Rhonda**  
*Hospitality Management & Culinary Arts Instructor*  
A.A.S., Central Community College

**NOVOA, Elpidia**  
*Minority Student Recruiter*  
A.A.S., Central Community College

**OLIVER, Jim**  
*Machine Tool Technology Adjunct Instructor*  
A.A.S., Southeast Community College

**OSTDIEK, Sharan**  
*Mathematics Instructor*  
B.S., Univ. of Nebraska-Kearney

**PAPINEAU, Vicki C.**  
*Reading and Education Instructor*  
B.A., Univ. of Nebraska-Kearney  
M.A., M.S., Univ. of Nebraska-Kearney

**PLAMBECK, James**  
*Building Maintenance Technician*  
Diploma, Central Community College

**PORTENIER, Sherri**  
*Records Coordinator*  
A.A., Central Community College

**QUADHAMER, Colt**  
*Construction Technology Instructor*  
A.A.S., Central Community College

**RANSOM, Howard**  
*Building Maintenance Technician*  
Central Community College

**REZAC, Kenneth**  
*Dean of Students*  
B.A., M.S., Univ. of Nebraska-Kearney

**REYNOLDS, Marilyn**  
*Printing Assistant*  
Long Beach City College  
Cerritos Junior College  
Palomar Junior College  
Central Community College

**RICHMAN, Kim**  
*Chemistry Instructor*  
B.S., Dakota State College  
M.S., Univ. of Nebraska-Kearney

**ROBERTS, Joe**  
*HVAC Maintenance Technician*  
Central Community College

**SAMUELSON, Sandy**  
*Accounting Clerk*  
A.A.S., Central Community College

**SCHANOU, Brenda**  
*Educational Support Technician*  
A.A.S., Central Community College

**SCHAWANG, Kim**  
*Counselor*  
B.A., Hastings College  
M.S., Univ. of Nebraska-Kearney

**SCHLACHTER, Michael R.**  
*Truck Driving Program Supervisor*

**SCHLATZ, Joni R.**  
*Business Technology Instructor*  
B.A., Univ. of Nebraska-Kearney  
M.S., Chadron State College

**SCHMITT, Larry**  
*Biology Instructor*  
B.S., M.S., Univ. of Nebraska-Kearney

**SCHMITZ, Debbie J.**  
*Administrative Assistant*  
A.A.S., Central Community College

**SCHROER, Michele L.**  
*Financial Aid Technician*  
A.A.S., Central Community College

**SCHULTZ, David C.**  
*Accounting Instructor*  
A.A.S., Central Community College  
B.S., Univ. of Nebraska-Lincoln

**SHAW, Craig**  
*Information Technology Instructor*  
A.A.S., Central Community College  
B.S., M.B.A., Univ. of Nebraska-Kearney

**SHIELDS, Robert**  
*Counselor*  
B.A., Hastings College  
M.P.A., Univ. of Colorado  
M.S., Univ. of Nebraska-Kearney

**SINNARD, Patricia**  
*Administrative Assistant*  
A.A.S., Central Community College

**SKALKA, Rebecca L.***Administrative Assistant*

A.A.S., Southeast Community College

**SMITH, Christine C.***Health Information Management Services  
Instructor**Registered Health Information Technician  
Registered Nurse*Degree, American Health Information  
Association

A.D.N., Central Community College

**SMITH, Gregg***Information Technology Instructor*

B.S., Univ. of Nebraska-Lincoln

**SMITH, Ronald***Associate Dean, Extended Learning Services*

B.A., M.A., Western State College of Colorado

M.S., Wayne State College

**SOLE, Carol L.***Mathematics Instructor*

B.A., Hastings College

M.S.E., Univ. of Nebraska-Kearney

**SPRINGER, Diana***Residence Hall Supervisor*

Diploma, Personnel Training

Central Community College

**STEER, Lindsay***Kitchen Manager, Woodlands Dining Room*

A.A.S., Central Community College

**STEINKRUGER, Shelly L.***Dental Assisting Instructor*

Certified Dental Assistant

A.A.S., Central Community College

B.S., Bellevue University

**STRATMAN, Jane F.***Dental Hygiene Instructor*

Registered Dental Hygienist

B.S., Univ. of Nebraska-Lincoln

**STUMP, Shawna***Health Information Management Services**Program Director/Instructor*

Registered Health Information Administrator

B.S., College of Saint Mary-Omaha

**STUMP, Shelly***Administrative Assistant*

Diploma, Spencer School of Business

Diploma, A.A.S., Central Community College

**SWANSON, Fernetta***Custodial Supervisor*

Central Community College

Fairbury Jr. College

**SZLANDA, Carol L.***Social Science Instructor*

A.A., Southern Colorado State Univ.

B.A., Univ. of Northern Colorado

M.S., Univ. of Nebraska-Kearney

**SZLANDA, Raymond F.***Career & Employment Services/Cooperative**Education Director*

A.A., Northwest Community College

B.A., Univ. of Northern Colorado

M.S., Univ. of Nebraska-Kearney

**THORNDIKE, Ann***Medical Lab Technology Instructor**Medical Technician (ASCP)*

B.A., Univ. of Nebraska-Lincoln

B.S., Univ. of Nebraska-Omaha

**TROUDT, Debbra***Administrative Assistant*

Degree, Lincoln School of Commerce

**UCHE, Nkuma***Business Administration and**Economics Instructor*

B.S., M.S., State University of New York

M.A., University at Buffalo

**VAN BOENING, Lori A.***Medical Laboratory Technician**Acting Program Director/Instructor**Medical Technician (ASCP)*

B.S., M.T., Univ. of Nebraska-Medical Center

**WADDLE, Christopher***Political Science Instructor*

A.A., Southeast Community College

B.S., Peru State College

J.D., Univ. of Nebraska College of Law

**WATSON, Diana***Extended Learning Services**Regional Coordinator Holdrege Center*

B.A., McPherson College

**WELLS, Janelle***Admissions and Recruiting Coordinator*

A.A., Central Community College

B.S., Bellevue University

**WELSCH, Jennifer***English Instructor*

B.A., Doane College

M.A., Univ. of Nebraska-Lincoln

**WHEELER, Gordon C.***Media Arts Instructor*

A.A.S., Central Community College

**WILLIAMS, Richard***Industrial Technology Instructor*

A.A.S., Central Community College

B.A., Western Washington University

**WILTROUT, Linda***Administrative Assistant*

Diploma, Central Community College

**WOOD, John W.***Professional Truck Driving Trainer*

B.S., North Dakota State University

**WOOD, Ken***Custodian***YOUNG, Marjorie A.***Nursing Assistant Instructor*

R.N., Western Nebraska General Hospital

**ZENTZ, Calvin***Commercial Horticulture**Adjunct Instructor*

A.A.S., Central Community College

**ZIEMBA, Edward J.***Program Director/Information Technology**Instructor*

A.A.S., Central Community College

B.S., Bellevue University



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