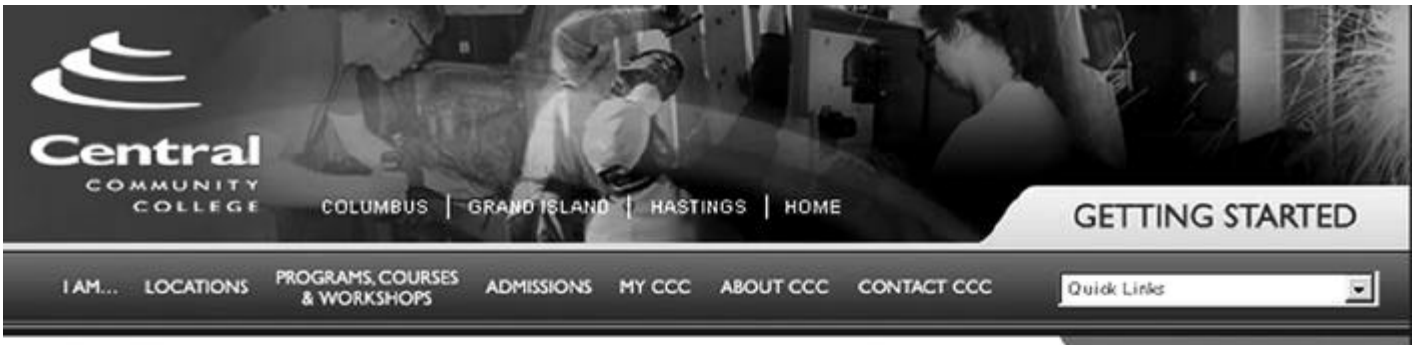

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FINANCIAL AID

COLLEGE CATALOG

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
550 S. Technical Blvd.
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 Avenu e, 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

www.cccneb.edu

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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
October 31, 2008 ..... Last Day to Apply for Degree/Diploma/Certificate
November 11, 2008 ..... Last Day to Drop/Add/Withdraw from a Class
November 12, 2008 ..... Registration for Spring 2009 Semester Begins
November 26-30, 2008 ..... Thanksgiving Break
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 ..... Student 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/Add/Withdraw from a Class
April 9, 2009 ..... Registration for Summer & Fall 2009 Begins
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 Friday, 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. It is important to receive an approved program of study from 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.

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. 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.

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
2009-2010 Calendar

Fall Session

August 21, 2009 ..... Registration
August 24, 2009 ..... Session Begins
September 4, 2009 ..... Last Day Free Drops/Exchange of Credits of Equal Value
September 7, 2009 ..... Labor Day Break
October 19-20, 2009 ..... Student Fall Break
October 30, 2009 ..... Last Day to Apply for Degree/Diploma/Certificate
November 17, 2009 ..... Last Day to Drop/Withdraw
November 18, 2009 ..... Registration for Spring 2010 Semester Begins
November 26-29, 2009 ..... Thanksgiving Break
December 3, 2009 ..... Last Day to Add Classes to the Fall 2009 Semester
December 17, 2009 ..... Classes End
December 18, 2009 through January 10, 2010 ..... Student Break

Spring Session

January 8, 2010 ..... Registration
January 11, 2010 ..... Session Begins
January 22, 2010 ..... Last Day Free Drops/Exchange of Credits of Equal Value
February 15, 2010 ..... Winter Break
March 1, 2010 ..... Last Day to Apply for Degree/Diploma/Certificate
March 15-21, 2010 ..... Spring Break
April 8, 2010 ..... Last Day to Drop/Withdraw
April 9, 2010 ..... Registration for Summer & Fall 2010 Semester Begins
April 22, 2010 ..... Last Day to Add Classes to the Spring 2010 Semester
May 6, 2010 ..... 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 31, 2010, for Memorial Day break, and on July 5, 2010, 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. It is important to receive an approved program of study from 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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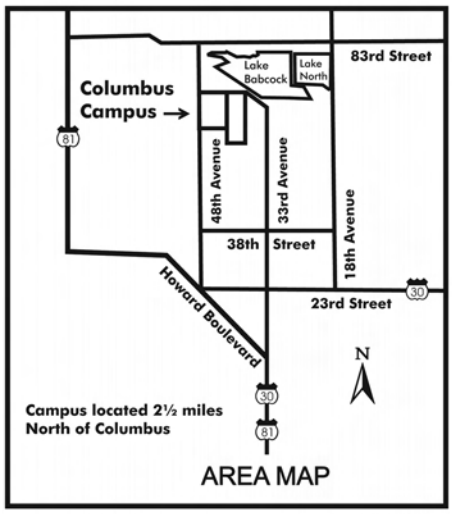
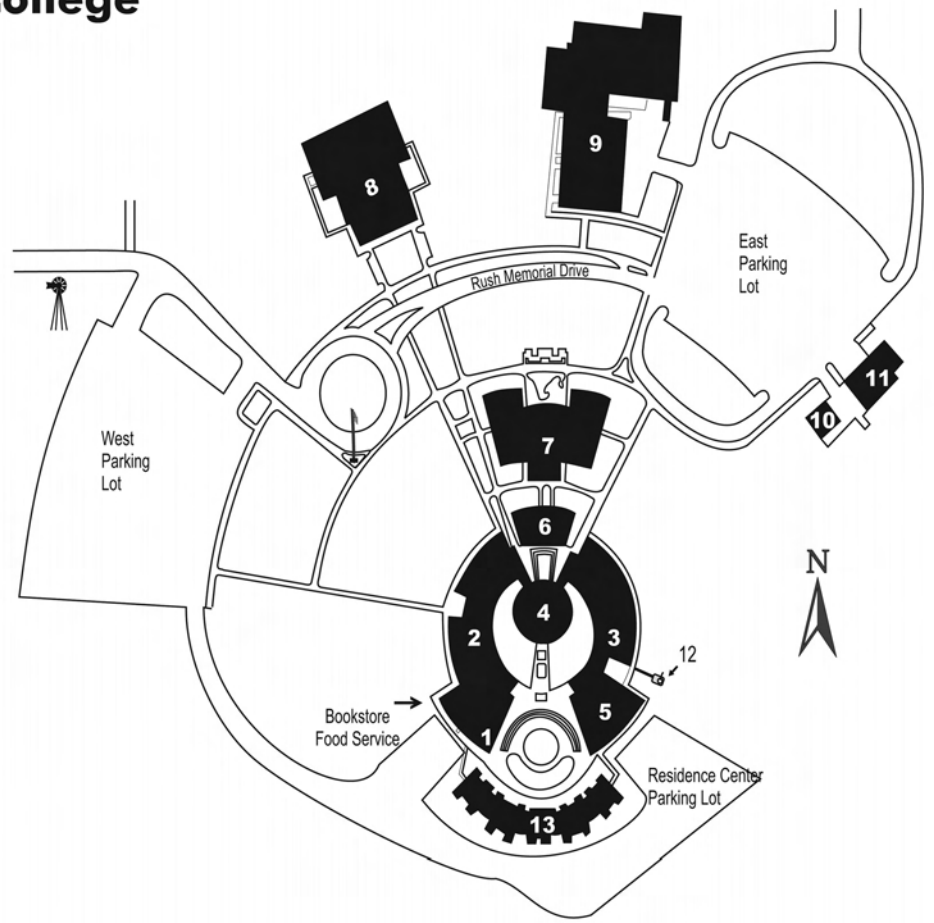
Central Community College
Columbus





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

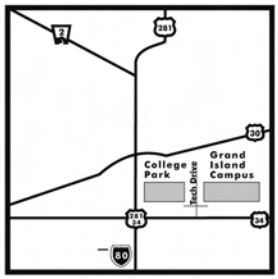
11. Maintenance Warehouse

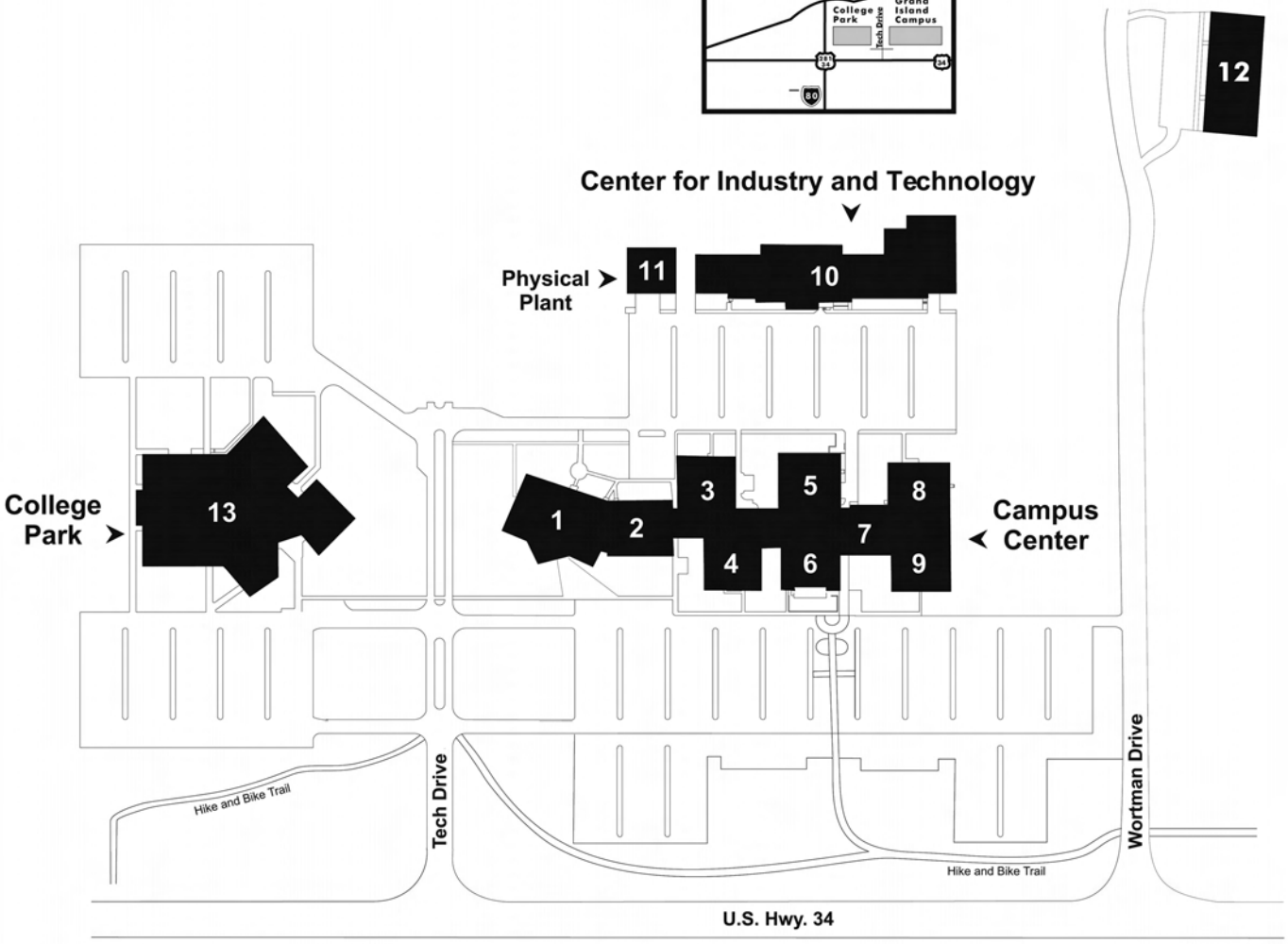
12. Greenhouse

13. Residence Center

12/07

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, Media Services
3. Conference Room, Extended Learning Office, BusinessTechnology, Seminar Rooms A-B-C
4. Business Administration and Accounting; Bellevue University; Computer Classroom; Computer Study Center; Criminal Justice; Information Technology; Paralegal/Criminal Justice
5. Bookstore; Classrooms; Production Center
6. Admissions/Counseling; Recreational Center; Snack Bar; Student Center;
7. Cooperative Education; Dean of Students Office; Employment and Career Services; Financial Aid; Recruiting; Registration; Special Populations/Assessment/ Counseling; TRiO/SSS
8. Child Care Center; Child Care and Development; Nursing Lab/ Classroom; Social Science
9. Academic Success Center; Communications; Mathematics; Personal Development

Center for Industry and Technology

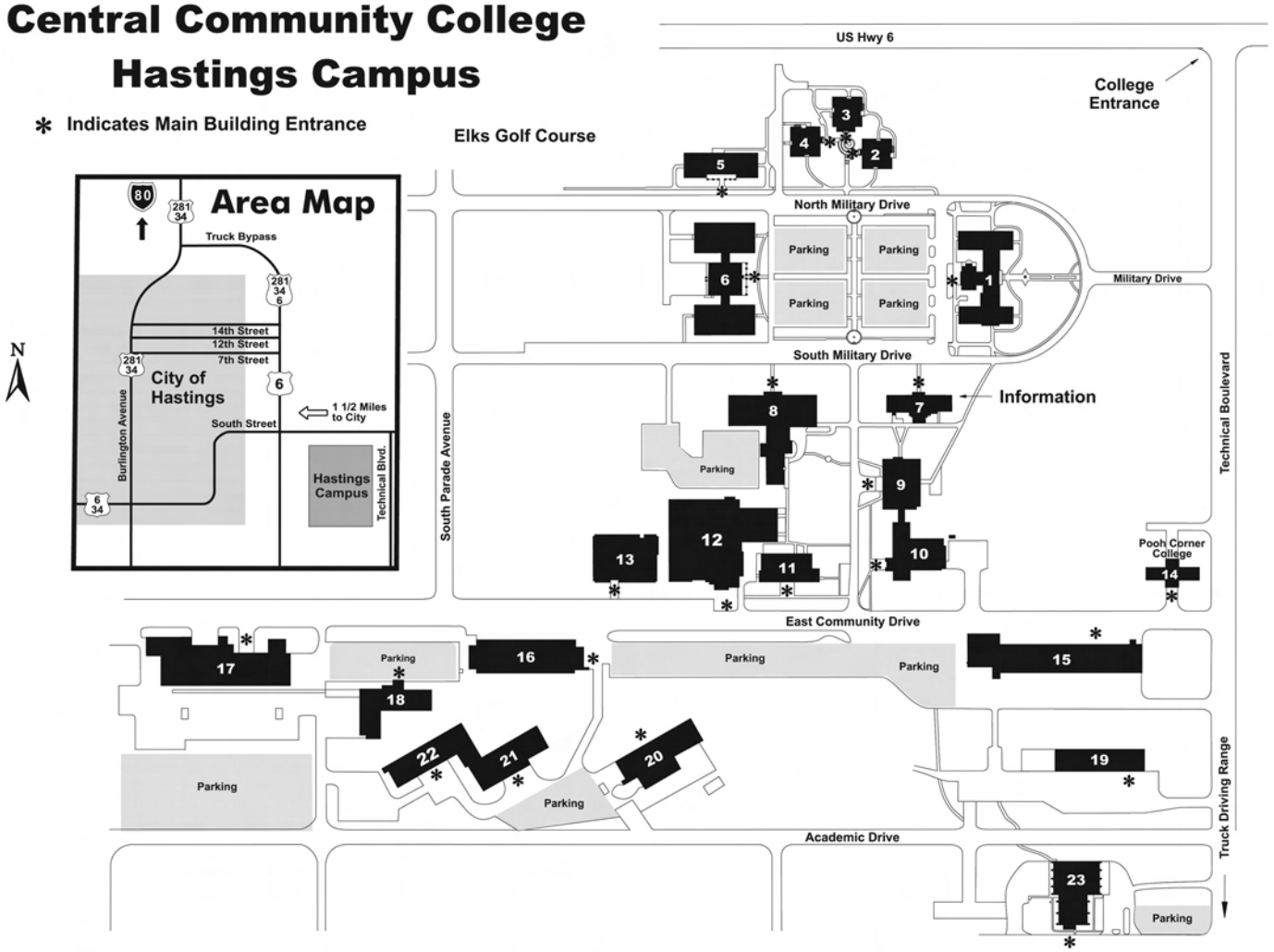
10. Conference Room; Drafting Technology; Electrical Technology; Electronics Technology; Heating, Air Conditioning and Refrigeration; Industrial Technology; Math/Physics; Transportation Technology, Welding
11. Physical Plant
12. Housing

College Park

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

10/07

Central Community College
Hastings Campus



1. Clay: Residence Hall

2. Boone: Residence Hall

3. Valley: Residence Hall

4. Colfax: Residence Hall

5. Franklin: Residence Hall

6. Greeley: Residence Hall

7. Adams: (Administration Building) Admissions; Campus President; Conference Room; Dean of Educational Services; Dean of Health Occupations; Financial Aid; Recruiting; Registration Office; Student Accounts; Veterans Affairs

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

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

10. Hall: Bookstore; Conference Rooms; Medication Aide Program; Nursing Assistant Program; Student Cafeteria

11. Phelps: Learning Support Services (Creative and Print Production Services, Teaching and Learning Center; Online Learning); Media Arts (Graphic Arts, Photography)

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

13. Gausman: Biology; Chemistry; Dental Hygiene; Medical Laboratory Technician

14. Sherman: Pooh Corner College (Child Care Center)

15. Furnas: Auto Body Technology; Automotive Technology; Diesel Technology; Parts Sales and Management

16. Nuckolls: Library; English; History; Math; Political Science; Psychology; Reading; Sociology; Speech

17. Hamilton: Construction Technology; Drafting; Machine Tool Technology; Welding Technology

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

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

20. Webster: Agribusiness; Commercial Horticulture; Nebraska Propane Training Lab

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

22. Merrick

23. Harlan: Truck Driving

12/07

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. 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 preenrollment 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 pre-registered 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

Adding and dropping 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 adds or drops.

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 an Add/Drop 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 Add/Drop 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, check with the registration office for official dates. 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
Fall/Spring*			
Drop/Add & Withdrawals	12.5%	1-10 days	100%
Withdrawals Only	25% Over 25%	11-20 days 21 or more	50% no refund
ELS or weekend courses		1-2 3 or more	100% no refund
Summer**			
Drop/Add & Withdrawals	12.5%	1-5 days	100%
Withdrawals Only	25% Over 25%	6-9 days 10 or more	50% no refund
ELS or weekend courses		1-2 3 or more	100% 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. Withdrawal procedures must be completed properly to avoid possible problems regarding financial aid, residence hall charges, re-enrollment, financial balances, 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.) Students 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 a Form 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 2008-09 tuition rate for Nebraska residents is $66 a semester-hour. Nebraska residents also pay $7 a semester-hour in fees. Students who are not Nebraska state residents pay $99 a semester-hour in tuition and $7 a semester-hour in fees. Credit by Examination fees are $10 per credit hour for all students.

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 2008-09 is $2,040 per semester, which includes a double room and 14 meals a week, or $2,344 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.

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. Unpaid accounts are past due after 30 days and will be assessed a $40 late fee. 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.

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. 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 two 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 financial aid office to be considered for an exception to suspension. This should be done as soon as a problem arises, but no later than 30 days after the end of the semester.

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 2007-08 academic year, amounts awarded to students range from $400 to $4,310 a year, depending on the cost of education, financial need, length of enrollment period and registration 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. 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.

Students are classified first-year for student loan purposes until they earn 30 credit hours pursuant toward an eligible program of study. In addition, Stafford borrowers remain at the same student loan grade level during an entire award year.

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.

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 shortly after receiving 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 then prioritizing students according to their expected family contributions and completed file date.

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 $1,300. 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. They must also have completed at least 24 semester hours applicable to their program 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) 398-7407 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 Nebraska Board of Nursing. 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 (NAACLS).

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 <u>not</u> 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, students 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 and Awards 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 25.

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. See page 33 for more information.

Associate Degree in Nursing

Information regarding the Associate Degree in Nursing degree is found on page 33.

Other Awards

Diploma

To receive a diploma at Central Community College a student must complete a minimum of 32 semester hours of credit, including nine credits in the general education areas listed below. All courses must carry a course number of 1000 or greater:

3 hours from Group A, Communications (courses with an alpha of ENGL, READ, or SPCH)

3 hours from Group B, Math/Science (courses with an alpha of BIOS, CHEM, MATH, PHYS)

3 hours from Group C or D Personal Development/ Humanities or Social/Behavioral Sciences (courses with an alpha of ARTS, HUMS, ENGL – Literature, HIST, MUSC, PHIL, THEA, ECON, GEOG, POLS, PSYC, SOCI, PRDV)

Consultation with an adviser will assure that general education courses apply toward diploma completion.

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 27-29. 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% refund 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 Servicemembers 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 Education

Adult Education (AE) 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 AE program has three major components.

1. Adult Basic Education (ABE) 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. Non-credit reimbursable and avocational/recreational courses are not recognized for credit and do not fulfill any credit program requirements. 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 the Internet, and 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. Extended Learning Services also offers Red Cross First Aid training. Through a collaborative effort with the Nebraska Nursing Association, Extended Learning Services provides peer reviewed 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.

Bellevue University

Bellevue University is committed to providing students the knowledge and skills they need to meet the challenges of a dynamic, competitive economy. Bellevue University offers more than 20 accelerated bachelor's degree completion programs offered in-class at one of the University's 11 learning sites throughout fours states—including right here at Central Community College—or online through its Cyber' Active Learning platform. Degree programs reflect the needs of working adults and employers, with multiple degrees offered in the areas of business and management, information technology, and health care. All of these degree programs are designed to meet the unique learning needs of adults. The accelerated bachelor's degree programs are offered in the cohort model, which means students stay with the same class and move through the major class by class, together. Once a student enrolls in a program, there's no need to register for each class in the major, which means they can spend more time learning and less time on administrative issues. Also, Bellevue University accepts your entire associate's degree as credit toward your bachelor's degree. To find out more, call 308-381-8988.

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 1000 do not apply toward a degree, diploma or certificate.

Developmental education courses available at Central Community College include:

READ	0910	Basic Reading	3
READ	0920	Intermediate Reading	3
READ	0930	Advanced Reading	3
ENGL	0980	Basic Writing	3
MATH	0910	Basic Math I	2
MATH	0920	Basic Math II	3
MATH	0940	Pre-Algebra	3

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 stu-

dent's responsibility. Admission to the Hastings College Teacher Education program is contingent upon:

1. PRAXIS Test and Application and acceptance to the Teacher Education program.
2. 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. Enrollment in this program will 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 Community 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 AAS 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. Interested persons may obtain additional information from the Admissions Office, Central Community College in Columbus, Grand Island, or Hastings.

Radiology Technology

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 he 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.

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 semes-

ter 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.

Fort Hays University (Kansas)

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.

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 by 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 maid, 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
Campus Crusade for Christ
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
Entrepreneurship Club
Multicultural Student Association
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
TRiO/Student Success Club

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 athletics are provided at the Columbus Campus in the following sports: men's basketball, men's golf, women's softball, 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.

Dance Team

A Dance Team is provided on the Columbus campus. The CCC Dance Team performs routines at home athletic contests and other special events. The Dance Team provides students with an opportunity to dance, perform, and support athletic activities. Membership is by audition.

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 subscores 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 sched-

uled 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. 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 Housing 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 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. Students residing off-campus may also make arrangements for a meal plan by contacting the Dining Services Director on their campus.

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.

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 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, and 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, and 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, and 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, and 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, and 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 Quality Improvement Campaigns

1. **Increase** the number of CCC nursing graduates by increasing program enrollment and improving the program retention rate. (Related to CCC Goals 1 & 2.)
   Target potential nursing students by defining students with a high propensity to be successful in the nursing. Once defined the potentials should be heavily recruited in conjunction with special events to encourage their joining the Nursing program.
   Evaluate current Central Community College students who intend to become nurses and develop processes to improve their migration into the nursing program.
2. **Increase** student success rates in developmental studies through study and redesign instructional and student support services. (Related to CCC Goal 1)
   Define the primary issues surrounding the success rate of developmental students and adjust curriculum and support processes to improve migration to non-developmental college level courses.
   Define the existing processes that limit the overall participation in developmental courses and modify those systems to improve participation and increase overall academic goal attainment of Central Community College students.
3. **Review,** coordinate and revise the College's planning and budgeting processes and concurrently examine the adequacy of management information related to these processes. (Related to CCC Goals 8, 7, 4, and 3)
   Process-Map the existing process used at all key decision making levels and adjusts those processes to ensure alignment.

Define data used in annual planning and define what shortcoming may exist in the data. Once the shortcomings are defined, develop improvement actions related to the data and data delivery.

4. **Improve** College communication structures, especially as they relate to CQI efforts, through changes to, for example, the college website, committee structures, committee activities, and communication formats. (Related to CCC Goal 5.)

   Evaluate the primary communications systems (evaluate the current data available) within the college and determine the best courses of actions to improve those systems.

   Develop a evaluation body (and supporting processes) to annually evaluate/identify the opportunities for improvement in the area of communication and develop/implement improvement activities.

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

Rita Skiles, Huntley, education, 2010
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 Sasges, 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> 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 smokable 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 smokable 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 > 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.

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:

_____**1860 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)

_____**2860 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:

_____**1980 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)

_____**2980 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:

_____**1990 Special Topics in _____** **3**
Prereq. Consent of instructor
Special topics are courses for which there is a temporary demand, or for courses offered on an experimental basis. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

_____**2990 Special Topics in _____** **3**
Prereq. Consent of instructor
Special topics are courses for which there is a temporary demand, or for courses offered on an experimental basis. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

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.

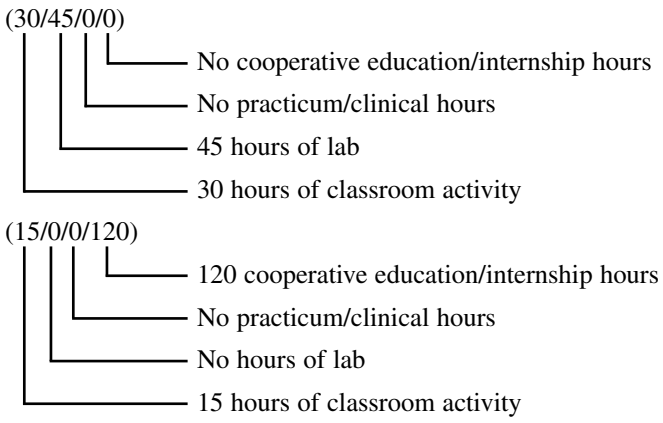
Student Electives—The number of credit hours in a specified program that a student, with adviser approval, may select as part of the course of study.

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 1000 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, 0-999, designates developmental/foundation courses, 1980 and 2980 designate workshops, 1000-1999 are considered first-year courses, 2000-2990 are designated as advanced or second year courses, and 7000-8999 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:



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 1520	Linear Integrated Circuits	2

Typical commercial and industrial applications of various linear I.C. devices. Testing, troubleshooting, and device characteristics are presented in lab and theory. Unit Credits: 1-1, 2-1 (15/45/0/0)

Course Description **Unit Credits** **Contact Hours**

Associate of Arts Degree (AA)

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 AA 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 27-29. 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.

I. Communications			**6**
ENGL	1010	English Composition	3
ENGL	1020	Writing & Research	3
SPCH	1110	Public Speaking	3
SPCH	1400	Oral Communication	3
II. Humanities or Personal Development			**8**
Select courses from at least two of the areas listed below.			
A. Fine Arts			
ARTS	1010	Introduction to the Visual Arts	3
ARTS	1250	Art Fundamentals	3
HUMS	1100	Introduction to the Humanities	3
MUSC	1010	Introduction to Music	3
MUSC	2700	History of Jazz	3
THEA	1010	Introduction to Theater	3
B. Literature			
ENGL	2100	Introduction to Literature	3
ENGL	2150	Introduction to Women's Literature	3
ENGL	2340	American Literature	3
ENGL	2370	Non-Western Literature	3
C. Personal Development			
PHED	1400	Personal Health	3
PRDV	1010	Consumer Problems	3
PRDV	1090	College Foundations	3
D. Philosophy			
HUMS	2200	Introduction to Women's Studies	3
PHIL	1150	Critical and Creative Thinking	3
PHIL	2610	Comparative Religions	3
PHIL	2650	Introduction to Ethics	3
III. Mathematics & Science			**7**
A. Mathematics (must be Math 115 or above)			3
MATH	1150	College Algebra	3
MATH	1380	Trigonometry	2
MATH	1410	Pre-Calculus	5
MATH	2000	Mathematics for Elementary Teachers	3
BSAD	2020	Business Statistics OR	3
MATH	2020	Applied Statistics	3
MATH	2040	Applied Calculus	3
MATH	2060	Analytic Geometry/Calculus I	5
B. Science (Including one lab course)			4
*BIOS	1010	General Biology	4
BIOS	1020	Human Biology	3
BIOS	1060	The Earth and Its Environment	3
*BIOS	1090	General Botany	4
*BIOS	1120	Principles of Zoology	4
*BIOS	2250	General Anatomy & Physiology I	4
*CHEM	1050	Elements of Chemistry	4
*CHEM	1090	General Chemistry I	4
*PHYS	1100	Physical Science	4
*PHYS	1500	Physical Geography	4
PHYS	1570	Physical Geology	3
*PHYS	1410	General Physics I	5
*PHYS	2010	Meteorology	4
*PHYS	2110	General Physics I With Calculus	5
IV. Social/Behavioral Science			**9**
Select course from at least two of the areas listed below.			
A. Economics			
ECON	1100	Economic Understanding	3
ECON	2110	Principles of Macroeconomics	3
ECON	2120	Principles of Microeconomics	3
B. Geography			
GEOG	1400	Cultural Geography	3
C. History			
HIST	1000	Western Civilization to 1700	3
HIST	1010	Western Civilization after 1700	3
HIST	1700	World Civilizations to 1500	3
HIST	1710	World Civilizations after 1500	3
HIST	2010	American History to 1877	3
HIST	2020	American History after 1877	3
HIST	2150	Introduction to Latin America	3
D. Political Science			
POLS	1000	American Government	3
POLS	1600	International Relations	3
E. Psychology			
PSYC	1010	Psychology of the Family	3
PSYC	1810	Introduction to Psychology	3
PSYC	2890	Developmental Psychology	3

* *Designates laboratory courses*

F. Sociology			
ANTH	1100	Introduction to Anthropology	3
SOCI	1010	Introduction to Sociology	3
SOCI	2010	Social Problems	3
SOCI	2150	Issues of Unity and Diversity	3
V. Foreign Language			**0-6**
SPAN	2010	Intermediate Spanish I	3
SPAN	2020	Intermediate Spanish II	3
Credits to fulfill the Associate of Arts Degree requirements selected from the Academic Transfer list on pages 27-29 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

In 1995, the Nebraska Transfer Agreement was signed by the six Nebraska Community Colleges and 20 Nebraska transfer institutions. The purpose of this agreement was to list a common core curriculum in general education for an Associate of Arts degree program and how these courses transfer to the participating institutions. Note that the list is not a comprehensive one listing all courses which transfer or all transfer institutions. For a list of other courses which usually transfer to a transfer institution, see pages 27-29 or check out Central Community College's transfer web site at www.cccneb.edu/transfer. Students must work in close contact with the transfer institution to make sure each course transfers into the program they choose

NEBRASKA TRANSFER INITIATIVE
ASSOCIATE OF ARTS ARTICULATION MATRIX

CORE AREA	ENGLISH	SPEECH	FINE ARTS 3.0 SEMESTER HOURS			BUSINESS CLASSES				
	ENGL1010 English Composition 3.0 cr. hrs.	SPCH1110 Public Speaking 3.0 cr. hrs.	ARTS1010 Intro to Visual Arts 3.0 cr. hrs.	MUSC1010 Intro to Music 3.0 cr. hrs.	THEA1010 Intro to Theatre 3.0 cr. hrs.	BSAD1050 Intro to Business 3.0 cr. hrs.	BSAD2520 Principles of Marketing 3.0 cr. hrs.	BSAD2540 Principles of Management 3.0 cr. hrs.	ACCT1200 Principles of Accounting I 3.0 cr. hrs.	ACCT1210 Principles of Accounting II 3.0 cr. hrs.
RECEIVING INSTITUTION										
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	ENG21.103	COM 15.116	Gen Ed.	MUS 31.209	Gen Ed.	Elective	BUS 13.311	BUS 13.303	ACC 10.101	ACC 10.102
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 TRANSFER INITIATIVE
ASSOCIATE OF ARTS ARTICULATION MATRIX

CORE AREA	HISTORY - 3.0 CR. HRS		DIVERSITY	MATH	HUMANITIES - 3.0 CREDIT HOURS			
	HIST2010 American History to 1877 3.0 cr. hrs.	HIST2020 American History after 1877 3.0 cr. hrs.	SOCI2150 Issues of Unity & Diversity 3.0 cr. hrs.	MATH1150 College Algebra 3.0 cr. hrs.	ENGL2100 Intro to Literature 3.0 cr. hrs.	PHIL2610 Comparative Religions 3.0 cr. hrs.	HUMS1100 Intro to Humanities 3.0 cr. hrs.	PHIL1150 Critical & Creative Thinking 3.0 cr. hrs.
RECEIVING 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-Lincoln only)	No Equivalent	No Equivalent
Grace University	SS431	SS432	ED203	MA201	HU381 or HU382	HU321	HU 100	HU414
Hastings College	HIS251	HIS253	No Equivalent	No Equivalent	ENG110	PHIL Elective	No Equivalent	Any course in PHL
Midland Lutheran	HIS205	HIS207	SOC210	Math140	ENG110	REL240	HIS260	No Equivalent
Nebraska Christian College	HS205	HS206	SS118, 119, 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 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 or GET 1010	ENGL 2300	REL CREDIT	ELECTIVE	BGS CREDIT
Wayne State	HIS 180 **Only 3 crs. from this block apply**	HIS 181	Soc Elective	MATH115	ENG150	PHE130	No Equivalent	No Equivalent
York College	HST213	HSST223	EDU343 (LD credit only)	MTH173	Sub ENGL213/223	No Equivalent	Sub MUS203	No Equivalent

NEBRASKA TRANSFER 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 Into to Psychology 3.0 cr. hrs.	SOCI1010 Into to Sociology 3.0 cr. hrs.	POLS1000 American Government 3.0 cr. hrs.	POLS1600 International Relations 3.0 cr. hrs.	ECON2110 Macroeconomics 3.0 cr. hrs.	ECON2120 Microeconomics 3.0 cr. hrs.	BIOS1010 General Biology 3.0 cr. hrs.	PHYS1100 Physical Science 4.0 cr. hrs.
RECEIVING INSTITUTION								
Bellevue University	PY101	SO101	PS102	Econ Elective	EC201	EC202	BI101	PC101
Chadron State College	PSYC131	SOC231	PS231	PS332	ECON231	ECON232	BIOL 136 & 136L	PHYS135
Clarkson College	PY101	SO101	GV101	No Equivalent	BU200	BU202	BIO117	No Equivalent
College of Saint Mary	PSY101	SOC101	HPS110	HPS110	ECO131	ECO132	BIO110 &111	Science Gen. Ed.
Concordia University	PSY101	SOC101	PS111	No Equivalent	ECON101	ECON102	Science Gen. Ed.	Science Gen. Ed.
Dana College	37101	40103	36217	Elective	18201	18202	12121	32112
Doane College	PSY117	SOC109	PSI101	PSI214	ECO203	ECO204	BIO101	PHS105
Grace University	SS100	SS222	SS 433	BU402	SS202	SS201	SCI341	SCI342
Hastings College	PSY100	SOC200	PSL100	No Equivalent	ECO213	ECO211	BIO101 or BIO300	PHY201, CHM 124/136 SCI223/232
Midland Lutheran	PSY120	SOC130	HIS207	N/A	ECO201	ECO202	BIO103	PHY151
Nebraska Christian College	PS101	SOC2100	POLS1110	POS110	ECON2130	ECON2140	BIOS1010	PHY1010
Nebraska Methodist College	SS101	SS120	No Equivalent	No Equivalent	No Equivalent	No Equivalent	No Equivalent	No Equivalent
Nebraska Wesleyan University	PSYCH001 002 SS Requirement	SOC003	POLSC001	POLSC009	ECON053	ECON054	BIO001	Fulfills Natural Science Requirement
Peru State College	Psychology 121	Sociology 201	Political Science 201	No Equivalent	Economics 222	Economics 221	ELECTIVE	ESCI206
Union College	PSY205	SOCI105	PLSC205	No Equivalent	ECON236	ECON235	BIOL151	PHYS111
UNK	PSY203	SOC100	PSCI110	PSCI168	ECON270	ECON271	BIOL103	PHYS100
UNL	PSYC181	SOCI101	POLS100	POLS160	ECON211	ECON212	BIOS101 + 101L	Gen. Sc. Credit
UNO	PSYC 1010	SOC101	PSCI 1100	PSCI 2210	ECON 2220	ECON 2200	BIOL 1020	Elec Gen Ed
Wayne State	PSY101 Only 3 crs. from this block apply	SOC101 Only 3 crs. from this block apply	POS100 Only 3 crs. from this block apply	POS110 Only 3 crs. from this block apply	ECO202	ECO203 Only 3 crs. from this block apply	BIO102 Only 3 crs. from this block apply	Phys. Sc. Requirement
York College	PSY113	SOC113	POL123	No Equivalent	ECO233	ECO243	BIO154 or NSC163	NSC153

Associate of Science Degree (AS)

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 AS 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 31-32. 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.

I. Communications			**6**
ENGL	1010	English Composition	3
ENGL	1020	Writing & Research	3
ENGL	1230	Business Communication	3
ENGL	1240	Technical Communications	3
SPCH	1110	Public Speaking	3
SPCH	1400	Oral Communication	3
II. Humanities, Social and Behavioral Sciences			**12**
A. Economics			
ECON	2110	Principles of Macroeconomics	3
ECON	2120	Principles of Microeconomics	3
B. Fine Arts			
ARTS	1010	Introduction to the Visual Arts	3
HUMS	1100	Introduction to Humanities	3
HUMS	2200	Introduction to Women's Studies	3
MUSC	1010	Introduction to Music	3
THEA	1010	Introduction to Theater	3
C. History			
HIST	1000	Western Civilization to 1700	3
HIST	1010	Western Civilization after 1700	3
HIST	1700	World Civilizations to 1500	3
HIST	1710	World Civilizations after 1500	3
HIST	2010	American History to 1877	3
HIST	2020	American History after 1877	3
HIST	2150	Introduction to Latin America	3
D. Literature			
ENGL	2100	Introduction to Literature	3
ENGL	2150	Introduction to Women's Literature	3
ENGL	2340	American Literature	3
ENGL	2370	Non-Western Literature	3
E. Philosophy			
PHIL	1150	Critical & Creative Thinking	3
PHIL	2610	Comparative Religions	3
PHIL	2650	Introduction to Ethics	3
F. Political Science			
POLS	1000	American Government	3
POLS	1600	International Relations	3
G. Psychology			
PSYC	1010	Psychology of the Family	3
PSYC	1810	Introduction to Psychology	3
PSYC	2890	Developmental Psychology	3
H. Sociology			
ANTH	1100	Introduction to Anthropology	3
SOCI	1010	Introduction to Sociology	3
SOCI	2010	Social Problems	3
SOCI	2150	Issues of Unity and Diversity	3
III. Mathematics and Science			**12-16**
A minimum of five hours in mathematics selected from:			
MATH	1150	College Algebra	3
MATH	1380	Trigonometry	2
(No duplicate credit for MATH 1410 with MATH 1150, MATH 1380)			
MATH	1410	Pre-Calculus	5
BSAD	2020	Business Statistics OR	3
MATH	2020	Applied Statistics	3
MATH	2040	Applied Calculus	3
MATH	2060	Analytic Geometry and Calculus I	5
MATH	2070	Analytic Geometry and Calculus II	5
MATH	2080	Analytic Geometry and Calculus III	5
MATH	2210	Differential Equations	3
A minimum of four hours in a lab science course selected from:			
*BIOS	1010	General Biology	4
*BIOS	1090	General Botany	4
*BIOS	1120	Principles of Zoology	4
*BIOS	2250	General Anatomy & Physiology I	4
*BIOS	2260	General Anatomy & Physiology II	4
*BIOS	2420	Principles of Genetics	4
*BIOS	2490	Principles of Microbiology	4
*CHEM	1050	Elements of Chemistry	4
*CHEM	1060	Basics of Organic Chemistry	4
*CHEM	1090	General Chemistry I	4
*CHEM	1100	General Chemistry II	4
*CHEM	2510	Organic Chemistry I	5
*CHEM	2520	Organic Chemistry II	5
*PHYS	1100	Physical Science	4
*PHYS	1410	General Physics I	5
*PHYS	1420	General Physics II	5
*PHYS	1500	Physical Geography	4
*PHYS	2010	Meteorology	4
*PHYS	2110	General Physics I with Calculus	5
*PHYS	2120	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 pursing a baccalaureate degree in Agriculture see the Agriculture Occupations section.

Academic Transfer Course List

Please note: Each of the courses below transfers to at least one of the Nebraska State Universities (UN-Lincoln, UN-Kearney, or UN-Omaha). Some courses transfer to all three universities, some to only two or one. Many courses transfer to other state and private institutions and may or may not be listed below. It is important for students to check the following CCC website for course by course articulation to transfer institutions: www.cccneb.edu/transfer

It's also important for students to check the courses accepted within the program or major at the institution where they plan to transfer . Students planning to transfer should work closely with the CCC adviser and with an adviser in the department at the transfer institution.

Accounting

ACCT	1200	Principles of Accounting I	3
ACCT	1210	Principles of Accounting II	3

Agriculture

AGRI	1310	Crop Science	4
AGRI	1320	Corn Production	2
AGRI	1330	Soybean Production	2
AGRI	1410	Agricultural Economics	3
AGRI	1530	Soil Science	4
AGRI	1700	Animal Science	4
AGRI	2010	Farm Management	4
AGRI	2560	Legal Aspects in Agriculture	3

Anthropology

ANTH	1100	Introduction to Anthropology	3

Arts

ARTS	1010	Introduction to the Visual Arts	3
ARTS	1250	Art Fundamentals	3
ARTS	1260	Printmaking	3
ARTS	1270	Fundamentals of Drawing/Composition	3
ARTS	1280	Oil & Acrylic Painting	3
ARTS	1290	Watercolor Painting	3
ARTS	1300	Visual Design	3
ARTS	1310	Ceramics I	3
ARTS	2240	Life Drawing	3
ARTS	2260	Problems in Studio-Printmaking	3
ARTS	2270	Problems in Studio-Drawing	3
ARTS	2280	Problems in Studio-Oil/Acrylic Painting	3
ARTS	2290	Problems in Studio-Watercolor Painting	3
ARTS	2300	Problems in Studio-Design	3
ARTS	2310	Ceramics II	3

Biological Science

BIOS	1010	General Biology	4
BIOS	1020	Human Biology	3
BIOS	1060	Earth & Its Environment	3
BIOS	1090	General Botany	4
BIOS	1120	Principles of Zoology	4
BIOS	2250	General Anatomy & Physiology I	4
BIOS	2260	General Anatomy & Physiology II	4
BIOS	2420	Principles of Genetics	4
BIOS	2490	Principles of Microbiology	4

Business Administration

BSAD	1050	Introduction to Business	3
BSAD	2020	Business Statistics	3
BSAD	2520	Principles of Marketing	3
BSAD	2540	Principles of Management	3

Chemistry

CHEM	1050	Elements of Chemistry	4
CHEM	1060	Basics of Organic Chemistry	4
CHEM	1090	General Chemistry I	4
CHEM	1100	General Chemistry II	4
CHEM	2510	Organic Chemistry I	5
CHEM	2520	Organic Chemistry II	5
CHEM	2600	Principles of Biochemistry	3
CHEM	2610	Biochemistry Laboratory	2

Criminal Justice

CRIM	1010	Introduction to Criminal Justice	3
CRIM	1020	Introduction to Corrections	3
CRIM	1030	Courts and the Judicial Process	3
CRIM	2030	Police and Society	3

Early Childhood Education

ECED	1110	Infant/Toddler Development	3
ECED	1120	Preschool Child Development	3
ECED	1150	Introduction to Early Childhood Education	3
ECED	2050	Children With Exceptionalities	3

Economics

ECON	1100	Economic Understanding	3
ECON	2110	Principles of Macroeconomics	3
ECON	2120	Principles of Microeconomics	3

Education

EDUC	1110	Introduction to Education	3
EDUC	1500	Pre-Student Teaching/Observation	2
EDUC	2000	Fundamentals of Educational Psychology	3
EDUC	2910	Instructional Technology for Teachers	3

Engineering

ENGR	1010	Freshman Multidisciplinary Design	3
ENGR	1020	MATLAB Prog & Problem Solving	3
ENGR	2010	Introduction to Circuits and Electronics	3
ENGR	2020	Engineering Statics	3

English

ENGL	1010	English Composition	3
ENGL	1020	Writing & Research	3
ENGL	1230	Business Communication	3
ENGL	1500	Introduction to Creative Writing	3
ENGL	2100	Introduction to Literature	3
ENGL	2150	Introduction to Women's Literature	3
ENGL	2340	American Literature	3
ENGL	2370	Non-Western Literature	3

Entrepreneurship

ENTR	1050	Introduction to Entrepreneurship	3

Geography

GEOG	1400	Cultural Geography	3

Health

HLTH	1470	Nutrition	3

History

HIST	1000	Western Civilization to 1700	3
HIST	1010	Western Civilization after 1700	3
HIST	1700	World Civilizations to 1500	3
HIST	1710	World Civilizations after 1500	3
HIST	2010	American History to 1877	3
HIST	2020	American History after 1877	3
HIST	2150	Introduction to Latin America	3

Humanities

HUMS	1100	Introduction to Humanities	3
HUMS	2200	Introduction to Women's Studies	3

Human Services

HUSR	1240	Introduction to Human and Social Services	3

Information Technology

INFO	1100	Introduction to Information Technology	3
INFO	1120	Microcomputer Applications	3
INFO	1800	Visual Basic Programming	3
INFO	1810	Beginning Structured COBOL	3

Mathematics

MATH	1150	College Algebra	3
MATH	1380	Trigonometry	2
MATH	1410	Pre-Calculus	5
MATH	2000	Mathematics for Elementary Teachers	3
MATH	2020	Applied Statistics	3
MATH	2040	Applied Calculus	3
MATH	2060	Analytic Geometry & Calculus I	5
MATH	2070	Analytic Geometry & Calculus II	5
MATH	2080	Analytic Geometry & Calculus III	5
MATH	2210	Differential Equations	3

Music

MUSC	1010	Introduction to Music	3
MUSC	1410	Chorus	1
MUSC	1430	Concert Band	1
MUSC	1440	Instrumental Jazz	1
MUSC	1450	Vocal Jazz	1
MUSC	1470	Music Theory I	3
MUSC	1480	Music Theory II	3
MUSC	1500-1580	Applied Music	1
MUSC	1620	Small Ensemble – Vocal	1
MUSC	1630	Small Ensemble – Instrumental	1
MUSC	2470	Music Theory III	3
MUSC	2480	Music Theory IV	3
MUSC	2490	Music for Elementary Teachers	3
MUSC	2500-2580	Applied Music	1
MUSC	2600	Aural Skills I	1
MUSC	2610	Aural Skills II	1
MUSC	2700	History of Jazz	3

Personal Development

PRDV	1010	Consumer Problems	3
PRDV	1020	College Survival	1
PRDV	1090	College Foundations	3
PRDV	1100	Career Exploration	1

Philosophy

PHIL	1150	Critical & Creative Thinking	3
PHIL	2610	Comparative Religions	3
PHIL	2650	Introduction to Ethics	3

Physical Education and Recreation

PHED	1070	Physical Education – Body Conditioning	1
PHED	1220	Physical Education – Golf	1
PHED	1400	Personal Health	3
PHED	1500	Recreation in Society	3
PHED	1780	Introduction to Physical Education	3
PHED	1850	Varsity Competition—Men's Basketball	1
PHED	1880	Varsity Competition—Volleyball	1
PHED	1900	Varsity Competition—Softball	1
PHED	1920	Varsity Competition—Men's Golf	1
PHED	2400	Non-Rhythmic Act/Elem Children	2
PHED	2500	Recreational Leadership	3
PHED	2850	Varsity Competition—Men's Basketball	1
PHED	2880	Varsity Competition—Volleyball	1
PHED	2900	Varsity Competition—Softball	1
PHED	2920	Varsity Competition—Men's Golf	1

Physical Science

PHYS	1100	Physical Science	4
PHYS	1410	General Physics I	5
PHYS	1420	General Physics II	5
PHYS	1500	Introduction to Physical Geography	4
PHYS	1570	Physical Geology	3
PHYS	2010	Meteorology	4
PHYS	2110	General Physics I with Calculus	5
PHYS	2120	General Physics II with Calculus	5

Political Science

POLS	1000	American Government	3
POLS	1600	International Relations	3

Psychology

PSYC	1010	Psychology of the Family	3
PSYC	1810	Introduction to Psychology	3
PSYC	2120	Social Psychology	3
PSYC	2860	Abnormal Psychology	3
PSYC	2890	Developmental Psychology	3

Sociology

SOCI	1010	Introduction to Sociology	3
SOCI	2010	Social Problems	3
SOCI	2150	Issues of Unity and Diversity	3

Spanish

SPAN	1010	Beginning Spanish I	5
SPAN	1020	Beginning Spanish II	5
SPAN	2010	Intermediate Spanish I	3
SPAN	2020	Intermediate Spanish II	3
SPAN	2100	Intensive Writing in Spanish	3

Speech

SPCH	1110	Public Speaking	3
SPCH	1400	Oral Communication	3

Theater

THEA	1010	Introduction to Theater	3
THEA	1710	Play Production	1
THEA	1730	Acting	3
THEA	1800	Stage Technology	3
THEA	1810	Theatrical Make-Up	3

Associate of Applied Science Degree (AAS) and Associate Degree in Nursing (ADN)

AAS and ADN General Education Degree Requirements

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.

Central Community College AAS and ADN 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 AAS and ADN 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.

Associate of Applied Science Degree (AAS) and Associate Degree in Nursing (ADN)

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.

ENGL	1000	Applied Writing	3
ENGL	1010	English Composition	3
ENGL	1020	Writing & Research	3
ENGL	1230	Business Communication	3
ENGL	1240	Technical Communication	3
READ	1040	Efficient Reading	3
SPCH	1110	Public Speaking	3
SPCH	1400	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	1010	General Biology	4
BIOS	1020	Human Biology	3
BIOS	1030	Ecology	3
BIOS	1060	Earth & Its Environment	3
BIOS	1090	General Botany	4
BIOS	1120	Principles of Zoology	4
BIOS	1250	Structure & Function I	3
BIOS	1260	Structure & Function II	3
BIOS	2250	General Anatomy & Phy I	4
BIOS	2260	General Anatomy & Phy II	4
BIOS	2420	Principles of Genetics	4
BIOS	2490	Principles of Microbiology	4
CHEM	1000	Basic Concepts of Chemistry	2
CHEM	1050	Elements of Chemistry	4
CHEM	1060	Basics of Organic Chemistry	4
CHEM	1090	General Chemistry I	5
CHEM	1100	General Chemistry II	5
CHEM	2210	Quantitative Analysis	4
MATH	1050	Occupational Math	3
MATH	1060	Business Math	3
MATH	1080	Technical Math	3
MATH	1140	Intermediate Algebra	3

MATH	1150	College Algebra	3
MATH	1380	Trigonometry	2
MATH	1410	Pre-Calculus	5
MATH	2000	Mathematics for Elem Teachers	3
BSAD	2020	Business Statistics	3
		OR	
MATH	2020	Applied Statistics	3
MATH	2040	Applied Calculus	3
MATH	2060	Analytic Geometry & Calculus I	5
PHYS	1010	Earth Science	3
PHYS	1100	Physical Science	4
PHYS	1150	Technical Physics	3
PHYS	1410	General Physics I	5
PHYS	1420	General Physics II	5
PHYS	1500	Intro to Physical Geog with lab	4
PHYS	1570	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.)

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

HLTH	1470	Nutrition	3
PHED	1400	Personal Health	3
PHIL	1080	Critical Thinking Skills	2
PHIL	1150	Critical & Creative Thinking	3
PRDV	1010	Consumer Problems	3
PRDV	1020	College Survival	1
PRDV	1030	Successful Job Relations	1
PRDV	1050	Life Planning	1
PRDV	1090	College Foundations	3
PRDV	1100	Career Exploration	1
PRDV	1150	Basics of Money Management	1
PRDV	1850	Employment Search & Interview	2
PRDV	2050	Assertiveness Training	2
PRDV	2600	Stress Management	2

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

ARTS	1010	Intro to the Visual Arts	3
ARTS	1250	Art Fundamentals	3
ENGL	2100	Intro to Literature	3
ENGL	2340	American Literature	3
ENGL	2370	Non-Western Literature	3
HIST	1000	Western Civilization to 1700	3
HIST	1010	Western Civilization after 1700	3
HIST	1700	World Civilizations to 1500	3
HIST	1710	World Civilizations after 1500	3
HIST	2010	American History to 1877	3
HIST	2020	American History after 1877	3
HUMS	1100	Intro to the Humanities	3
HUMS	2200	Intro to Women's Studies	3
MUSC	1010	Introduction to Music	3
MUSC	2700	History of Jazz	3
PHIL	2650	Introduction to Ethics	3
THEA	1010	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	1410	Agricultural Economics	3
ANTH	1100	Intro to Anthropology	3
ECON	1100	Economic Understanding	3
ECON	2110	Principles of Macroeconomics	3
ECON	2120	Principles of Microeconomics	3
GEOG	1400	Cultural Geography	3
POLS	1000	American Government	3
POLS	1600	International Relations	3
PSYC	1010	Psychology of the Family	3
PSYC	1150	Human Relations	3
PSYC	1810	Intro to Psychology	3
PSYC	2120	Social Psychology	3
PSYC	2220	Psychology of Adjustment	3
PSYC	2860	Abnormal Psychology	3
PSYC	2890	Developmental Psychology	3
SOCI	1010	Intro to Sociology	3
SOCI	2010	Social Problems	3
SOCI	2150	Issues of Unity and Diversity	3

Diploma Requirements

To complete a diploma at Central Community College a student must complete a minimum of 32 semester hours of credit, including nine credits in the general education areas listed below. All courses must carry a course number of 1000 or greater.

3 hours from Group A, Communications (courses with an alpha of COMM, READ, SPCH)

3 hours from Group B, Math/Science (courses with an alpha of BIOS, CHEM, MATH, PHYS)

3 hours from Group C or D, Personal Development/ Humanities/ or Social/Behavioral Sciences: (courses with an alpha of ARTS, HUMS, ENGL – Literature, HIST, MUSC, PHIL, THEA, ECON, GEOG, POLS, PSYC, SOCI, PRDV).

Consultation with an adviser will assure that general education courses apply toward diploma completion.

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PROGRAMS

Academic Transfer

Agriculture Transfer

See page 38 for specific information.

Art

Courses within the art discipline give students opportunities to develop skills in visual expression and to study art history. Selected courses meet general education requirements in the humanities while the program is designed for transfer into baccalaureate programs in either art or visual communications. Students are given opportunities to explore a variety of media, including computer graphics. Possible career choices include working as an art educator, professional artist, graphic artist or art therapist..

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.

Drafting/Construction Management

For specific information see page 39.

Early Childhood Education

The Early Childhood Education program offers students the option of pursuing an AAS degree or the option of transferring to a four-year college or university to earn a degree in early childhood education or early childhood education/special education. These bachelor degrees with teacher certification would allow graduates to work in birth to age 3 programs or teach pre-K to 3rd grade. Students can also expand their options by finishing an additional certification in elementary education.

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 a para-educator or a substitute teacher. A bachelor's degree in education is the basic qualification necessary for teacher certification.

Engineering

See page 40 for specific information.

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 are varied in their focus. In addition to Cultural Geography, which includes the origins, movements, and regions of cultures, Global Information Systems is also an option. Language, religion, and ethnicity, as well as economic, political and historical development are explored in Cultural Geography. The application of spatial analysis to address questions and solve problems is the focus of the GIS course 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

See specific information on page 41.

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

Music courses prepare students for transfer into baccalaureate programs with music majors or minors. Possible careers include performance, education, composition, musicology, and music therapy. However, music courses are open to students in all areas of study to develop their musical interests and abilities.

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

Courses in sociology prepare students to understand the sociological perspective, sociological imagination, sociological research, and many other topics that deal with the influence of culture and socialization on both individual and group behavior. These courses also enable students to apply the three sociological paradigms to critically examine numerous social problems at the micro and macro levels..

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.

Agriculture Sciences and Natural Resources Transfer Program

University of Nebraska-Lincoln A to B Program

The Associate to Bachelor (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.

The following 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.

Associate of Science Degree (C, H)

Suggested Agriculture Transfer Program of Study

Agriculture Transfer Courses

AGRI	1410	Agricultural Economics	3
AGRI	1530	Soil Science	4
AGRI	1700	Animal Science	4
AGRI	2010	Farm Management	4
AGRI	2110	Agriculture Commodity Marketing	3
AGRI	2560	Legal Aspects in Agriculture	3

Possible internships available with adviser approval based on major

Select 4 hours from the following: 4

AGRI	1320	Corn Production (2) AND	
AGRI	1330	Soybean Production (2) OR	
AGRI	1310	Crop Science (4)	

General Education Courses (see pages 33-34)

I.		**Communications (9)**	
ENGL	1010	English Composition OR	3
ENGL	1020	Writing & Research	
ENGL	1240	Technical Communications	3
SPCH	1110	Public Speaking OR	3
SPCH	1400	Oral Communication	
II.		**Humanities, Social & Behavioral Sciences (12)**	
ARTS	1010	Introduction to the Visual Arts OR	3
THEA	1010	Introduction to Theater	
ENGL	2100	Introduction to Literature OR	3
PHIL	2650	Introduction to Ethics	
HIST	2010	American History to 1877 OR	3
HIST	2020	American History After 1877	
ECON	2110	Principles of Macroeconomics	3
III.		**Mathematics & Science (21)**	
MATH	1150	College Algebra	3
MATH	1380	Trigonometry	2
MATH	2020	Applied Statistics	3
CHEM	1090	General Chemistry I	4
PHYS	1410	General Physics I	5
BIOS	1010	General Biology OR	4
BIOS	1090	General Botany OR	
BIOS	1120	Principles of Zoology	

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

Drafting Transfer Program 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

DRAF	1590	Basic CAD Operations	3
DRAF	1610	Architectural CAD Drafting I	3
DRAF	2620	Construction Practices & Systems	3
DRAF	2670	Cost Estimating	3
DRAF	2800	Structural Mechanics	3
DRAF	2910	Mechanical & Electrical Systems	3
DRAF		Elective	3
ACCT	1200	Principles of Accounting I	3
BSAD	2540	Principles of Management	3
HIST	1000	Western Civilization I OR	3
HIST	2010	American History I	
INFO	1120	Microcomputer Applications	3

General Education (see pages 33-34)

ECON	1100	Economic Understanding OR	3
ENGL	1010	English Composition	
ENGL	2100	Introduction to Literature OR	3
MUSC	1010	Introduction to Music	
MATH	1150	College Algebra	3
MATH	1380	Trigonometry	2
MATH	2020	Applied Statistics	3
PSYC	1810	Introduction to Psychology	3
PHYS	1100	Physical Science OR	4-5
PHYS	1410	General Physics I	
SPCH	1400	Oral Communication	3
SOCI	1010	Introduction to Sociology OR	3
SOCI	2010	Social Problems	

Total AS Degree **60-61**

Engineering
Transfer Program to UNL

Central Community College has an agreement with the University of Nebraska-Lincoln College of Engineering in which students can take courses at Central Community College for two years, then transfer to UNL the third year as Juniors. This program is known as the STEP program – Strengthening Transitions Into Engineering Programs. Students who plan to major in Agricultural, Civil, Electrical, Industrial, and Mechanical Engineering may begin this bachelor's degree program at Central Community College.

Career Opportunities

Engineers with bachelor's degrees enter an exciting, financially rewarding and emotionally satisfying profession. Today there is a high demand for engineers.

Typical Program of Study

Students who excel in Math, Science, and Technology will find the curriculum for Engineering stimulating. Before starting the program at Central Community College, students should have taken Mathematics through pre-Calculus, a basic Physics course, and a basic Chemistry course.

Engineering A.S. Degree (C, G, H)

Purpose—The Associate of Science degree provides the background for a student to transfer to the University of Nebraska-Lincoln to complete a bachelor's degree in Engineering. Students majoring in all five Engineering programs will take the same courses the first year. Second year courses may vary according to the specific Engineering field students choose.

First Year

ENGR	1010	Freshman Multidisciplinary Design	3
ENGR	1020	MATLAB Programming/Prob Solving	3
PHYS	2110	General Physics I with Calculus	5
PHYS	2120	General Physics II with Calculus	5
MATH	2060	Analytic Geometry & Calculus I	5
MATH	2070	Analytic Geometry & Calculus II	5
ENGL	1010	English Composition	3
ENGL	1020	Writing & Research	3

Second Year

ENGR	2010	Intro to Circuits & Electronics	3
ENGR	2020	Intro to Statics	3
CHEM	1090	General Chemistry I	4
CHEM	1100	General Chemistry II	4
MATH	2080	Analytic Geometry & Calculus III	5
MATH	2210	Differential Equations	3

General Education

Humanity/Social Science Electives	6-15

Total Credits	**60-69**

Students will receive an AS Degree.

Students may transfer up to 66 hours to the University of Nebraska-Lincoln.

Note: Both ENGL 1010 & ENGL 1020 must be taken, but will transfer as 3 credits.

Library Technical Assistant Program

Are you looking for a high-tech career that is fast paced, and involves working with people? Central Community College, in cooperation with the Nebraska Community College System, the Nebraska Library Commission, and the University of Nebraska at Omaha, offers an Associate of Arts degree which students can complete in as little as two years. The LTA focus prepares students to enter the workforce as a library professional, and also prepares students to transfer for completion of a Baccalaureate degree if they choose.

The Library Technical Assistant courses are offered online by the six Nebraska community colleges. Central Community Colleges's advisors can assist students in enrollment for these courses. The remainder of the courses in the LTA program can be taken at Central Community College.

As a Library Technical Assistant, graduates will provide services requiring technical skills in such vital areas as circulation of materials, acquisition, and processing of all types of materials. The program's courses focus particularly on information resources, services for children, and management of a small library. The skills and responsibilities LTA's will possess include the ability to:

*develop youth/young adult & senior programming
*purchase and process all types of materials
*plan and compile budgets
*develop collection development and management plans
*manage a small library
*supervise library staff
*lead specialized departmental teams in large libraries

As libraries increasingly use new technologies—such as CD-ROM, the Internet, virtual libraries, and automated databases—the duties of library technicians will expand and evolve accordingly. Technicians assist with customizing databases and instruct patrons in how to use computer systems to access data. Library Technical Assistants work in large libraries as well as in rural areas. The LIBR courses in this program are designed to provide the skills necessary for certification as a public librarian in Nebraska, with an emphasis on rural needs. Check out the Nebraska Library Commission website at http://www.nlc.state.ne.us. Check with your adviser about scholarships available for students in this program.

Associate of Arts Degree

Library Technical Assistant Courses – Online

LIBR	1010	Introduction to Library & Information Services	3
LIBR	1110	Adm of Library & Info Environments	3
LIBR	1210	Public Services in Library & Info Science	3
LIBR	1510	Reference Services in Library & Information Environments	3
LIBR	1610	Introduction to Children & Young Adult Services	3
LIBR	2200	Introduction to Library Collection Management	3
LIBR	2400	Introduction to Technical Services-Cataloging	3
LIBR	2990	Library Science Capstone Practicum**	3
Electives*			6

General Education Requirements (see pages 25)

I.	Communications	6
II.	Humanities or Personal Development	8
III.	Mathematics & Science	7
IV.	Social/Behavioral Science	9
Total Credits for Associate of Arts Degree		**60**

* Recommended electives: Computer Applications coursework, 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 1010 prior to or concurrently with any other LIBR coursework.

Certificate Program

In order to serve a critical need for rural librarians in Nebraska, Central Community College offers a certificate program in Library Technical Assistant. The purpose of this certificate is to provide necessary course work to be certified as an LTA by the Nebraska Library Commission. The program is a 24 credit hour program, consisting of the following courses, all of which are available online:

Library Technical Assistant Courses – Available Online

LIBR	1010	Introduction to Library & Information Services	3
LIBR	1110	Adm of Library & Info Environments	3
LIBR	1210	Public Services in Library & Info Science	3
LIBR	1510	Reference Services in Library & Information Environments	3
LIBR	1610	Introduction to Children & Young Adult Services	3
LIBR	2200	Introduction to Library Collection Management	3
LIBR	2400	Introduction to Technical Services-Cataloging	3
LIBR	2990	Library Science Capstone Practicum	3

For further information, contact the admissions director in Columbus at (402) 562-1296 or myoung@cccneb.edu. For scholarship information, contact the Nebraska Library Commission at http://www.nlc.state.ne.us.

Agribusiness

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.

This program of study allows the student to develop knowledge and skills to evaluate and apply agricultural principles, methods and techniques in a global agribusiness environment.

Career Opportunities

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.

The agribusiness program offers a wide range of educational opportunities including AAS degrees, diploma, and agribusiness certificates to allow students to reach their career goals.

Agribusiness AAS Degree (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.

AGRI	1000	Agribusiness Applications	2
AGRI	1110	Farm Accounting	3
AGRI	1310	Crop Science	4
AGRI	1410	Agricultural Economics	3
AGRI	1450	Agricultural Sales & Service	4
AGRI	1530	Soil Science	4
AGRI	2010	Farm Management	4
AGRI	2560	Legal Aspects in Agriculture	3
AGRI	2590	Agribusiness Capstone	2
AGRI	1860	Cooperative Education/Internship I	8
AGRI	1700	Animal Science	4
AGRI	2110	Agricultural Commodity Marketing	3
AGRI		Electives	0-8
General Education Courses (see pages 33-34)			
GEN ED		Group A: Communications	6
GEN ED		Group B: Math/Science	3
GEN ED		Group C: Personal Dev/Humanities	3
GEN ED		Group D: Social/Behavioral Sciences	3
Total Credits for AAS			**64**

Agribusiness Diploma (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.

AGRI	1000	Agribusiness Applications	2
AGRI	1110	Farm Accounting	3
AGRI	1310	Crop Science	4
AGRI	1410	Agricultural Economics	3
AGRI	1450	Agricultural Sales & Service	4
AGRI	1530	Soil Science	4
AGRI		Electives	3
General Education Courses (see pages 33-34)			
GEN ED		Communications	3
GEN ED		Math/Science	3
GEN ED		Group C or Group D	3
Total Credits for Diploma			**32**

Agriculture Certificate (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, farm financial management, livestock production, swine management, or crop protection.

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.

Auto Body Technology Graduates will be able to:

Make entry-level repairs to prepare vehicle for refinishing, including welding, plastics repair and metal straightening.

Prepare a vehicle for refinishing, including masking, application of primers and top coats.

Exhibit personal standards accepted in the auto body industry.

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 associate of applied science degrees provide students with the skills necessary for the repair or replacement of automotive panels and the knowledge to repair and refinish today's vehicles.

Diploma

Auto Body Technology diplomas provide students with the fundamental knowledge and skills necessary for entry-level employment in the auto body field.

Certificates

Certificates provide concentrated study that provides entry-level or advanced skills in a specific area of auto body technology.

Auto Body Technology AAS Degree (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.

AUTB	1250	Basic Metal Bumping & Finishing	4
AUTB	1260	Welding	5
AUTB	1270	Filler & Plastic/Fiberglass Repair	2
AUTB	1280	Estimating	1
AUTB	1290	Fender Repair & Replacement	3
AUTB	1300	Door Straightening & Alignment	4
AUTB	1310	Quarter Panel Straightening	4
AUTB	1320	Glass Installation	2
AUTB	1330	Front End Assembly	2
AUTB	1340	Frame Straightening	4
AUTB	1350	Body Panel Replacement	6
AUTB	2500	Introduction to Automotive Refinishing	1
AUTB	2510	Spray Equipment	1
AUTB	2520	Refinishing Shop Equipment	1
AUTB	2530	Paint Materials & Abrasives	1
AUTB	2540	Refinishing Procedures I	11
AUTB	2550	Refinishing Procedures II	4
AUTB	2560	Refinishing Procedures III	4

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Development/Humanities	3
GEN ED	Group D: Social & Behavioral Sciences	3
Academic Support Electives Approved by Adviser		3
Total Credits for AAS Degree		**75**

Auto Body Technology Diploma (H)

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.

Required Courses

AUTB	1250	Basic Metal Bumping & Finishing	4
AUTB	1260	Welding	5
AUTB	1270	Filler & Plastic/Fiberglass Repair	2
AUTB	1280	Estimating	1
AUTB	1290	Fender Repair & Replacement	3
AUTB	1300	Door Straightening & Alignment	4
AUTB	1310	Quarter Panel Straightening	4
AUTB	1320	Glass Installation	2
AUTB	1330	Front End Assembly	2
AUTB	1340	Frame Straightening	4
AUTB	1350	Body Panel Replacement	6
AUTB	2500	Introduction to Automotive Refinishing	1
AUTB	2510	Spray Equipment	1
AUTB	2530	Paint Materials & Abrasives	1
AUTB	2540	Refinishing Procedures I	11
AUTB	2550	Refinishing Procedures II	4
AUTB	2560	Refinishing Procedures III	4
Subtotal			**59**

Academic Support

Communications	3
Math/Science	3
Academic support electives approved by adviser	3
General Education Subtotal	**9**
Total Credits for Diploma	**68**

Auto Body Accelerated Metal Diploma (H)

Purpose – The accelerated diploma award for auto body repair is for those graduates who wish only "hands-on" skill development on the metals side of the auto body program. Their immediate objective is to find employment as an auto body "metals" technician.

AUTB	1250	Basic Metal Bumping & Finishing	4
AUTB	1260	Welding	5
AUTB	1270	Plastic Filler & Plastic/Fiberglass Repair	2
AUTB	1280	Estimating	1
AUTB	1290	Fender Repair & Replacement	3
AUTB	1300	Door Straightening & Alignment	4
AUTB	1310	Quarter Panel Straightening	4
AUTB	1330	Front End Assembly	2

General Education (see pages 33-34)

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**34**

Auto Body Accelerated Refinishing Diploma (H)

Purpose – The accelerated diploma award for auto body refinishing is for those graduates who wish only "hands-on" skill development on the paint side of the auto body program, including masking, and application of primers and finishes.

AUTB	2500	Introduction to Automotive Refinishing	1
AUTB	2510	Spray Equipment	1
AUTB	2520	Refinishing Shop Equipment	1
AUTB	2530	Paint Materials & Abrasives	1
AUTB	2540	Refinishing Procedures I	11
AUTB	2550	Refinishing Procedures II	4
AUTB	2560	Refinishing Procedures III	4

General Education (see pages 33-34)

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**32**

Auto Body Technology Certificates (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 program 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.

Automotive Technology Graduates will be able to:

1. Obtain a position as an automotive technician.
2. Perform repairs on light-duty vehicles.
3. Further develop diagnostic skills in the automotive technology field.
4. Continue automotive technology training and become an ASE-certified technician.

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

Automotive Technology associate of applied science degrees provide students with the skills necessary for an entry-level automotive technician position. Technicians perform repairs on light-duty vehicles and work in related fields, such as service writing and shop management, using tools and diagnostic equipment, as well as highly-technical service information common to the profession.

Diploma

Automotive Technology diplomas provide students with the fundamental knowledge and skills necessary for entry-level employment in the automotive field.

Certificates

Certificates provide concentrated study that provides entry-level or advanced skills in a specific area of automotive technology.

Automotive Technology AAS Degree (H)

Purpose—Graduates of the associate of applied science degree in automotive technology are prepared for jobs as entry-level technicians in light-duty vehicle repair, maintenance and related fields such as service writing, warranty and parts sales. They are able to use tools and diagnostic equipment common to the professional, as well as electronic and printed service information sources. (Available at the Hastings Campus only.)

AUTO	1000	Basic Shop Practices	4
AUTO	1100	Electrical/Electronics	7
AUTO	1400	Transportation Heating & A/C	4
AUTO	1500	Basic Automatic Transmissions	2
AUTO	1600	Brakes	2
AUTO	1700	Electronic Ignition & Computer Control Systems	4
AUTO	1720	Scopes & Minor Tune	2
AUTO	1800	Brakes, Suspension, Alignment & Tire Balancing	6
AUTO	2600	Anti-Lock Brake Systems	2
AUTO	2700	Fuel Systems	6
AUTO	2800	Wheel Alignment	3
AUTO	2810	Steering & Suspension Systems	5
AUTO		Electives with advisers approval	8

General Education (see pages 33-34)

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social/Behavioral Sciences	3
GEN ED	Group A, B, C, or D	3
Total Credits for AAS Degree		**70**

Automotive Electives

AUTO	1200	Manual Transmissions and Clutches	2
AUTO	1210	Transaxles/Drive Shafts	2
AUTO	1220	Differentials/Four-Wheel Drive	2
AUTO	1300	Engine Restoration	8
AUTO	1860	Cooperative Education/Internship I	8
AUTO	1990	Special Topics	4
AUTO	2300	Engine Services & Accessories	8
AUTO	2500	Automatic Transmissions	5
AUTO	2510	Automatic Transaxles	4
AUTO	2860	Cooperative Education/Internship II	8
AUTO	2990	Special Topics	4

Automotive Technology Diploma (H)

Purpose—The purpose of the automotive 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 service technician in either the automotive or diesel industry (available at the Hastings Campus only).

AUTO	1000	Basic Shop Practices	4
AUTO	1101-2	Electrical/Electronics	2
AUTO	1200	Manual Transmissions and Clutches	2

Elective Credits **37**
To be selected from the automotive course offerings with adviser approval.

General Education Courses (see pages 33-34)

GEN ED	Communications	3
GEN ED	Math/Science	3
GEN ED	Electives	3

Total Credits for Diploma **54**

Accelerated (10 Month) Ford Maintenance and Light Repair (MLR) Diploma (H)

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.

AUTO	1010	Ford MLR Basic Shop Functions	4
AUTO	1110	Ford MLR Electrical	7
AUTO	1200	Manual Transmissions & Clutches	2
AUTO	1301-2	Engine Restoration	2
AUTO	1410	Ford MLR Air Conditioning	4
AUTO	1700	Electronic Ignition & Computer Control Systems	4
AUTO	1720	Scopes and Minor Tune	2
AUTO	1810	Ford MLR Brakes & Suspension	6
AUTO	1820	Ford MLR Brakes and Alignment	3

General Education (see pages 33-34)

GEN ED	Communications	3
GEN ED	Math/Science	3
GEN ED	Personal Development/Humanities	3

Total Credits for Diploma **43**

Ford Maintenance and Light Repair (MLR) Certificate (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	1010	Ford MLR Basic Shop Functions	4
AUTO	1110	Ford MLR Electrical	7
AUTO	1200	Manual Transmissions & Clutches	2
AUTO	1410	Ford MLR Air Conditioning	4
AUTO	1810	Ford MLR Brakes & Suspension	6
AUTO	1820	Ford MLR Brakes & Alignment	3

Total Credits for Certificate **26**

Automotive Technology Certificate (H)

Purpose—The automotive 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. (Hastings only)

Basic Automotive Technology Certificate (G, H, C)

AUTO	1000	Basic Shop Practices	4
AUTO	1301-2	Engine Restoration	2
AUTO	1801	Brakes, Suspension, Alignment & Tire Balancing	2
AUTO	1200	Manual Transmissions	2
AUTO	1101.2	Electrical / Electronics	2

Total Credits for Certificate **12**

Business Administration, Accounting and Entrepreneurship

The business administration program offers the skills and broad business knowledge needed for a lifetime of opportunity. You can advance your career or start your own business with the skills you will acquire in critical thinking, problem-solving, communication and technology. Each business major selects an area of emphasis, either accounting or business administration. Students can develop additional expertise by completing elective courses in the areas of Marketing, Entrepreneurship, Information Technology, Media Arts, Nursing Home Administration, Business Technology, Quality Control or Hospitality Management and Culinary Arts.

The Entrepreneurship Training Program champions students' dreams and actions in achieving entrepreneurial success. It expands awareness and knowledge of new venture opportunities, offers methods for creating and growing small businesses, and promotes the important role entrepreneurship plays in the growth of the global economy.

The AAS degree in Business Administration can meet the educational requirements for the Nursing Home Administrator License in Nebraska if you take five core courses at Southeast Community College. The courses are offered online and will transfer to CCC as business electives.

Diplomas are offered in accounting, management and marketing. Certificates are offered in bookkeeping, accounting, advanced accounting, management, marketing, entrepreneurship, supervisory management and business employment.

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, a proposed program of study is available on the college's website under Business Administration. A student's final program of study will be influenced by factors such as placement test scores, prior college experiences, course availability, and special areas of interest. A student intending to major in this program should consult with his/her adviser prior to any academic planning and registering.

Accounting Emphasis for AAS Degree:

Purpose—The AAS degree in Business Administration, emphasis in Accounting, provides students with the skills and knowledge necessary for employment in the accounting field.

ACCT	1200	Principles of Accounting I*	3
ACCT	1210	Principles of Accounting II	3
ACCT	1350	Payroll Accounting	2
ACCT	1610	Personal Income Tax	3
ACCT	1630	QuickBooks Accounting	2
ACCT	1640	Peachtree Accounting	2
ACCT	1650	Spreadsheets—Accounting I	2
ACCT	1660	Spreadsheets—Accounting II	1
ACCT	1690	Simulated Accounting	1
Select 3 credit hours from the following:			3
ACCT	2300	Intermediate Accounting I (3) OR	
ACCT	2350	Accounting for Management (3) OR	
ACCT	2620	Cost Accounting (3)	
ACCT	2610	Business Income Tax	3
ACCT	2690	Accounting Capstone	2
BSAD	1050	Introduction to Business	3
BSAD	1360	Personal Financial Planning or Student Elective	3
BSAD	2570	Leadership, Law & Ethics	3
OFFT	1200	Workplace Interaction	3
OFFT	1550	Intermediate Microsoft Integration**	3
OFFT	1470	Electronic Calculators	2
		Electives***	6

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications (ENGL 1010, 1020 or 1230)	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
GEN ED	Group A, B, C or D Elective	3
Total Credits for AAS Degree		**65**

* If high school accounting or an equivalent course has not been completed, it is recommended that ACCT 1100 Small Business Accounting be completed prior to ACCT 1200 Principles of Accounting I.

** If high school microcomputer fundamentals or equivalent has not been completed, it is recommended that INFO 1120 Microcomputer Applications be completed prior to OFFT 1550 Intermediate Microsoft Integration.

*** Elective courses can be selected from Business Administration, Business Technology, Information Technology and Cooperative Education.

Accounting Emphasis for Diploma:

Purpose—The Business Administration diploma, emphasis in Accounting, provides students with the skills and knowledge necessary for entry-level employment in the accounting field.

ACCT	1200	Principles of Accounting I	3
ACCT	1210	Principles of Accounting II	3
ACCT	1350	Payroll Accounting	2
ACCT	1630	QuickBooks Accounting OR	2
ACCT	1640	Peachtree Accounting	
ACCT	1650	Spreadsheets—Accounting I	2
ACCT	1690	Simulated Accounting	1
BSAD	1050	Introduction to Business	3
OFFT	1470	Electronic Calculators	2
OFFT	1550	Intermediate Microsoft Integration	3
BSAD/OFFT		Elective	3

General Education Courses (see pages 33-34)

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

Total Credits for Diploma **33**

Bookkeeping Certificate

Purpose—The Bookkeeping Certificate provides students with the fundamental recordkeeping skills needed for general office employment.

ACCT	1100	Small Business Accounting OR	
ACCT	1200	Principles of Accounting I	3
ACCT	1350	Payroll Accounting	2
ACCT	1630	QuickBooks Accounting OR	
ACCT	1640	Peachtree Accounting	2
OFFT	1550	Intermediate Microsoft Integration	3

Select 5 credit hours from the following: 5

MATH	1060	Business Mathematics (3)
OFFT	1470	Electronic Calculators (2)
OFFT	2400	Records Management (3)
OFFT	2830	Administrative Professional Procedures (3)

Total Credits for Certificate **15**

Accounting Clerk Certificate

Purpose—The Accounting Clerk Certificate combines software applications with accounting procedures for students to develop skills needed for general office employment.

ACCT	1200	Principles of Accounting I	3
ACCT	1210	Principles of Accounting II	3
ACCT	1350	Payroll Accounting	2
ACCT	1630	QuickBooks Accounting OR	
ACCT	1640	Peachtree Accounting	2
ACCT	1650	Spreadsheets—Accounting I	2
ACCT	1660	Spreadsheets—Accounting II	1

Select 3 credit hours from the following: 3

BSAD	2560	Microcomputers in Management (3)
OFFT	1550	Intermediate Microsoft Integration (3)
OFFT	2550	Advanced Microsoft Integration (3)

Total Credits for Certificate **16**

Advanced Accounting Certificate

Purpose—The Advanced Accounting Certificate provides students with skills in financial, cost and tax accounting.

ACCT	1630	QuickBooks Accounting	2
ACCT	1640	Peachtree Accounting	2
ACCT	1650	Spreadsheets—Accounting I	2
ACCT	1660	Spreadsheets—Accounting II	1

Select 9 credit hours from the following: 9

ACCT	1610	Personal Income Tax (3)
ACCT	2300	Intermediate Accounting I (3)
ACCT	2610	Business Income Tax (3)
ACCT	2620	Cost Accounting (3)
BSAD	2570	Leadership, Law & Ethics (3)

Total Credits for Certificate **16**

Business Administration Emphasis for AAS Degree:

Purpose—The AAS degree in Business Administration provides the skills and knowledge that prepares students for success in a career in business, management or marketing.

ACCT	1100	Small Business Accounting OR	3
ACCT	1200	Principles of Accounting I*	
BSAD	1050	Introduction to Business	3
BSAD	1360	Personal Financial Planning OR	
		Student Elective	3
BSAD	2450	International Business	3
BSAD	2510	Supervisory Management	3
BSAD	2520	Principles of Marketing	3
BSAD	2540	Principles of Management	3
BSAD	2560	Microcomputers in Management	3
BSAD	2570	Leadership, Law & Ethics	3
		Business Electives***	12
BSAD	2900	Business Administration Capstone	1
ECON	1100	Economic Understanding or	
ECON	2110	Principles of Macroeconomics	3
OFFT	1200	Workplace Interaction	3
OFFT	1550	Intermediate Microsoft Integration**	3

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications (ENGL 1010, 1020 or 1230)	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
GEN ED	Group A, B, C or D Elective	3

Total Credits for Associate of Applied Science Degree 64

* If high school accounting or an equivalent course has been completed, ACCT 1200 Principles of Accounting I is recommended.

** If high school microcomputer fundamentals or equivalent has not been completed, it is recommended that INFO 1120 Microcomputer Applications be completed prior to OFFT 1550 Intermediate Microsoft Integration.

*** Elective courses can be selected from the Business Administration, Entrepreneurship, 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.

Management Emphasis for Diploma

Purpose—The Business Administration Diploma, emphasis in Management, provides students with the knowledge and skills necessary for entry-level management positions in retail, distribution, service, manufacturing, wholesale, insurance, banking and related occupations.

ACCT	1100	Small Business Accounting OR	3
ACCT	1200	Principles of Accounting I	
BSAD	1050	Introduction to Business	3
BSAD	2510	Supervisory Management	3
BSAD	2540	Principles of Management	3
BSAD	2570	Leadership, Law & Ethics	3
OFFT	1550	Intermediate Microsoft Integration	3

Select 6 credit hours from the following: 6

ACCT	1210	Principles of Accounting II (3)
BSAD	1860	Cooperative Education (1-8)
BSAD	2200	Business Law Principles I (3)
BSAD	2210	Business Law Principles II (3)
BSAD	2360	Corporate Finance (3)
BSAD	2560	Microcomputers in Management (3)
ECON	1100	Economic Understanding (3)
ECON	2110	Principles of Macroeconomics (3)
ECON	2120	Principles of Microeconomics (3)
ENTR	1050	Introduction to Entrepreneurship (3)
ENTR	1060	Entrepreneurship Opportunity Analysis (3)
ENTR	2050	Marketing for the Entrepreneur (3)
ENTR	2060	Entrepreneurship Legal Issues (3)
ENTR	2070	Entrepreneurship Taxes & Financial Topics (3)
ENTR	2090	Entrepreneurship Business Plan (3)

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications (ENGL 1010, 1020 or 1230)	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3

Total Credits for Management Diploma 33

Marketing Emphasis for Diploma:

Purpose— The Business Administration Diploma, emphasis in Marketing, provides students with the knowledge and skills necessary for entry-level positions in marketing, retailing, sales, advertising, and related occupations.

BSAD	1050	Introduction to Business	3
BSAD	2520	Principles of Marketing	3
BSAD	2580	Consumer Behavior	3

Select 15 credit hours from the following: 15

BSAD	1410	Sales Techniques (3)
BSAD	1420	Retailing (3)
BSAD	1860	Cooperative Education (1-8)
BSAD	2410	Advertising (3)
BSAD	2430	Public Relations (3)
BSAD	2450	International Business (3)
ENTR	2050	Marketing for Entrepreneur (3)
OFFT	1550	Intermediate Microsoft Integration (3)

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications (ENGL 1010, 1020 or 1230)	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3

Total Credits for Marketing Diploma 33

Marketing Certificate

Purpose—The Marketing Certificate provides students with fundamental marketing skills.

BSAD	2520	Principles of Marketing	3
BSAD	2580	Consumer Behavior	3

Select 6 credit hours: 6

BSAD	1050	Introduction to Business (3)
BSAD	1410	Sales Techniques (3)
BSAD	1420	Retailing (3)
BSAD	2410	Advertising (3)
BSAD	2430	Public Relations (3)
ENTR	2050	Marketing for the Entrepreneur (3)

Student Electives (with adviser approval) 3

Total Credits for Certificate 15

Management Certificate

Purpose—The Management Certificate provides students with fundamental management skills.

BSAD	2510	Supervisory Management	3
BSAD	2540	Principles of Management	3

Select 6 credit hours: 6

ACCT	1100	Small Business Accounting (3) OR
ACCT	1200	Principles of Accounting I (3)
BSAD	1050	Introduction to Business (3)

BSAD	2200	Business Law Principles I (3)	
BSAD	2360	Corporate Finance (3)	
BSAD	2570	Leadership, Law & Ethics (3)	
ENTR	1050	Introduction to Entrepreneurship (3)	
Student Electives (with adviser approval)			**3**
Total Credits for Certificate			**15**

Entrepreneurship Certificate

Purpose—The Entrepreneurship Certificate provides students with skills to develop a business plan based on the financial, legal, marketing, and management strategies needed to own and operate a business.

ENTR	1050	Introduction to Entrepreneurship	3
ENTR	1060	Entrepreneurship Opportunity Analysis	3
ENTR	2050	Marketing for the Entrepreneur	3
ENTR	2060	Entrepreneurship Legal Issues	3
ENTR	2070	Entrepreneurship Taxes & Financial Topics	3
ENTR	2090	Entrepreneurship Business Plan	3
Total Credits for Certificate			**18**

Supervisory Management Certificate (C)

Purpose—The Supervisory Management Certificate provides students with fundamental supervisory skills.

BSAD	1900	Ethics & Stress	1
BSAD	1910	Staffing & Employee Development	2
BSAD	1920	Leading & Motivating	3
BSAD	1930	Product/Service Management	3
BSAD	1940	General Business Knowledge	2
BSAD	1950	Computer Orientation	2
BSAD	1960	Communications with Results	3
Total Credits for Certificate			**16**

Business Employment Certificate

Purpose—The Business Employment Certificate provides students with basic skills necessary for entry-level jobs.

BSAD	1050	Introduction to Business	3
OFFT	1200	Workplace Interaction	3
BSAD	1361	Personal Financial Planning	1
PRDV	1850	Employment Search & Interview	2
OFFT/INFO		Computer Elective	3
Total Credits for Certificate			**12**

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.

Business Technology AAS Degree

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

ACCT	1100	Small Business Accounting	3
	OR		
ACCT	1200	Principles of Accounting I	
BSAD	1050	Introduction to Business	3
BSAD	2570	Leadership, Law and Ethics	3
OFFT	1100	Introduction to Business Technology	3
OFFT	1200	Workplace Interaction	3
OFFT	1550	Intermediate Microsoft Integration	3
OFFT	2200	Customer Service Skills	3
OFFT	2270	Advanced Document Production	3
	OR		
OFFT	2540	Word Processing	
OFFT	2400	Records Management	3
Select one of the following courses:			3
OFFT	2630	Medical Office Procedures (3)	
OFFT	2730	Legal Office Procedures (3)	
OFFT	2830	Administrative Professional Procedures (3)	
OFFT		Select required course from BTEC emphasis	13
OFFT		Adviser Approved Elective	1
OFFT		Internship/MOS Certification/Electives	5
General Education (see pages 33-34)			
GEN ED		Group A: Communications	3
GEN ED		Group B: Math/Science	3
GEN ED		Group C: Personal Dev/Humanities	3
GEN ED		Group D: Social & Behavioral Sciences	3
GEN ED		Group A, B, C, or D	3
Total Credits for Associate of Applied Science Degree			**64**

Business Technology Diploma

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 Courses (see pages 33-34)		
GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science	3
GEN ED	Group A, B, C, or D	3
Select 8 credits of related courses approved by adviser		**8**
Total Credits for Diploma		**32**

Administrative Professional Certificate

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

OFFT	2500	Emerging Business Technology	3
OFFT	2550	Advanced Microsoft Integration	3
OFFT	2820	Office Management	3
OFFT	2830	Administrative Professional Procedures	3
OFFT		Electives approved by adviser	3
Total Credits for Certificate			**15**

Agribusiness Office Services Certificate

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

OFFT	1470	Electronic Calculators	2
OFFT	1550	Intermediate Microsoft Integration	3
OFFT	2830	Administrative Professional Procedures	3
OFFT		Electives approved by adviser	1
AGRI		Electives approved by adviser	6
Total Credits for Certificate			**15**

Business Software Specialist Certificate

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:			5
BSAD	2560	Microcomputers in Management (3)	
OFFT	1550	Intermediate Microsoft Integration (3)	
OFFT	2500	Emerging Business Technology (3)	
OFFT	2520	Project Planning (3)	
OFFT	2550	Advanced Microsoft Integration (3)	
OFFT	2580	Universal Document Exchange (3)	
OFFT	2830	Administrative Professional Procedures (3)	
Total Credits for Certificate			**15**

Desktop Publishing Specialist Certificate

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

OFFT	1570	Desktop Publishing	3
OFFT	2500	Emerging Business Technology	3
OFFT	2570	Advanced Desktop Publishing	3
		Electives from OFFT, INFO, EIGT, MART, or DRAF	6
Total Credits for Certificate			**15**

Legal Office Certificate

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

OFFT	1030	Legal Terminology	3
OFFT	1710	Legal Document Production	3
OFFT	2730	Legal Office Procedures	3
OFFT		Electives approved by adviser	6
Total Credits for Certificate			**15**

Medical Office Certificate

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

OFFT	1010	Basic Medical Terms	2
OFFT	1550	Intermediate Microsoft Integration	3
OFFT	2630	Medical Office Procedures	3
Select 7 credit hours from the following and/or related courses approved by adviser			**7**
MEDA	1630	Administrative Medical Assisting (3)	
OFFT	1020	Medical Terminology (3)	
OFFT	1240	Medical Keyboarding (3)	
OFFT	1250	Medical Writing Principles (3)	
OFFT	1610	Medical Transcription I (3)	
OFFT	2400	Records Management (3)	
OFFT	2610	Medical Transcription II (3)	
OFFT	2620	Insurance for the Medical Office (3)	
OFFT	2650	Computerized Medical Management (2)	
Total Credits for Certificate			**15**

Office Assistant Certificate

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

OFFT	1550	Intermediate Microsoft Integration	3
OFFT	2200	Customer Service Skills	3
OFFT	2270	Advanced Document Production	3
	OR		
OFFT	2540	Word Processing	
OFFT	2400	Records Management	3
OFFT		Electives approved by adviser	3
Total Credits for Certificate			**15**

Medical Transcription AAS Degree Option

OFFT	1010/		
HIMS	1010	Basic Medical Terms	2
OFFT	1240	Medical Keyboarding	3
		Prerequisite: OFFT 1270 Keyboarding or 40 words per minute/2 error limit/ 5 minute timing	
OFFT	1250	Medical Writing Principles	3
		Computer Course (see adviser)	3
OFFT	1020/		
HIMS	1020	Medical Terminology	3
OFFT	1200	Workplace Interaction	3
OFFT	1550	Intermediate Microsoft Integration	3
OFFT	1610	Medical Transcription I	3
BSAD	1050	Introduction to Business	3
OFFT	2610	Medical Transcription II	3
HIMS	1300	Legal Aspects of HIMS	2
MEDA	1330	Pharmacology	3
		Elective	3
ACCT	1100	Small Business Accounting OR	3
ACCT	1200	Principles of Accounting I	
HIMS	1250	Introduction to HIMS	3
MEDA	2200	Disease Conditions	3
OFFT	1860	Cooperative Education/Internship OR	3
OFFT	2800	Practicum	

General Education (See pages 33-34)

GEN ED	Group A: Communications (Writing Course required)	3
GEN ED	Group B: Math/Science (required BIOS 1250 & BIOS 1260)	4
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
GEN ED	Group A, B, C or D	3

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

Medical Transcription Diploma

		Computer Course (see adviser)	3
HIMS	1300	Legal Aspects of Health Information Management	2
OFFT	1010/		
HIMS	1010	Basic Medical Terms	2
OFFT	1020/		
HIMS	1020	Medical Terminology	3
MEDA	1330	Pharmacology	3
OFFT	1240	Medical Keyboarding	3
		Prerequisite: OFFT 1270 Keyboarding or 40 words per minute/2 error limit/ 5 minute timing	
OFFT	1250	Medical Writing Principles	3
OFFT	1610	Medical Transcription I	3
OFFT	1860	Cooperative Education/Internship OR	
OFFT	2801	Practicum	1
OFFT	2610	Medical Transcription II	3

General Education (see pages 33-34)

BIOS	1020	Human Biology (3) OR	3-4
BIOS	1250	Structure & Function of the Human Body (2) AND	
BIOS	1260	Structure & Function of the Human Body II (2)	
GEN ED		Writing Course	3
GEN ED		Elective	3
Total Credits for Diploma			**35-36**

Medical Transcription Certificate

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

OFFT	1010	Basic Medical Terms	2
OFFT	1020	Medical Terminology	3
OFFT	1100	Introduction to Business Technology	3
OFFT	1240	Medical Keyboarding	3
OFFT	1250	Medical Writing Principles	3
OFFT	1610	Medical Transcription I	3
BIOS	1020	Human Biology	3
Total Credits for Certificate			**20**

Commercial Art

(Electronic Imaging & Graphics)

The Commercial Art specialized degree program is designed to provide students with the foundation they need to excel as a career professional in the field of traditional and digital design.

Career Opportunities

Graduates enter careers as commercial artists, graphic designers, publishing industry layout and design technicians, advertising designers, along with careers involving visual communication 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.

- The Commercial Art program will provide quality instruction to students seeking meaningful careers in the Visual Communications/Graphic Arts fields.
- Students transferring from CCC to senior institutions will be prepared for success in upper-level Visual Communications/ Graphic Arts courses.
- Equip students with the necessary skills to be successful in the media, and the background and motivation to enable them to compete for leadership roles in the Visual Communication/ graphic arts field.
- Provide assistance and professional guidance in the visual communication working industry.
- Set high standards for the visual integrity and communications ethics.
- Foster and promote scholarly research and creative activities.
- Develop a strong background in traditional art methods as well as digital design concepts.

Commercial Art AAS Degree (C)

Purpose—The Commercial Art program provides students with the professional experience necessary for careers in visual communication/graphic arts, 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.

ARTS	1010	Intro to Visual Art	3
ARTS	1250	Art Fundamentals	3
EIGT	1280	Oil & Acrylic Painting OR	3
EIGT	1290	Watercolor Painting	
ARTS	1270	Drawing I	3
ARTS	2330	Color Theory	2
ARTS	2700	Portfolio-Multimedia	2
EIGT	1450	Design I	3
EIGT	1260	Printmaking	3
EIGT	1300	Visual Design	3
EIGT	2300	Problems in Studio-Design	3
EIGT	2450	Design II	3
EIGT	2750	Graduate Exhibit	2
ARTS		Art Electives	9
Student Electives			7

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
GEN ED	select from A, B, C or D	3
Total Credits for AAS Degree		**64**

Options: Take Intro to Visual Art (web class), Art Fundamentals (web class or extended learning), and Color Theory through Extended Learning Center during the summer. (A student could lighten their fall/spring semesters so they can complete their degree program in two years.)

Commercial Art Diploma (C)

Purpose—The diploma in commercial art provides students with fundamental art skills in layout and design necessary for the visual communications/graphic arts field.

ARTS	1250	Art Fundamentals	3
ARTS	2330	Color Theory	2
EIGT	1450	Design I	3
EIGT	1270	Drawing I	3
EIGT	1280	Oil & Acrylic Painting OR	
EIGT	1290	Watercolor Painting	3
EIGT	1300	Visual Design	3
EIGT	2450	Design II	3
ARTS		Art Electives	3

General Education (see pages 33-34)

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**32**

Commercial Art Certificate (C)

Purpose—The certificate in commercial art provides students with the technical skills necessary for entry-level employment in visual communications/graphic arts field.

ARTS	1250	Art Fundamentals OR	3
EIGT	1270	Drawing I	
EIGT	1450	Design I	3
EIGT	1280	Oil & Acrylic Painting OR	
EIGT	1290	Watercolor Painting	3
EIGT	1300	Visual Design	3
Total Credits for Certificate			**12**

Commercial Horticulture

The commercial horticulture program provides the 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.

Commercial Horticulture Graduates will:

1. Have the knowledge necessary to start or advance in a career in the green industry.
2. Be able to identify plant material commonly used in the green industry.
3. Have knowledge and experience in design.
4. Be able to scout for, identify and control pest problems.
5. Be able to practice safe working standards commonly accepted in the green industry.
6. Understand and practice various plant propagation procedures.

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 associate of applied science degrees provide students with the skills necessary for entry into management, supervisory, or self-employment positions in the green industry.

Diploma

Commercial horticulture diplomas provide students with the fundamental knowledge and skills necessary for entry-level employment in the commercial horticulture field.

Certificates

Certificates provide concentrated study that provides entry-level or advanced skills in a specific area of commercial horticulture technology.

Commercial Horticulture AAS Degree (H)

Purpose—The graduate with an AAS Degree will have the skills and knowledge necessary to enter the workforce in the green industry as an assistant manager, assistant superintendent, sales representative, foreman, technician, worker or self-employed. Some positions may require work experience, some of which can be obtained through Cooperative Education/ Internships.

COMH 1250	Basic Landscape Design (Units 1 & 2)	2
COMH 1300	Tree & Shrub Identification	5
COMH 1400	Plant Reproduction	2
COMH 1540	Small Engines (Units 1 & 2)	2
COMH 1600	Introduction to Soils	2
COMH 1700	Orientation – Pesticides	2
COMH 2340	Integrated Pest Management	6
AGRI 1550	Soil Analysis	4
AGRI 2640	Chemical Application Management	4
COMH	Electives with adviser approval	20

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Sciences	3
GEN ED	Select 1 from Group A, B, C, or D (Adviser's approval required)	3

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

Total Credits for AAS Degree **64**

Commercial Horticulture Electives

COMH 1260	Commercial Landscaping	6
COMH 1270	Designing Flowerbeds & Borders	5
COMH 1320	Woody Plant Care	5
COMH 1350	Basic Horticulture	2
COMH 1410	Forced Plant Growth	3
COMH 1420	Growth Proc. of Potted & Cut Flowers	4
COMH 1430	Growing Annuals & Vegetables	4
COMH 1440	Floral Design	5
COMH 1470	Vegetable Production	4
COMH 1480	Small Fruit Production	2
COMH 1530	Commercial Turfgrass Management	3
COMH 1860	Cooperative Education	8
COMH 2110	Golf Rules for Management	1
COMH 2220	Landscape Management	2
COMH 2240	Landscape Construction	2
COMH 2310	Golf Course Management	5
COMH 2330	Sports Field Management	4
COMH 2400	Greenhouse Management	4
COMH 2860	Cooperative Education	8

Commercial Horticulture Diploma (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.

COMH	1250	Basic Landscape Design (Units 1 & 2)	2
COMH	1300	Tree & Shrub Identification	5
COMH	1700	Orientation – Pesticides	2
COMH	2341	Integrated Pest Management (Unit 1)	2
COMH	2342	Integrated Pest Management (Unit 2)	4
AGRI	2640	Chemical Application Management	4
COMH		Electives with adviser approval	11

General Education Courses (see pages 33-34)

GEN ED	Communications	3
GEN ED	Math/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**39**

Commercial Horticulture Certificate (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.

Upon successful completion of the Construction Management Degree the student will have the knowledge and skills to be:

1. Job Foreman
2. Construction business owner
3. Contractors specialize in framing, siding, shingling, cabinet making and interior finishes.
4. Estimator
5. Sales in building materials

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 associate of applied science degree is designed for students that want a career in construction management or business ownership.

Diploma

Construction Technology diploma provides students with entry-level skills and knowledge needed to enter the construction industry.

Certificates

Construction Technology certificates provide students with entry level or advanced skills in a specific area in the construction field such as framing, cabinet construction or finish carpentry.

Construction Management AAS Degree (H)

Purpose-The associate of applied science degree in Construction Management provides students with the "hands on" skills and knowledge needed to succeed in the construction industry. The business classes that are included in the degree also give the student a solid background in the business aspect of the industry.

CNST	1290	Construction Safety	1
CNST	1320	Construction Materials	3
CNST	1500	Floor, Wall & Ceiling Framing	3
CNST	1520	Roof Framing	3
CNST	1540	Scaffold and Cornice Work	2
CNST	1560	Exterior Wall & Roof Coverings	2
CNST	1790	Construction Blueprint Reading	2
CNST	2310	Stair Building	2
CNST	2330	Interior Wall & Ceiling Coverings	2
CNST	2350	Doors &Windows	2
CNST	2370	Interior Trim & Finish Hardware	1
CNST	2400	Residential Design	2
CNST	2510	Cabinet Construction I	2
CNST	2530	Cabinet Finishing	2
CNST	2550	Cabinet Construction II	2
CNST	2570	Construction Cost & Estimates	4
CNST	2610	Construction Applications I	4
CNST		Construction electives	6

Required Business Classes

ACCT	1100	Small Business Accounting	3
BSAD	1050	Introduction to Business	3
BSAD	1520	Introduction to Project Management	3

General Education

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Sciences	3
GEN ED	Group A, B, C, or D	3

Total Credits for Associate of Applied Science Degree 69

Construction Technology Diploma (H)

Purpose-This diploma prepares graduates with entry-level "hands on" skills and knowledge for employment in the construction industry. The credits earned toward a diploma apply to the degree without loss of credits.

CNST	1290	Construction Safety	1
CNST	1320	Construction Materials	3
CNST	1500	Floor, Wall, & Ceiling Framing	3
CNST	1520	Roof Framing	3
CNST	1540	Scaffold and Cornice Work	2
CNST	1560	Exterior Wall & Roof Coverings	2
CNST	1790	Construction Blueprint Reading	2
CNST	2310	Stair Building	2
CNST	2330	Interior Wall & Ceiling Coverings	2
CNST	2350	Doors & Windows	2
CNST	2370	Interior Trim & Finish Hardware	1
CNST	2510	Cabinet Construction I	2
CNST	2530	Cabinet Finishing	2
CNST	2550	Cabinet Construction II	2
CNST		Electives	2

General Education Courses

GEN ED	Communications	3
GEN ED	Math/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**40**

Elective Courses

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

CNST	1300	Carpentry Tools & Machines (3)
CNST	1360	Building Layout (2)
CNST	1860	Cooperative Education/Internship I (8)
CNST	1980	Workshop in Construction Technology (18)
CNST	1990	Special Topics in Construction Tech (4)
CNST	2400	Residential Design (2)
CNST	2570	Construction Costs & Estimates (4)
CNST	2610	Construction Applications I (4)
CNST	2620	Construction Applications II (4)
CNST	2860	Cooperative Education/Internship II (8)
CNST	2980	Workshops in Construction Tech (18)
CNST	2990	Special Topics in Construction Tech (4)
WELD	1280	Welding For Related Occupations (3)

Construction Technology Certificate (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, a proposed program of study is available on the college website. A student's final program of study will be influenced by factors such as placement test scores, prior college experience, 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.

Individuals considering a degree or employment in the criminal justice profession must be aware of strict employment qualifications. Factors that usually disqualify candidates from employment in the profession include a criminal record (i.e. theft, assault, murder), history of drug abuse, significant psychological/personal disorders, physiological disorders, neuromuscular dysfunction, dishonesty, etc. Criminal justice and law enforcement agencies carefully scrutinize candidates in order to select those who will maintain the public's trust and confidence at all times.

Criminal Justice AAS Degree

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

Required Courses

CRIM	1010	Introduction to Criminal Justice	3
CRIM	1020	Introduction to Corrections	3
CRIM	1120	Communications & the CJ Professional	3
CRIM	1140	Reporting Techniques for Criminal Justice	3
CRIM	1861	CoopEd Internship	1
CRIM	2000	Criminal Law	3
CRIM	2030	Police & Society	3
CRIM	2100	Juvenile Justice	3
CRIM	2150	Contemporary Issues in Criminal Justice	3
CRIM	2200	Criminology	3
CRIM	2260	Criminal Investigation	3
CRIM	2310	Rules of Evidence	3
CRIM	2350	Security & Loss Prevention	3
CRIM	2861	CoopEd Internship	1

General Education Courses (See pages 33-34)

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev./ Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
GEN ED	Group A, B, C, or D	3

Select 11 credit hours with adviser approval: 11

CRIM	1030	Courts & the Judicial Process (3)
CRIM	1040	Introduction to Parole & Probation (3)
CRIM	1050	Introduction to Forensic Science (3)
HLTH	1280	Emergency Care (3)
HLTH	1750	Emergency Medical Technician (EMT) (6)
HLTH	1780	First Responder (3)
HUSR	1480	Behavior Analysis & Intervention Strategy (3)
HUSR	2430	Counseling Techniques & Theories (3)
INFO	1120	Microcomputer Applications (3)
LEGA	1010	Law and the Legal Team (3)
PRDV	2050	Assertiveness Training (3)
PHIL	1150	Critical and Creative Thinking (3)
PHIL	2650	Introduction to Ethics (3)
PSYC	1010	Psychology of the Family (3)
SPAN	1010	Beginning Spanish (5)
SPAN	1080	Business Spanish (3)
GEN ED		Group A, B, C, or D (3)

Total Credits for AAS Degree 64

Criminal Justice Security Emphasis for AAS Degree

Purpose—The Criminal Justice Security Emphasis provides training for students interested in pursing a career in the private security sector. Employment opportunities include retail security, corporate security, loss prevention and other related fields.

Required Courses

CRIM	1010	Introduction to Criminal Justice	3
CRIM	1120	Communication & the CJ Professional	3
CRIM	1861	CoopEd Internship	1
CRIM	2000	Criminal Law	3
CRIM	2260	Criminal Investigation	3
CRIM	2310	Rules of Evidence	3
CRIM	2350	Security & Loss Prevention	3
CRIM	2360	Risk Management & Security Methods	3
CRIM	2370	Contemporary Issues in Security	3
CRIM	2380	Security Administration & Management	3
CRIM	2390	Legal & Ethical Concerns in Security	3
CRIM	2861	CoopEd Internship	1
HLTH	1750	Emergency Medical Technician	6

General Education Courses (See pages 33-34)

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev. Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
GEN ED	Group A, B, C, or D	3

Select 8 credit hours with adviser approval:			**8**
CRIM	1030	Courts & the Judicial Process (3)	
CRIM	1040	Introduction to Parole & Probation (3)	
CRIM	1050	Introduction to Forensic Science (3)	
HLTH	1280	Emergency Care (3)	
HLTH	1750	Emergency Medical Technician (EMT) (6)	
HLTH	1780	First Responder (3)	
HUSR	1480	Behavior Analysis & Intervention Strategy (3)	
HUSR	2430	Counseling Techniques & Theories (3)	
INFO	1120	Microcomputer Applications (3)	
LEGA	1010	Law and the Legal Team (3)	
PRDV	2050	Assertiveness Training (3)	
PHIL	1150	Critical and Creative Thinking (3)	
PHIL	2650	Introduction to Ethics (3)	
PSYC	1010	Psychology of the Family (3)	
SPAN	1010	Beginning Spanish (5)	
SPAN	1080	Business Spanish (3)	
GEN ED		Group A, B, C, or D	
Total Credits for AAS Degree			**64**

Security Certificate

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

CRIM	2350	Security & Loss Prevention	3
CRIM	2360	Risk Management & Security Methods	3
CRIM	2380	Security Administration & Management	3
CRIM	2390	Legal & Ethical Concerns in Security	3
HLTH	1780	First Responder	3
Total Credits for Certificate			**15**

Nebraska Law Enforcement AAS Degree

Purpose—This program provides a special track for students at Nebraska's six community colleges who want to pursue a career in 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 designed 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	1010	Introduction to Criminal Justice	3
CRIM	1030	Courts & the Judicial Process	3
CRIM	1140	Reporting Techniques for Criminal Justice	3
CRIM	2000	Criminal Law	3
CRIM	2030	Police & Society	3
CRIM	2100	Juvenile Justice	3
CRIM	2150	Social Issues in Criminal Justice	3
CRIM	2200	Criminology	3
CRIM	2260	Criminal Investigation	3
CRIM	2310	Rules of Evidence	3
CRIM	2940	Nebraska Law Enforcement Center Practicum	9
PHED	1070	Physical Education: Body Conditioning (1 credit each of 4 semesters)	4

General Education Courses (See pages 33-34)

GEN ED		Group A: Communications	3
GEN ED		Group B: Math/Science	3
GEN ED		Group C: Personal Dev. Humanities	3
GEN ED		Group D: Social & Behavioral Science	3
GEN ED		Group A, B, C, or D	3
Electives (non-criminal justice courses)			6
HLTH	1280	Emergency Care (3)	
HLTH	1750	Emergency Medical Technician (EMT) (6)	
HLTH	1780	First Responder (3)	
HUSR	1480	Behavior Analysis & Intervention Strategy (3)	
HUSR	2430	Counseling Techniques & Theories (3)	
INFO	1120	Microcomputer Applications (3)	
LEGA	1010	Law and the Legal Team (3)	
PRDV	2050	Assertiveness Training (3)	
PHIL	1150	Critical and Creative Thinking (3)	
PHIL	2650	Introduction to Ethics (3)	
PSYC	1010	Psychology of the Family (3)	
SPAN	1010	Beginning Spanish (5)	
SPAN	1080	Business Spanish (3)	
GEN ED		Group A, B, C, or D	
Total Credits for Associate of Applied Science Degree			**64**

Special Notice: Students enrolling in this 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 information at 308 398-7532.

Online Course Offerings

Criminal justice courses can be taken online 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.

Dental Assisting graduates will be able to:

1. Practice professional and ethical standards.
2. Provide clinical support in a dental environment.
3. Perform laboratory and business office supportive functions.

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.

According to the Nebraska Workforce Development Occupational Projections, there will be an annual 36 percent increase in dental assisting position openings across the state every year through 2014.

Admissions Information

Applicants to the dental assisting program 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.

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 on the college web site www.cccneb.edu. 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. Students taking dental assisting classes must have on file a Course of Study approved by the program director.

Diploma

The dental assisting diploma provides students with the opportunity to obtain the knowledge and skills necessary to assist during the delivery of dental care and to perform supportive laboratory procedures and basic business office tasks. The diploma course of study emphasizes the development of clinical, laboratory, and basic business office skills.

Associate of Applied Science Degree

In addition to the clinical, laboratory, and basic office skills in the diploma, the AAS degree allows students to develop more specialized knowledge and skills in business and office management.

Notes

- Additional costs for uniforms, student-in-practicum insurance, professional association membership, and immunizations will be incurred by the student.
- Current CPR certification is required before completing DENT 1380 Clinical Experience I.
- Completion of at least the first two in the series of three hepatitis immunizations is required before taking DENT 1380 Clinical Experience I.

Dental Assisting Diploma (H)

Required Courses for the AAS Degree

DENT	1300	Introduction to Dental Assisting	1
DENT	1320	Dental Anatomy & Physiology	3
DENT	1330	Dental Materials I	1
DENT	1340	Chairside Assisting Skills	3
DENT	1350	Infection Control	3
DENT	1360	Pharmacology & Medical Emergencies	1
DENT	1380	Clinical Experience	1
DENT	1400	Dental Practice Management	3
DENT	1430	Dental Materials II	2
DENT	1450	Oral Pathology	1
DENT	1460	Dental Radiography	3
DENT	1470	Nutrition & Prevention in Dentistry	2
DENT	1480	Clinical Concepts	1
DENT	1540	Dental Specialties & Expanded Functions	3
DENT	1580	Clinical Experiences II	5

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications ENG 1000 or ENGL 1010	3
GEN ED	Group B: Math/Science	3
GEN ED	Electives approved by advisor	3
Total Credits for Diploma		**42**

Dental Assisting AAS Degree (H)

Required DENT Courses for Diploma			33

Required Business Courses:

ACCT	1100	Small Business Accounting	3
BSAD	1050	Introduction to Business	3
BSAD	2510	Supervisory Management	3
INFO	1120	Microcomputer Applications	3
OFFT	1270	Keyboarding	3
Business elective approved by adviser			3

(Some of the following general education requirements may have been met with courses taken for the diploma.

General Education (see pages 33-34)

GEN ED	Group A: Communications (required: ENGL 1000 or ENGL 1010 and SPCH 1110)	6
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
Total Credits for AAS 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.

Dental Hygiene graduates will be able to:

1. Discern and manage the ethical issues of dental hygiene practice in a rapidly changing environment.
2. Acquire and synthesize information on a critical, scientific, and effective manner.
3. Be concerned with improving the knowledge, skills, and values of the profession.
4. Initiate and assume responsibility for health promotion and disease prevention activities for diverse populations.
5. Systemically collect, analyze and accurately record baseline data on the general and oral health status of each patient.

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 colleges must meet our transfer requirements.

BIOS	1250	Structure & Function of the Human Body I	2*
	or		
BIOS	2250	General Anatomy & Physiology I	4
BIOS	1260	Structure & Function of the Human Body II	2*
	or		
BIOS	2260	General Anatomy & Physiology II	4
BIOS	2490	Principles of Microbiology	4
ENGL	1010	English Composition	3
PSYC	1810	Introduction to Psychology	3
SOCI	1010	Introduction to Sociology	3

* Students planning to pursue a bachelor degree completion program in dental hygiene or a related area should complete BIOS 2250 and BIOS 2260

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.

Notes:

- During all clinical experiences, CPR certification procedures, including healthcare provider cardiopulmonary resuscitation with AED must be current.
- The Hepatitis B immunization series is required for admittance into the program.
- 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 criminal background check.
- A $200 non-refundable deposit towards tuition will be required at the time of acceptance into the program.

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.

Dental Hygiene AAS Degree (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.

DENH	1250	Preclinical Dental Hygiene	5
DENH	1260	Oral Anatomy I	2
DENH	1270	Oral Anatomy II	1
DENH	1290	Periodontics	2
DENH	1310	Head & Neck Anatomy	2
DENH	1460	Radiology	3
DENH	1470	Dental Materials	3
DENH	1650	Clinical Dental Hygiene I	4
DENH	1660	Pharmacology	2
DENH	1800	Local Anesthesia/Nitrous Oxide Analgesia	2
DENH	2000	Clinical Interim	3
DENH	2250	Clinical Dental Hygiene II	5
DENH	2270	Dental Health Education	2
DENH	2320	Oral Pathology	2
DENH	2330	Nutrition	2
DENH	2470	Community Health	3
DENH	2650	Clinical Dental Hygiene III	5
DENH	2660	Community Practicum	2
DENH	2680	Jurisprudence	1
DENH	2700	Preventive Dentistry	1

General Education (see pages 33-34)

GEN ED	Group A: Communications (required SPCH 1110) and met with ENGL 1010	3
GEN ED	Group B: Math/Science (required CHEM 1050) and met with BIOS 1250 or BIOS 2250 BIOS 1260 or BIOS 2260 BIOS 2490	4
GEN ED	Group C: Personal Dev/ Humanities (required PRDV 1850)	3
GEN ED	Group D: Social & Behavioral Science (met with PSYC 1010 or SOCI 1010)	3
BIOS 1280	General Pathology	1
Prerequisites		**17-21**
Total Credits for AAS Degree		**83-87**

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. The awards include 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 educational goals in on-highway truck, agriculture, or construction equipment repair.

Diesel Technology Graduates will be able to:

1. Analytically diagnose, service, and maintain on-highway truck, agricultural, and construction equipment using recommended procedures, and service information.
2. Demonstrate the ability to understand new systems as they are introduced.
3. Exhibit professional conduct and ethics in the workplace.
4. Establish safe shop practices and work environment.
5. Understand basic service management objectives.

Career Opportunities

Depending on the area of specialization, a variety of employment opportunities are available. These include 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 will take to complete their educational goal, a proposed program of study is provided. A student's final program of study will be influenced by many 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

Graduates of the associate of applied science degree in diesel technology will have "hands-on" skills and knowledge in drive trains, engines, electrical systems, brake systems, and hydraulics. In addition, graduates apply professional behavior, research and apply technical information, and demonstrate basic shop skills. Graduates will be qualified to find entry-level employment with building blocks necessary for career advancement in diesel engine, on-highway truck, agricultural, and construction equipment distributors and dealerships.

Diploma

Diesel Technology diplomas will provide basic skills and theory necessary to find entry-level employment in on-highway truck, agricultural, and construction equipment shops**.**

Certificates

Diesel technology certificate provides limited educational opportunity to enhance a student's skill and ability in a chosen specialty. With approval from their adviser, the student will complete a minimum of 12 credits in one of the following: basic mechanics, engine performance, drive train, electrical, or hydraulics.

Diesel with Ag & Construction Endorsement AAS Degree (H)

Purpose—Graduates of the associate of applied science degree in diesel technology will have "hands-on" skills and knowledge in drive trains, engines, electrical systems, brake systems, and hydraulics. In addition, graduates apply professional behavior, research and apply technical information, and demonstrate basic shop skills. Graduates will be qualified to find entry-level employment with building blocks necessary for career advancement in diesel engine, agricultural, and construction equipment distributors and dealerships.

DSLT	1000	Basic Shop Practices	3
DSLT	1100	Standard Hardware	1
DSLT	1200	Special Tools	4
DSLT	1300	Preventative Maintenance	1
DSLT	1500	Electrical/Electronics	7
DSLT	1700	Fuel Injection Theory	3
DSLT	1860	Cooperative Education/Internship I	7
DSLT	2100	Tractor & Hydrostatic Power Trains	4
DSLT	2201-2	Diesel Engines I	3
DSLT	2400	Hydraulics	9
DSLT	2600	Computerized Fuel Systems	3
DSLT	2610	Multiplexed Vehicle Systems	1
DSLT	2700	Diesel Equipment Maintenance	1
DSLT		Electives (Adviser approval required)	2
AUTO	1200	Manual Transmissions & Clutches	2
AUTO	1401-3	Transportation Heating & A/C	3

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications	6
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
Total Credits for AAS Degree		**69**

Diesel with Ag & Construction Endorsement Diploma (H)

Purpose—Diesel Technology diplomas will provide basic skills and theory necessary to find entry-level employment in agricultural and construction equipment shops.

DSLT	1000	Basic Shop Practices	3
DSLT	1100	Standard Hardware	1
DSLT	1300	Preventative Maintenance	1
DSLT	1501	Electrical/Electronics	2
DSLT	1701	Fuel Injection Theory	1
DSLT	2101-2	Tractor & Hydrostatic Power Trains	2
DSLT	2201-2	Diesel Engines I	3
DSLT	240	Hydraulics (units 1, 2, 4, 6)	7

DSLT	2600	Computerized Fuel Systems	3
DSLT	2700	Diesel Equipment Maintenance	1
AUTO	1200	Manual Transmissions & Clutches	2
AUTO	1401-2	Transportation Heating & A/C	2

General Education Courses (see pages 33-34)

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**37**

Diesel with Diesel Truck Endorsement AAS Degree (H)

Purpose—Graduates of the associate of applied science degree in diesel technology will have "hands-on" skills and knowledge in drive trains, engines, electrical systems, brake systems, and hydraulics. In addition, graduates apply professional behavior, research and apply technical information, and demonstrate basic shop skills. Graduates will be qualified to find entry-level employment with building blocks necessary for career advancement in diesel engine and on-highway truck distributors and dealerships.

DSLT	1000	Basic Shop Practices	3
DSLT	1100	Standard Hardware	1
DSLT	1200	Special Tools	4
DSLT	1300	Preventative Maintenance	1
DSLT	1500	Electrical/Electronics	7
DSLT	1700	Fuel Injection Theory	3
DSLT	1860	Cooperative Education/Internship	8
DSLT	2001-3	Truck Power Trains	5
DSLT	2201-2	Diesel Engines I	3
DSLT	2300	Brakes	4
DSLT	2350	Steering & Suspension	2
DSLT	2600	Computerized Fuel Systems	3
DSLT	2610	Multiplexed Vehicle Systems	1
DSLT	2700	Diesel Equipment Maintenance	1
DSLT		Electives (Adviser approval required)	3
AUTO	1200	Manual Transmissions & Clutches	2
AUTO	1401-3	Transportation Heating & A/C	3

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications	6
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
Total Credits for AAS Degree		**69**

Diesel with Diesel Truck Endorsement Diploma (H)

Accelerated Maintenance & Light Repair

Diesel Technology diplomas will provide basic skills and theory necessary to find entry-level employment in on-highway truck shops**.**

DSLT	1000	Basic Shop Practices	3
DSLT	1100	Standard Hardware	1
DSLT	1300	Preventative Maintenance	1
DSLT	1501-2	Electrical/Electronics	3
DSLT	1701	Fuel Injection Theory	1
DSLT	2004	Truck Power Trains	2
DSLT	2201-2	Diesel Engines I	3
DSLT	2300	Brakes	4
DSLT	2350	Steering & Suspension	2
DSLT	2600	Computerized Fuel Systems	3
DSLT	2700	Diesel Equipment Maintenance	1
AUTO	1200	Manual Transmissions & Clutches	2
AUTO	1401-2	Transportation Heating & A/C	2

General Education Courses (see pages 33-34)

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**37**

Diesel Technology Certificate (H)

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, or 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.

Drafting Graduates will be able to:

1. Apply basic design principles when developing plans and detailed drawings
2. Demonstrate proficiency with a variety of software design programs
3. Demonstrate freehand, sketching, orthographic projection, and pictorial representation skills
4. Make decisions using basic problem-solving skills
5. Communicate technical details in written and verbal form

Career Opportunities

Employment opportunities in drafting can be found in manufacturing, engineering firms, construction companies, 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

Drafting associate degree graduates obtain drafting and design skills coupled with academic classes that prepare them for entry level drafting positions and provide the foundation for future advanced education and career advancement opportunities.

Diploma

Diploma graduates obtain the necessary skills required for entry level drafting positions.

Certificate

Certificates provide for concentrated study in specialized skills for either entry level or advanced job placement.

Engineering Drafting Emphasis for AAS Degree

Purpose—The associate of applied science degree in engineering drafting is available for students wanting to find employment in drafting or related areas.

DRAF	1410	Basic Drafting I	3
DRAF	1430	Basic Drafting II	3
DRAF	1500	Dimensioning – G,D, & T	4
DRAF	1520	Threads, Fasteners & Springs	2
DRAF	1540	Overview of Manufacturing Processes	1
DRAF	1590	Basic CAD Operations	3
DRAF	2410	Intersections & Developments	2
DRAF	2430	Production Drawing	6
DRAF	2590	Intermediate CAD Applications	3
DRAF		Electives	13
Required Engineering Drafting Course			3
Student Electives			6

General Education Courses

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science required MATH (w/adviser approval)	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
GEN ED	Group A, B, C, or D	3
Total Credits for AAS Degree		**64**

Engineering Drafting Emphasis for Diploma

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.

To be selected from following with adviser's approval.			25
DRAF	1270	Technical Illustrations (4)	
DRAF	1290	Production & Design (4)	
DRAF	1410	Basic Drafting I (3)	
DRAF	1430	Basic Drafting II (3)	
DRAF	1500	Dimensioning – G, D, & T (4)	
DRAF	1520	Threads, Fasteners & Springs (2)	
DRAF	1590	Basic CAD Operations (3)	
DRAF	2430	Production Drawing (6)	
DRAF	2590	Intermediate CAD Applications (3)	
DRAF	2990	Special Topics (Engineering) (4)	
DRAF		Elective (1)	

General Education Courses

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**34**

Architectural Drafting Emphasis for AAS Degree (G&C)

Purpose—The associate of applied science degree in architectural drafting is available for students wanting to find employment in drafting or related areas.

DRAF	1410	Basic Drafting I	3
DRAF	1430	Basic Drafting II	3
DRAF	1590	Basic CAD Operations	3
DRAF	1600	Basic Architectural Drafting OR	
DRAF	1610	Architectural CAD Drafting I	3-4
DRAF	1640	Building Components & Schedules	2
DRAF	1660	Building Foundations	2
DRAF	1680	Site Drawings	2
DRAF	1700	Wood Construction	4
DRAF	2590	Intermediate CAD Applications	3
DRAF	2670	Cost Estimating	3
DRAF Electives			12
Required Architectural Drafting Course			3
Student Electives			6

General Education Courses

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science (required MATH (w/adviser approval)	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
GEN ED	Group A, B, C, or D	3
Total Credits for AAS Degree		**64-65**

Architectural Drafting Emphasis for Diploma (G&C)

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.

To be selected from following with adviser's approval. 25

DRAF	1410	Basic Drafting I (3)
DRAF	1430	Basic Drafting II (3)
DRAF	1590	Basic CAD Operations (3)
DRAF	1600	Basic Architectural Drafting (4)
DRAF	1610	Architectural CAD Drafting I (3)
DRAF	1640	Building Components & Schedules (2)
DRAF	1660	Building Foundations (2)
DRAF	1680	Site Drawings (2)
DRAF	1700	Wood Construction (4)
DRAF	2590	Intermediate CAD Applications (3)
DRAF	2600	Architectural CAD Applications (3)
DRAF	2690	Multi-Family Housing (3)
DRAF	2990	Special Topics (Architecture) (4)

General Education

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**34**

Design Technology Emphasis for AAS Degree (H)

Purpose—The Associate of Applied Science degree in design technology is available for students wanting to find employment in the design field such as manufacturing, construction, or governmental agencies.

The following courses are required for this option:

DRAF	1010	Fundamentals of Design	3
DRAF	1590	Basic CAD Operations	3

Structural CAD Technician Option

DRAF	1160	Basic Architectural Design	4
DRAF	1180	Building Elements	3
DRAF	1220	International Building Codes	1
DRAF	1300	Basic Civil Design	3
DRAF	1680	Site Drawings	2
DRAF	2160	Residential Design	3
DRAF	2590	Intermediate CAD Applications	3
DRAF	2600	Architectural CAD Applications	3
DRAF	2670	Cost Estimating	3
DRAF	2780	Commercial Structures	3
DRAF	2910	Mechanical & Electrical Systems	3
GEOG	2510	Introduction to GIS (required – see below)	
DRAF	Electives (With adviser approval)		6

Manufacturing CAD Technician Option

DRAF	1100	Manufacturing Design Documentation	3
MACH	1260	Precision Tools	1
DRAF	1480	Prototype Development	3
DRAF	2400	Welding Project Design	3
DRAF	2430	Production Drawings	6
DRAF	2440	Sheet Metal Project Design	3
DRAF	2480	Geometric Dimensioning & Tolerancing	3
DRAF	2830	Parametric Design I in Solids	4
DRAF	1990	Student Team Project I	3
DRAF	2990	Student Team Project II	3
DRAF	Electives (With adviser Approval)		5
Subtotal			**43**
Student Electives			**6**

Required General Education Courses

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science (MATH 1150 College Algebra or greater required for structural CAD option)	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
GEN ED	Group A, B, C, or D (GEOG 2510 Introduction to GIS required for structural CAD option)	3
Subtotal		**15**

Total Credits for Associate of Applied Science Degree 64

Diploma
Structural CAD Technician (H)

The following courses are required for this option:

DRAF	1010	Fundamentals of Design	3
DRAF	1160	Basic Architectural Design	4
DRAF	1180	Building Elements	3
DRAF	1300	Basic Civil Design	3
DRAF	1590	Computer Aided Design	3
DRAF	1680	Site Development	2
DRAF	2590	CAD Modeling	3
DRAF	Electives (With adviser Approval)		4

Academic Support

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**34**

Diploma
Manufacturing CAD Technician (H)

The following courses are required for this option:

DRAF	1010	Fundamentals of Design	3
DRAF	1100	Manufacturing Design Documentation	3
DRAF	2830	Parametric Desisn in Solids I	4
MACH	1260	Precision Measurement	1
DRAF	1480	Prototype Development	3
DRAF	1590	Basic CAD Operations	3
DRAF	2440	Sheet Metal Project Design	3
DRAF	Electives (With adviser Approval)		5

Academic Support

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**34**

Drafting Certificates

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, Parametric Designs & Solids, etc.

Early Childhood Education

Students in the Early Childhood Education program learn to provide appropriate developmental activities for children, build partnerships with families and communities and maintain a commitment to professionalism.

Included are courses in early childhood developmenKKK and behavior, appropriate teaching methods, safety, health and nutrition, early language and literacy, child care administration and creative activities for children.

Students develop and refine their teaching skills and techniques through practicum experience, working under the supervision of a teacher in a child care facility or early childhood program. Students are involved in observing, planning and implementing activities.

Early Childhood Education graduates will be able to:

1. Promote child development and learning
2. Build family and community relationships
3. Observe, document, and assess to support young children and families
4. Use developmentally effective teaching and learning strategies
5. Become a professional

Career Opportunities

Early childhood education employment opportunities include child care centers and homes, preschools, elementary schools, 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.

Early Childhood Education AAS Degree

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.

ECED	1050	Expressive Arts	3
ECED	1060	Observation, Assessment, & Guidance	3
ECED	1110	Infant/Toddler Development	3
ECED	1120	Preschool Child Development	3
ECED	1150	Introduction to Early Childhood Education	3
ECED	1220	Pre-practicum	1
ECED	1230	School Age Child Development	2
ECED	1240	Preschool & School Age Practicum	3
ECED	1251	Infant/Toddler Practicum	1
ECED	1260	Safety, Health & Nutrition	3
ECED	2450	Administration of Early Childhood Education OR	
ECED	2070	Family and Community Relationships	3
ECED	2800	Graduation Seminar	1
ECED		Electives approved by adviser	14
Student Elective			6

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications (required ENGL 1000)	3
GEN ED	Group B: Math/Science (required MATH 1050 or MATH 2000 or Science course approved by advisor)	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social and Behavioral Science	3
GEN ED	Group A, B, C, or D	3

Total Credits for Associate of Applied Science Degree 64

First Aid and CPR are recommended in addition to course requirements.

Early Childhood Education Diploma

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.

ECED	1050	Expressive Arts	3
	OR	Early Childhood Elective (3)	
ECED	1110	Infant/Toddler Development	3
ECED	1060	Observation, Assessment, & Guidance	3
	OR	Elective Approved by Adviser (3)	
ECED	1120	Preschool Child Development	3
ECED	1150	Intro to Early Childhood Education	3
ECED	1220	Prepracticum	1
ECED	1241	Preschool & School Age Practicum	1
ECED	1242-3	Preschool & School-Age Practicum	2
	OR		
ECED	1250	Infant/Toddler Practicum (2)	
ECED	1260	Safety, Health & Nutrition	3
ECED		Elective approved by adviser	1

General Education (see pages 33-34)

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3

Total Credits for Diploma 32

First Aid and CPR are recommended in addition to course requirements.

Early Childhood Paraeducator Certificate

Purpose—This certificate in early childhood education provides students with the skills to assist in a classroom setting with young children.

ECED	1060	Observation, Assessment & Guidance	3
ECED	1110	Infant/Toddler Development	3
	OR		
ECED	2060	Early Childhood Education Curriculum Planning (3)	
ECED	1120	Preschool Child Development	3
ECED	1241	Preschool & School-Age Practicum	1
ECED	2070	Family & Community Relationships	3
Total Credits for Certificate			**13**

Early Childhood Nanny Certificate

Purpose—This certificate in early childhood education provides students with an understanding of the skills to assist families in a home setting.

ECED	1110	Infant/Toddler Development	3
ECED	1120	Preschool Child	3
ECED	1241	Preschool & School-Age Practicum	1
ECED	1260	Safety, Health and Nutrition	3
ECED	2410	The Professional Nanny	2
Total Credits for Certificate			**12**

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.

Electrical Technology Graduates will be able to:

1. Demonstrate proper procedures for installing electrical equipment.
2. Apply skills learned to assist journeyman and master electricians on the job.
3. Develop skills needed to become a journeyman or master electrician.
4. Apply NEC regulations to a variety of applications.
5. Demonstrate good safety practices.
6. Utilize proper electrical terminology.
7. Demonstrate a general understanding of electrical wiring practices.

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 Applies Science Degree
Electrical Technology associate of applied science degrees provide students with the skills necessary to layout, design, and install agricultural, residential, commercial and industrial electrical systems.

Diploma
Electrical Technology diplomas provide students with the fundamental knowledge and skills necessary for entry-level employment in the electrical field.

Certificates
Certificates provide concentrated study that provides entry-level or advanced skills in a specific area of electrical technology.

Construction Electrician AAS Degree (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.

ELTR	1240	Electrical Theory	3
ELTR	1280	Introduction to Residential Wiring	3
ELTR	1310	Residential Materials & Devices	3
ELTR	1330	Electrical Codes	3
ELTR	1360	Residential Branch Circuits	3
ELTR	1380	Special Circuits & Services	3
ELTR	1400	Residential Heating & Air Conditioning	3
ELTR	2250	Commercial Materials & Devices	3
ELTR	2270	Commercial Code Study	3
ELTR	2300	Commercial Tools	3
ELTR	2310	Commercial Lighting & Motor Application	3
ELTR	2330	Commercial Service Equipment	3
ELTR	2400	Blueprint Reading	3
ELTR	2420	Motor Controls	4
ELTR	2410	Electrical Estimating	3
ELTR	2441-2	Industrial Controls	2
ELTR	2470	Introduction to PLC's	3
ELTR	2510	AC Motor Theory & Nomenclature	3

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
GEN ED	Group A, B, C, or D	3
Total Credits for AAS Degree		**69**

Construction Electrician Diploma (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.

ELTR	1240	Electrical Theory	3
ELTR	1280	Introduction to Residential Wiring	3
ELTR	1310	Residential Materials & Devices	3
ELTR	1330	Electrical Codes	3

ELTR	1360	Residential Branch Circuits	3
ELTR	1380	Special Circuits & Services	3
ELTR	1400	Residential Htg & Air Conditioning	3
ELTR	2250	Commercial Materials and Devices	3
ELTR	2270	Commercial Code Study	3
ELTR	2300	Commercial Tools	3
ELTR	2310	Commercial Lighting & Motor App	3
ELTR	2330	Commercial Service Equipment	3
ELTR	2400	Blueprint Reading	3
ELTR	2420	Motor Controls	4
ELTR	2440	Industrial Controls	4
ELTR	2470	Introduction to PLC's	3
ELTR		Electives approved by adviser	5

General Education Courses (see pages 33-34)

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3

Total Credits for Construction Diploma **64**

Residential Electrician Diploma

Purpose—The residential electrician diploma promotes hands-on skill development for job entry as a working technician in residential wiring applications.

ELTR	1240	Electrical Theory	3
ELTR	1280	Introduction to Residential Wiring	3
ELTR	1310	Residential Materials & Devices	3
ELTR	1330	Electrical Codes	3
ELTR	1360	Residential Branch Circuits	3
ELTR	1380	Special Circuits & Services	3
Electrical Electives (Adviser approval required)			5

General Education Courses (see pages 33-34)

GEN ED	Communications	3
GEN ED	Mathematics	3
GEN ED	Electives	3

Total Credits for Residential Diploma **32**

Electrical Technology Certificate

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, mechatronics, local area networking, and computer network design and support are available.

Electronics Technology Graduates will be able to:

1. Interpret schematic diagrams.
2. Design, troubleshoot, and repair electronic circuits.
3. Provide computer hardware and software support.
4. Design, configure, troubleshoot and maintain Local Area and Wide Area networks.
5. Implement, troubleshoot, and repair industrial automation equipment and industrial networks.
6. Design, implement, administer, and maintain server based networks in small business to corporate sized environments.

Career Opportunities

Depending upon the specialization in electronics, a variety of employment opportunities is 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.

Electronics Technology AAS Degree

Purpose—The electronics technology degree provides opportunities to obtain the 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, mechatronics and local area networking.

Required Courses

ELNS	1100	DC Electronics	3
ELNS	1200	AC Electronics	3
ELNS	1300	Devices	4
ELNS	1400	Analog Circuits	4
ELNS	1441	PCB Repair (Unit 1)	1
ELNS	1500	Digital Electronics	3
ELNS	1550	Communication Techniques	2
ELNS	1670	Computer Repair I	3

One of the following two courses with adviser approval.

ELNS	1740	LAN Basics OR	
ELNS	1750	Cisco I – Intro to Data Network Systems	3
Subtotal			**26**
ELNS		Endorsement Option	**23**

General Education Courses

GEN ED		Group A: Communications	3
GEN ED		Group B: Math/Science (required PHYS 1150 & MATH 1080)	6
GEN ED		Group C: Personal Dev/Humanities (required PRDV 1020 & PRDV 1850)	3
GEN ED		Group D: Social & Behavioral Science	3
Total Credits for AAS Degree			**64**

Endorsement Options

Computer Systems Repair and Support

ELNS	2600	Microprocessors	3
ELNS	2670	Computer Repair II	3
ELNS	2810	A+ Certification Preparation	3
INFO	1120	Microcomputer Applications	3
ELNS		Electives (must include one operating system course approved by adviser)	11
Subtotal			**23**

Computer Network Design and Support

ELNS	1760	Cisco 2-Intro to Router Configuration	3
ELNS	1770	Cisco 3-Intro to Switched Network & Security	3
ELNS	1780	Cisco 4-Wide Area Network Design & Support	3
ELNS	2670	Computer Repair II	3
ELNS	1480	Linux for Technicians	3
ELNS		Electives	8
Subtotal			**23**

Mechatronics

INDT	1140	Hydraulics	3
INDT	1160	Pneumatics	3
INDT	1180	Mechanical Systems	3
INDT	1200	Introduction to Programmable Controls	3
INDT	1220	Motor Controls	5
INDT	1260	Industrial Principles	3
ELNS		Electives	3
Subtotal			**23**

Local Area Networking

ELNS	1760	Cisco 2-Intro to Router Configuration	3
ELNS	2670	Computer Repair II	3
ELNS	2790	Implementing Microsoft Windows Server	3

ELNS	2800	LAN Linux	3
ELNS	2920	Microsoft Windows 2000 Professional	3
ELNS	1480	Linux for Technicians	3
ELNS		Electives	5
Subtotal			**23**

Basic Electronics Diploma

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.

ELNS	1100	DC Electronics	3
ELNS	1200	AC Electronics	3
ELNS	1670	Computer Repair I	3
ELNS	1740	LAN Basics OR	
ELNS	1750	Cisco I – Intro to Data Network Systems	3
ELNS	1300	Devices	4
ELNS	1400	Analog Circuits	4
ELNS		Endorsement Courses/Electives	6
General Education (see pages 33-34)			
GEN ED		Communications	3
MATH	1080	Technical Mathematics	3
PRDV	1020	College Survival	1
PHYS	1150	Technical Physics	3
Total Credits for Diploma			**36**

Electronics Certificate

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, industrial electronics, and local area networking.

Electronics Technology AAS Degree – 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	1010	English Composition	3
MATH	1150	College Algebra	3
		Or higher level math course	
PHYS	1150	Technical Physics	3
PHIL	2650	Introduction to Ethics OR	
SOCI	1010	Introduction to Sociology	3
SPCH	1110	Public Speaking	3

Fifteen hours in the following technical courses need to be completed for the AAS Electronics Degree – Navy Option

ELNS	1100	DC Electronics	3
ELNS	1200	AC Electronics	3
ELNS	1300	Devices	4
ELNS	1500	Digital Electronics	3
		And 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.

In addition to traditional on campus offerings, HIMS courses are offered via on-line courses.

Health Information Management Services graduates will be able to:

1. Work as a member of the health care team utilizing ethical principles to assure accuracy and confidentiality in relation to personal health information.
2. Become effective managers of personal health information and collaborate with other health care professionals.
3. Work to address emerging issues that affect health information and how it impacts the entire continuum of care.

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.

NOTES:

Additional program costs include student-in-practicum insurance and a 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 on the College website (www.cccneb.edu). 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 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.

BSAD 2510 Supervisory Management

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).

Medical Coding Diploma

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 healthcare for statistics, research, and reimbursement.

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).

Medical Transcription Diploma

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.

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).

Certificates

Health Information Clerk Certificate

Purpose—The certificate provides fundamental knowledge of the content and structure of patient records as well as legal aspects of releasing health information.

Certificates prepare graduates for entry-level clerical jobs in health record departments.

Health Informatics Certificate

Purpose—The Health Informatics certificate provides advanced training for health care or information technology professionals where the two disciplines intersect. The student will examine the resources required to optimize the acquisition, storage, retrieval and use of information in health care. With the approval of the adviser, the student will complete six required credits and twelve elective credits based on the student's prior expertise.

Health Information Technology AAS Degree

OFFT	2820	Office Management	3
HIMS	1020	Medical Terminology	3
HIMS	1250	Introduction to HIM	3
HIMS	1300	Legal Aspects of HIM	2
HIMS	1350	Health Care Delivery Systems	2
HIMS	2250	Health Care Statistics	2
HIMS	2300	HIMS Applications I	3
HIMS	2350	HIMS Applications II	3
HIMS	2510	ICD-9-CM Coding	3
HIMS	2560	CPT/HCPCS Coding	2
HIMS	2590	Healthcare Reimbursement Methods	3
HIMS	2600	Quality Assessment	3
HIMS	2700	Professional Practice Experience I	3
HIMS	2750	Professional Practice Experience II	3
MEDA	1330	Pharmacology	3
MEDA	2200	Disease Conditions	3
OFFT	1550	Intermediate MS Integration	3
OFFT	2520	Project Planning	3
OFFT	2550	Advanced MS Integration	3
OFFT	2650	Computerized Medical Management	2

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications (required ENGL 1010 & SPCH 1110)	6
GEN ED	Group B: Math/Science (required BIOS 1250 & BIOS 1260 & MATH 1140)	7
GEN ED	Group C: Personal Dev/Humanities (required PRDV 1850)	2
GEN ED	Group C: Personal Dev/Humanities	1
GEN ED	Group D: Social & Behavioral Science	3

Total Credits for AAS Degree **74**

Medical Coding Diploma (H)

HIMS	1020	Medical Terminology	3
HIMS	1250	Introduction to HIM	3
HIMS	1350	Health Care Delivery Systems	2
HIMS	2510	ICD-9-CM Coding	3
HIMS	2560	CPT/HCPCS Coding	2
HIMS	2590	Healthcare Reimbursement Methods	3
HIMS	2800	Practicum	3
INFO	1120	Microcomputer Applications	3
MEDA	1330	Pharmacology	3
MEDA	2200	Disease Conditions	3
OFFT	2650	Computerized Medical Management	2

General Education Courses (see pages 33-34)

BIOS	1250	Structure & Function of the Human Body I	2
BIOS	1260	Structure & Function of the Human Body II	2
ENGL	1000	Applied Writing OR	
ENGL	1010	English Composition	3
PRDV	1850	Employment Search & Interview	2

Total Credits for Diploma **39**

Medical Transcription Diploma

Computer Course (see your adviser)			3
HIMS	1300	Legal Aspects of Health Information Management	2
MEDA	1330	Pharmacology	3
OFFT	1010/		
HIMS	1010	Basic Medical Terms	2
OFFT	1020/		
HIMS	1020	Medical Terminology	3
OFFT	1240	Medical Keyboarding Prerequisite: OFFT 1270 Keyboarding or 40 words per minute/2 error limit/ 5 minute timing	3
OFFT	1250	Medical Writing Principles	3
OFFT	1610	Medical Transcription I	3
OFFT	1860	Cooperative Education/Internship OR	
HIMS	2800	Practicum	3
OFFT	2610	Medical Transcription II	3

General Education Courses (see pages 33-34)

GEN ED		Writing Course	3
GEN ED		Elective	3
BIOS	1020	Human Biology (3) OR	3-4
BIOS	1250	Structure & Function of the Human Body I (2) AND	
BIOS	1260	Structure & Function of the Human Body II (2)	

Total Credits for Diploma **37-38**

Health Information Clerk Certificate

HIMS	1020	Medical Terminology	3
HIMS	1250	Introduction to HIM	3
HIMS	1300	Legal Aspects of HIM	2
HIMS or OFFT		Electives approved by program supervisor	3
Computer elective approved by program supervisor			3

Total Credits for Certificate **14**

Health Informatics Certificate

HIMS	1410	Health Informatics Foundations	3
HIMS	2850	Health Informatics Capstone	3
Subtotal			**6**

Select 12 credit hours from the following and/or related courses approved by the adviser: **12**

HIMS	2250	Health Care Statistics (2)
HIMS	2410	EHR (Electronic Health Record) (2)
HIMS	2600	Quality Assessment (3)
OFFT	2620	Insurance for the Medical Office (3)
OFFT	2650	Computerized Medical Management (2)
OR		
INFO	1300	Principles of Information Security (3)
INFO	1500	Web Page Design (3)
INFO	1700	Database Concepts & Design (3)
INFO	2780	SQL Server (3)

Total Credits for Certificate **18**

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, medical interpreter, 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.

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.

Heating, Air Conditioning and Refrigeration Graduates will be able to:

1. Use and understand common terms used in the field.
2. Use safe work practices.
3. Use knowledge of the refrigeration cycle to troubleshoot problems.
4. Use knowledge of electrical theory to troubleshoot electrical problems.
5. Install & size HVAC equipment.

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

HVAC associate of applied science degrees provide students with the skills necessary for the installation, maintenance, and repair of residential and commercial HVAC systems.

Diploma

HVAC diplomas provide students with the fundamental knowledge and skills necessary for entry-level employment in the heating, air conditioning and refrigeration field.

Certificates

Certificates provide concentrated study that provides entry-level or advanced skills in a specific area of heating, air conditioning, and refrigeration.

Heating, Air Conditioning & Refrigeration AAS Degree (H)

Purpose—The degree graduate possesses the skills and knowledge of the trade in addition to general education useful for career advancement.

HVAC	1250	Orientation, Safety & Hand Tools	1
HVAC	1260	Principles of the Refrigeration Cycle	2
HVAC	1280	Basic Refrigeration Components	2
HVAC	1290	Basic Service Operations	4
HVAC	1300	Introduction to Electrical Components	2
HVAC	1310	Soldering & Brazing Practices	3
HVAC	132.1	Hermetic System Servicing	2
HVAC	1790	Electrical Principles & Practices	3
HVAC	1322-3	Hermetic System Servicing	4
HVAC	1971	Refrigeration, Heating & Air Conditioning Applications (Unit 1)	1
HVAC		Electives (see list below)	25

General Education Courses

GEN ED	Group A: Communications	6
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
Total Credits for AAS Degree		**64**

Elective Courses

Courses from the heating, air conditioning, and refrigeration and other vocational programs will be considered for approval by the adviser.

HVAC	1390	Introduction to Sheet Metal Practices (3)
HVAC	1440	Gas Venting (1)
HVAC	1850	Refrigerant Certification (1)
HVAC	1970	Refrigeration, Heating & Air Conditioning Applications (8)
HVAC	2260	Motors & Controls (2)
HVAC	2270	Residential Load Calculations (2)
HVAC	2290	Heat Pumps (2)
HVAC	2300	Troubleshooting Air Conditioning & Heat Pumps (3)
HVAC	2310	Air Conditioning Service (3)
HVAC	2320	Sheet Metal Practice (4)
HVAC	2330	Air Conditioning Controls (3)
HVAC	2360	Heating Service (4)
HVAC	2490	Boilers, Hot Water, & Steam (3)

Heating, Air Conditioning & Refrigeration Diploma (H)

Purpose—The diploma is intended for those students who wish hands on skills and job applicable knowledge for service and installation employment.

HVAC	1250	Orientation, Safety & Hand Tools	1
HVAC	1260	Principles of the Refrigeration Cycle	2
HVAC	1290	Basic Service Operations	4
HVAC	1310	Soldering & Brazing Practices	3
HVAC	1790	Electrical Principles & Practices	3
HVAC		Electives	10

General Education Courses

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**32**

Elective Course

Courses from the heating, air conditioning, and refrigeration and other vocational programs will be considered for approval by the adviser.

HVAC	1280	Basic Refrigeration Components (2)
HVAC	1300	Introduction to Electrical Components (2)
HVAC	1320	Hermetic System Servicing (6)
HVAC	1440	Gas Venting (1)
HVAC	1970	Refrigeration, Heating, & Air Conditioning Applications (Units 1, 2, and 3) (3)
HVAC	2300	Troubleshooting Air Conditioning & Heat Pumps (3)
HVAC	2310	Air Conditioning Service (3)
HVAC	2330	Air Conditioning Controls (3)

Heating, Air Conditioning & Refrigeration Certificate (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.

Hospitality Management and Culinary Arts AAS Degree (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

HMRM 1240	Sanitation & Safety	3
HMRM 1250	Orientation to Hospitality Industry	3
HMRM 1350	Front Office Procedures	3
HMRM 1390	Conventions/Group Business	3
HMRM 1860	Cooperative Education/Internship	4
HMRM 1900	Purchasing & Receiving	3
HMRM 2370	Housekeeping Management	3
HMRM 2410	Hospitality Law	3
HMRM 2500	Hospitality Operations	3
HMRM 2540	Hospitality Cost Controls	3
HMRM 2650	Hospitality Seminar	3
HMRM 2700	Dining Room Management	4
HMRM 2750	Beverage Management	3
ACCT 1100	Small Business Accounting	3
INFO 1120	Microcomputer Applications	3
Student Elective (with adviser approval)		3

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications (required SPCH 1110)	3
GEN ED	Group B: Math	3
GEN ED	Group C: Personal Dev/Humanities (required PRDV 1850 & Elective)	3
GEN ED	Group D: Social & Behavioral Sciences	3
GEN ED	Group A, B, C, or D	3
Total Credits for AAS Degree		**65**

Restaurant Emphasis

HMRM 1240	Sanitation & Safety	3
HMRM 1250	Orientation to Hospitality Industry	3
HMRM 1300	Menu Writing	3
HMRM 1460	The Pantry	4
HMRM 1540	The Bake Shop	4
HMRM 1300	Menu Writing	3
HMRM 1860	Cooperative Education/Internship	4
HMRM 1900	Purchasing & Receiving	3
HMRM 2240	Entrees	5
HMRM 2410	Hospitality Law	3
HMRM 2540	Hospitality Cost Controls	3
HMRM 2650	Hospitality Seminar	3
HMRM 2660	Supervision Practicum	2
HMRM 2700	Dining Room Management	4
HMRM 2750	Beverage Management	3
ACCT 1100	Small Business Accounting OR	
ACCT 1200	Principles of Accounting I	3
INFO 1120	Microcomputer Applications	3

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications (required SPCH 1110)	3
GEN ED	Group B: Math	3
GEN ED	Group C: Personal Dev/Humanities (required PRDV 1850 & Elective)	3
GEN ED	Group D: Social & Behavioral Sciences	3
GEN ED	Group A, B, C, or D	3
Total Credits for AAS Degree		**71**

Culinary Emphasis

HMRM	1240	Sanitation & Safety	3
HMRM	1250	Orientation to Hospitality Industry	3
HMRM	1460	The Pantry	4
HMRM	1540	The Bake Shop	4
HMRM	1860	Cooperative Education/Internship	6
HMRM	1900	Purchasing & Receiving	3
HMRM	2180	Advanced Sauces	2
HMRM	2240	Entrees	5
HMRM	2410	Hospitality Law	3
HMRM	2540	Hospitality Cost Controls	3
HMRM	2650	Hospitality Seminar	3
HMRM	2700	Dining Room Management	4
HMRM	2750	Beverage Management	3
HMRM		Culinary Elective	3
ACCT	1100	Small Business Accounting OR	
ACCT	1200	Principles of Accounting I	3
INFO	1120	Microcomputer Applications	3

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications (required SPCH 1110)	3
GEN ED	Group B: Math	3
GEN ED	Group C: Personal Dev/Humanities (required PRDV 1850 & Elective)	3
GEN ED	Group D: Social & Behavioral Sciences	3
GEN ED	Group A, B, C, or D	3
Total Credits for AAS Degree		**70**

Hospitality Services Diploma (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.

HMRM	1250	Orientation to the Hospitality Industry	3
HMRM	1350	Front Office Procedures	3
HMRM	1390	Conventions/Group Business	3
HMRM	2370	Housekeeping Management	3
HMRM	2410	Hospitality Law	3
HMRM	2540	Hospitality Cost Controls	3
HMRM	2650	Hospitality Seminar	3
HMRM	2860	Cooperative Education/Internship	4

General Education (see pages 33-34)

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**34**

Culinary Arts Diploma (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.

HMRM 1240	Sanitation & Safety	3
HMRM 1300	Menu Writing	3
HMRM 1460	The Pantry	4
HMRM 1540	The Bake Shop	4
HMRM 1900	Purchasing & Receiving	3
HMRM 2240	Entrees	5
Select from the following:		**8**
HMRM 2100	Advanced Yeast Breads (2)	
HMRM 2120	Pastries (2)	
HMRM 2140	Garde Manger (2)	
HMRM 2180	Advanced Sauces (2)	
HMRM 2260	International Cuisine (2)	
HMRM 2280	Culinary Centerpieces (3)	

General Education (see pages 33-34)

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**39**

Hospitality Certificate (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.

HMRM 1240	Sanitation & Safety	
OR		
HMRM 1250	Orientation to the Hospitality Industry	3
	Remaining 9 Credits HMRM electives (courses applicable with adviser consent; advisers will have listing of approved courses)	9
Total Credits for Certificate		**12**

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.

Human Services graduates will be able to:

1. Demonstrate oral and written communication skills appropriate for a Human Service professional.
2. Integrate theories of human behavior in professional practice.
3. Discriminate between personal and professional behaviors.

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.

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.

Human Services AAS Degree (G, H)

Purpose - For employment in entry-level job positions in a wide variety of human service agencies by providing opportunities to acquire knowledge, develop skills and explore values appropriate to the profession.

Human Services Diploma (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.

Human Services AAS Degree—Drug and Alcohol Counseling (G,H)

The intent of this degree option is to facilitate meeting the criteria established by the State Department of Health and Human Services to become a Provisionally Licensed Alcohol and Drug Counselor. All State approved course work is offered within the Human Services curriculum.

Paraeducator Diploma (G, H)

Purpose—The human services paraeducator diploma provides students with knowledge, skill development, and practical experience specific to some entry-level jobs in agencies that serve individuals with various types of disabilities.

Human Services Certificate (G, H)

Purpose—The human services certificate provides limited educational opportunity to enhance a student's skill and ability in a chosen specialty.

NOTES:

- 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.
- 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.
- Additional program costs include student-in-practicum insurance and a background check.
- Students may pursue a "generalist" associates degree, an associates degree with specialization in drug and alcohol counseling, a "generalist" diploma, a paraeducator diploma, or a certificate.
- Descriptions of each of these options follow.

Human Services AAS Degree (G, H)

HUSR	1240	Introduction to Human and Social Services	3
HUSR	1250	Introduction to Small Group	1
HUSR	1260	Community Health Needs OR	
PSYC	2220	Psychology of Adjustment	3
HUSR	1290	Fundamentals of Helping	3
HUSR	1330	Activities Therapy	3
HUSR	1340	Prepracticum	1
HUSR	1350	Practicum I	3
HUSR	1470	Goal Setting and Program Planning	3
HUSR	2250	Interviewing	3
HUSR	2300	Group Dynamics	3
HUSR	2380	Professional Ethics and Issues	2
HUSR	2400	Practicum II	3
HUSR	2410	Practicum III	3
HUSR	2450	Multicultural Counseling	2
HUSR	2900	Graduation Seminar	1
HUSR		Electives: Choose from HUSR 1460, HUSR 1480, HUSR 2010, HUSR 2280, HUSR 2330, HUSR 2420, PSYC 1010, PSYC 1810, PSYC 2860, PSYC 2890, SOCI 1010, SPAN 1010, SPAN 1020, others as approved by advisor	9
HUSR		Student Elective (Can be INFO 1120)	3
General Education (see pages 33-34)			
GEN ED		Group A: Communications (required SPCH 1110 & ENGL 1000 OR ENGL 1010)	6
GEN ED		Group B: Math/Science Elective	3
GEN ED		Group C: Personal Dev/Humanities	3
GEN ED		Group D: Social & Behavioral Science	3
Total Credits for AAS Degree			**64**

Human Services Diploma (G, H)

HUSR	1240	Introduction to Human and Social Services	3
HUSR	1250	Introduction to Small Group	1
HUSR	1260	Community Health Needs	3
HUSR	1290	Fundamentals of Helping	3
HUSR	1330	Activities Therapy	3
HUSR	1340	Pre-Practicum	1
HUSR	1350	Practicum I	3
Human Services Elective			3
Student Elective			3

General Education (see pages 33-34)

GEN ED		Communications	3
GEN ED		Mathematics/Science	3
PSYC	2220	Psychology of Adjustment	3
Total Credits for Diploma			**32**

Human Services AAS Degree—Drug and Alcohol Counseling (G, H)

Required Courses

HUSR	1240	Introduction to Human and Social Services	3
HUSR	1250	Introduction to Small Group	1
HUSR	1260	Community Health Needs OR	
PSYC	2220	Psychology of Adjustment	3
HUSR	1340	PrePracticum	1
HUSR	2250	Interviewing	3
HUSR	2300	Group Dynamics	3*
HUSR	2330	Perspectives in Addiction Studies	3
HUSR	2380	Professional Ethics & Issues	2
HUSR	2430	Counseling Techniques & Theories	3*
HUSR	2450	Multicultural Counseling	2*
HUSR	2510	Medical and Psychosocial Aspects	3*
HUSR	2530	Clinical Treatment Issues	2*
HUSR	2550	Case Assessment, Planning & Mgmt	2*
HUSR	1350, 2400, 2410	Practicum I, II, III	11**
HUSR		Student Elective	3

General Education Courses (see pages 33-34)

GEN ED		Group A: Communications (required ENGL 1010 & SPCH 1110 or SPCH 1400)	6
GEN ED		Group B: Math	3
GEN ED		Group C: Personal Dev/Humanities (PRDV 2050 and PRDV 2600)	4
GEN ED		Group D: Social & Behavioral Science (required PSYC 2860 & PSYC 2890)	6
Total Credits for AAS 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.**

Paraeducator Diploma (G, H)

HUSR	1240	Introduction to Human and Social Services	3
HUSR	1250	Introduction to Small Group	1
HUSR	1290	Fundamentals of Helping	3
HUSR	1340	Prepracticum	1
HUSR	1350	Practicum I OR	3
HUSR	1860	Cooperative Education/Internship I	
HUSR	1460	Working With the Developmentally Disabled	3
HUSR	1470	Goal Setting & Program Planning	3
HUSR	1480	Behavior Analysis & Intervention Strategies	3
HUSR	2280	Individuals With Exceptionalities	3
HUSR	1260	Community Health Needs OR	
PSYC	2220	Psychology of Adjustment	3

General Education (see pages 33-34)

GEN ED		Communications	3
GEN ED		Mathematics/Science	3
PSYC	2890	Social Science/ Required PSYC 2890 Developmental Psych	3
Total Credits for Diploma			**35**

Human Services Certificate (G, H)

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 (Mechatronics)

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.

Industrial Technology/Mechatronics students will be able to:

1. Demonstrate good safety practices
2. Apply technical knowledge to solve problems
3. Demonstrate a fundamental knowledge of fluid power
4. Utilize critical thinking skills to diagnose and isolate system problems
5. Use technical manuals to diagnose and repair systems
6. Troubleshoot and repair equipment control 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

Industrial technology/mechatronics associate of applied science degrees provide students with the skills necessary to install, maintain, and repair equipment in a variety of manufacturing and industrial facilities.

Diploma

Diplomas provide students with the fundamental knowledge and skills necessary for entry-level employment in the industrial technology/mechatronics field.

Certificates

Certificates provide concentrated study that provides entry-level or advanced skills in a specific area of industrial technology/mechatronics.

Purpose—The associate of applied science degree gives students the opportunity to complete the core requirements of the industrial technology/mechatronics program and then select, with adviser approval, courses supporting maintenance, automation, instrumentation, manufacturing, and industrial process options.

AAS Program Core Courses

INDT	1100	Concepts of Electronics I	3
INDT	1120	Concepts of Electronics II	3
INDT	1140	Fundamentals of Hydraulics	3
INDT	1160	Fundamentals of Pneumatics	3
INDT	1180	Fundamentals of Mechanical Systems	3
INDT	1200	Introduction to Programmable Controls	3
INDT	1220	Control Systems	5
		Total	**23**
Program Electives – See options below			**31**
General Education Courses (see pages 33-34)			
GEN ED		Group A: Communications	3
GEN ED		Group B: Math/Science	3
GEN ED		Group C: Personal Dev/Humanities	3
GEN ED		Group D: Social & Behavioral Science	3
GEN ED		Group A, B, C, or D	3
Total Credits for AAS Degree			**69**

Industrial Technology Program Options: Choose 1

Industrial Maintenance Technician Option

INDT	1240	Transformers & Rotating Machines	4
INDT	1260	Industrial Principles	3
INDT	2200	Advanced Programmable Controls	3
INDT	2220	Advanced Control Systems	5
ELNS	1300	Devices	4
ELNS	1400	Analog Circuits	4
ELNS	1500	Digital Electronics	3
ELNS	2600	Microprocessors	3
INDT		Technical Electives	2
		Total	**31**

Computer Integrated Manufacturing Option

INDT	2050	Introduction to CIM	2
INDT	2060	Computer Integrated Manufacturing I	3
INDT	2070	Computer Integrated Manufacturing II	2
INDT	2170	Capstone Processes	3
INDT	2200	Advanced Programmable Controls	3
INDT	2220	Advanced Control Systems	5
INDT	2230	Process & Servo Control	3
INDT		Technical Electives	10
		Total	**31**

Electromechanical/Mechatronics Option

INDT	1240	Transformers & Rotating Machines	4
INDT	2140	Applications of Fluid Power	3
INDT	2200	Advanced Programmable Controls	3
INDT	2220	Advanced Control Systems	5
WELD	1560	Basic KuKa Robotic Welding	2
WELD	1580	Basic XRC Robotic Welding	2
INDT	1860	Cooperative Education Internship	3
INDT		Technical Electives	9
		Total	**31**

Industrial Technology Diploma

Purpose—The industrial technology diploma is for the student wishing to develop entry-level skills in industrial maintenance.

INDT	1100	Concepts of Electronics I	3
INDT	1120	Concepts of Electronics II	3
INDT	1140	Fundamentals of Hydraulics	3
INDT	1160	Fundamentals of Pneumatics	3
INDT	1180	Fundamentals of Mechanical Systems	3
INDT	1200	Introduction to Programmable Controls	3
INDT	1220	Control Systems	5

General Education (see pages 33-34)

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**32**

Industrial Technology Certificate

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 skills are used in nearly every business. Information Technology specialization areas include:

- Computer programming
- Database support
- Web developer
- Technical support
- Security management

Graduates can work in such areas as operations, programming, technical support, consulting, web support, database support, security, and other areas of technology

Career Opportunities

Jobs in information technology are consistently ranked in the top fastest growing occupations.. 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.

Information Technology AAS Degree

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 AAS Degree

(2+2 agreements with four-year colleges. See your adviser for the latest agreements.)

INFO	1100	Introduction to Information Technology	3
INFO	1120	Microcomputer Applications	3
INFO	1420	Operating Systems/Windows	3
INFO	1600	Customer Support	3
INFO	1700	Database Concepts & Design	3
INFO	1800	Visual Basic Programming	3
INFO	2400	Systems Analysis & Design	3
INFO	2610	Data Communications	3
INFO	2820	JAVA Programming	3
INFO	2830	C# Programming	3
INFO	2700	Advanced Database	3
INFO	2800	Advanced Visual Basic	3
INFO		Electives approved by adviser	9
ACCT	1100	Small Business Accounting	
	OR		
ACCT	1200	Principles of Accounting I	3
BSAD	1050	Introduction to Business	3
General Education Courses (see pages 33-34)			
GEN ED**		Group A: Communications	3
GEN ED**		Group B: Math/Science	3
GEN ED**		Group C: Personal Dev/Humanities	3
GEN ED**		Group D: Social/Behavioral Sciences	3
GEN ED**		Group A, B, C or D	3
Total Credits for AAS Degree			**66**

Database Support Specialization AAS Degree

(2+2 agreements with four year colleges See your adviser for the latest agreements.)

INFO	1100	Introduction to Information Technology	3
INFO	1120	Microcomputer Applications	3
INFO	1210	Spreadsheets	3
INFO	1300	Principles of Information Security	3
INFO	1420	Operating Systems/Windows	3
INFO	1500	Web Page Design	3
INFO	1600	Customer Support	3
INFO	1700	Database Concepts & Design	3
INFO	1800	Visual Basic Programming	3
INFO	2780	SQL Server	3
INFO	2610	Data Communications	3
INFO	2700	Advanced Database	3
INFO		Electives approved by adviser	9
ACCT	1100	Small Business Accounting	
	OR		
ACCT	1200	Principles of Accounting I	3
BSAD	1050	Introduction to Business	3
General Education Courses (see pages 33-34)			
GEN ED**		Group A: Communications	3
GEN ED**		Group B: Math/Science	3
GEN ED**		Group C: Personal Dev/Humanities	3
GEN ED**		Group D: Social/Behavioral Science	3
GEN ED**		Group A, B, C or D	3
Total Credits for AAS Degree			**66**

Web Developer Specialization AAS Degree

INFO	1100	Introduction to Information Technology	3
INFO	1120	Microcomputer Applications	3
INFO	1420	Operating Systems/Windows	3
INFO	1500	Web Page Design	3
INFO	1510	Optimizing Web Media	3
INFO	1600	Customer Support	3
INFO	1700	Database Concepts & Design	3
INFO	1800	Visual Basic Programming	3
INFO	2500	Dynamic Web Applications	3
INFO	2700	Advanced Database	3
INFO	1480	Operating Systems Unix/Linux	3
INFO	2580	Web Technologies	3
INFO	2590	Web Capstone	3
INFO	2610	Data Communications	3
INFO		Electives approved by adviser	3
ACCT	1100	Small Business Accounting	
	OR		
ACCT	1200	Principles of Accounting I	3
BSAD	1050	Introduction to Business	3

General Education (see pages 33-34)

GEN ED**	Group A: Communications	3
GEN ED**	Group B: Math/Science	3
GEN ED**	Group C: Personal Dev/Humanities	3
GEN ED**	Group D: Social/Behavioral Science	3
GEN ED**	Group A, B, C or D	3
Total Credits for AAS Degree		**66**

Technical Support Specialization AAS Degree

INFO	1100	Introduction to Information Technology	3
INFO	1120	Microcomputer Applications	3
INFO	1300	Principles of Information Security	3
INFO	1420	Operating Systems/Windows	3
INFO	1480	Operating Systems Unix/Linux	3
INFO	1600	Customer Support	3
INFO	1700	Database Concepts & Design	3
INFO	2300	Information Security Management	3
INFO	2610	Data Communications	3
INFO	2420	Advanced Operating Systems	3
INFO	2600	Applications Troubleshooting	3
INFO	2610	Data Communications	3
INFO		Electives approved by adviser	12
ACCT	1100	Small Business Accounting	
	OR		
ACCT	1200	Principles of Accounting I	3
BSAD	1050	Introduction to Business	3

General Education (see pages 33-34)

GEN ED**	Group A: Communications	3
GEN ED**	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED**	Group D: Social/Behavioral Science	3
GEN ED	Group A, B, C or D	3
Total Credits for AAS Degree		**69**

Security Management Specialization AAS Degree

INFO	1100	Introduction to Information Technology	3
INFO	1120	Microcomputer Applications	3
INFO	1210	Spreadsheets	3
INFO	1300	Principles of Information Security	3
INFO	1420	Operating Systems/Windows	3
INFO	1480	Operating Systems Unix/Linux	3
INFO	1600	Customer Support	3
INFO	1700	Database Concepts & Design	3
INFO	2300	Information Security Management	3
INFO	2610	Data Communications	3
INFO	2700	Advanced Database	3
INFO		Electives approved by adviser	12
ACCT	1100	Small Business Accounting	
	OR		
ACCT	1200	Principles of Accounting I	3
BSAD	1050	Introduction to Business	3

General Education Courses (see pages 33-34)

GEN ED**	Group A: Communications	3
GEN ED**	Group B: Math/Science	3
GEN ED**	Group C: Personal Dev/Humanities	3
GEN ED**	Group D: Social/Behavioral Sciences	3
GEN ED**	Group A, B, C, or D	3
Total Credits for AAS Degree		**66**

Information Technology Diploma

Purpose—The information technology diploma provides basic knowledge and core skills to enter the information technology field.

Required Courses

INFO	1100	Introduction to Information Technology	3
INFO	1120	Microcomputer Applications	3
INFO	1420	Operating Systems/Windows	3
INFO	1600	Customer Support	3
INFO	1700	Database Concepts & Design	3
Select one of the following courses:			3
BSAD	1050	Introduction to Business	
ACCT	1100	Small Business Accounting	
ACCT	1200	Principles of Accounting I	
Choose two of the following courses:			6
INFO	1210	Spreadsheets	
INFO	1480	Operating Systems/UNIX/LINUX	
INFO	1500	Web Page Design	
INFO	1510	Optimizing Web Media	
INFO	1800	Visual Basic Programming	
INFO	2830	C# Programming	

General Education Courses (see pages 33-34)

GEN ED**	Communications	3
GEN ED**	Math/Science	3
GEN ED**	Elective	3
Total Credits for Diploma		**33**

Information Technology Certificates

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.

Machine Tool Technology

The Machine Tool Technology program provides the skills and technical knowledge needed for a career in the metal machining industry as a general machinist, a mold maker , or a specialist in the tool and die area.

Machine Tool Technology Graduates will be able to:

1. Communicate in the industry using skills in precision measuring, dimensioning and blueprints reading.
2. Demonstrate machining practices and make precision machined parts to a specified tolerance according to a blueprint.
3. Plan a machine procedure and machine a part using manually operated equipment.
4. Plan a machine procedure, program parts, set up and operate CNC operated equipment.
5. Exhibit personal standards accepted in the business and working world.

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 machine 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.

Machine Tool Technology AAS Degree
The Machine Tool Technology Degree will enhance career options and achieve hands-on machinist skills for employment in the industry as a machinist.

Basic Machine Tool Diploma
The Basic Machine Tool Diploma is for the student wishing to achieve hands-on skills for initial employment as a machinist.

Machine Tool Certificate
The Machine Tool Technology certificates provide 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.

Machine Tool Technology AAS Degree (C, H)

Purpose—The Machine Tool Technology Degree will enhance career options and achieve hands-on machinist skills for employment in the industry as a machinist.

Core Classes		
MACH 1260	Precision Tools	1
MACH 1300	Basic Machine Tools	3
MACH 1340	Basic Engine Lathe I	2
MACH 1360	Basic Milling Machine Work I	3
MACH 1420	Heat Treating & Metallurgy	2
MACH 1440	Grinding Operations I	2
MACH 2000	Computer Numerical Control Lathe	2
MACH 2020	CAD/CAM Operations	3
MACH 2380	Computer Numerical Control Mill	2
DRAF 1590	Basic CAD Operations	3
DRAF 2300	Blueprint Reading for Industry	3
WELD 1290	Welding for Machinists	3
Core Subtotal		**29**
OPTION 1	**(General Machinist) (C, H)**	
MACH 1380	Basic Engine Lathe II	3
MACH 1400	Basic Milling Machine Work II	2
MACH 1480	Instruments & Measurements	2
MACH 2320	Milling Machine Operations III	3
MACH 2340	Grinding Operations II	3
DRAF 2590	Intermediate CAD Applications	3
MACH	Electives	6
Subtotal		**22**
OPTION 2	**(Plastic Mold Making) (H)**	
MACH 2600	Manufacturing Processes I	2
MACH 2620	Manufacturing Processes II	1
MACH 2640	Mold Finishing	2
MACH 2660	Mold Repair	2
MACH 2680	Mold Design I	3
MACH 2700	Mold Construction I	3
MACH 2710	Mold Assembly & Tryout	2
MACH 2730	Mold Design II	3
MACH 2740	Mold Construction II	4
Subtotal		**22**
OPTION 3	**(Tool & Die) (C, H)**	
MACH 2420	Jig & Fixture Design	2
MACH 2440	Jig Construction	2
MACH 2450	Fixture Construction	3
MACH 2480	Die Design I	4
MACH 2500	Die Making & Construction I	4
MACH 2510	Die Assembly & Tryout	4
MACH	Electives	3
Subtotal		**22**
General Education Courses		
GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science (MATH 1080 Required)	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3
GEN ED	Group A, B, C, or D	3
Subtotal		**15**
Total Credits for Associate of Applied Science Degree		**66**

Basic Machine Tool Diploma (C, H)

Purpose—The Basic Machine Tool diploma is for the student wishing to achieve hands-on skills for initial employment as a machinist.

MACH 1260	Precision Tools	1
MACH 1300	Basic Machine Tools	3
MACH 1340	Basic Engine Lathe I	2
MACH 1360	Basic Milling Machine Work I	3
MACH 1420	Heat Treating & Metallurgy	2
MACH 1440	Grinding Operations I	2
MACH 1480	Instruments & Measurements	2
MACH 2000	Computer Numerical Control Lathe	2
MACH 2380	Computer Numerical Control Mill	2
DRAF 2300	Blueprint Reading for Industry	3
WELD 1290	Welding for Machinists	3
General Education Courses		
GEN ED	Communications	3
GEN ED	Math/Science (MATH 1080 Required)	3
GEN ED	Group A, B, C, or D	3
Total Credits for Diploma		**34**

Machine Tool Certificates (C, H)

General Machining

Purpose – The General Machining Certificate provides basic machine shop fundamentals for the student to develop skills needed for an entry level machinist.

MACH 1260	Precision Tools	1
MACH 1300	Basic Machine Tools	3
MACH 1340	Basic Engine Lathe I	2
MACH 1360	Basic Milling Machine Work I	3
DRAF 2300	Blueprint Reading for Industry	3
Subtotal		**12**

Advanced Machining

Purpose—The Advanced Machining Certificate provides the student with an in depth look in advanced machining procedures on manual equipment.

MACH 1380	Basic Engine Lathe II	3
MACH 1400	Basic Milling Machine Work II	2
MACH 1420	Heat Treating & Metallurgy	2
MACH 2320	Milling Machine Operations III	3
MACH 2340	Grinding Operations II	3
Subtotal		**13**

CNC Machining

Purpose—The CNC Machining Certificate provides the student with skills needed for an entry level CNC machine operator.

MACH 1260	Precision Tools	1
MACH 1420	Heat Treating & Metallurgy	2
MACH 1480	Instruments & Measurements	2
MACH 2000	Computer Numerical Control Lathe	2
MACH 2380	Computer Numerical Control Mill	2
DRAF 2300	Blueprint Reading for Industry	3
Subtotal		**12**

CAD/CAM

Purpose—The CAD/CAM Machining Certificate provides the student with advanced skills needed for an intermediate level CNC machine operator.

DRAF 1590	Basic CAD Operations	3
DRAF 2590	Intermediate CAD Applications	3
MACH 2000	Computer Numerical Control Lathe	2
MACH 2020	CAD/CAM Operations	3
MACH 2380	Computer Numerical Control Mill	2
Subtotal		**13**

Jig and Fixture

Purpose—The Jig and Fixture Certificate provides the student with the skills needed for entry level tool making.

MACH 1420	Heat Treating & Metallurgy	2
MACH 2420	Jig & Fixture Design	2
MACH 2440	Jig Construction	2
MACH 2450	Fixture Construction	3
WELD 1290	Welding for Machinists	3
Subtotal		**12**

Tool and Die

Purpose—The Tool and Die Certificate provides the student with the skills needed for entry level tool and die making.

MACH 2480	Die Design I	4
MACH 2500	Die Making & Construction I	4
MACH 2510	Die Assembly & Tryout	4
Subtotal		**12**

Plastic Mold Maker

Purpose—The Plastic Mold Maker Certificate provides the student with the skills needed for an entry level mold maker.

MACH 2600	Manufacturing Processes I	2
MACH 2620	Manufacturing Processes II	1
MACH 2640	Mold Finishing	2
MACH 2680	Mold Design I	3
MACH 2700	Mold Construction I	3
MACH 2710	Mold Assembly & Tryout	2
Subtotal		**13**

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.

Media Arts AAS Degree (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.

MART	1010	Mass Media	3
MART	1220	Media Writing	3
MART	1240	Web Page I	3
MART	1260	Web Graphics I	3
MART	1300	Visual Design I	3
	OR		
MART	1310	Audio Design	
MART	1320	Photography	3

Choose one of the following emphases: 30-32

- Broadcasting
- Graphic Arts
- Photography
- Video Production

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social/Behavioral Sciences	3
GEN ED	Group A, B, C, or D	3

Minimum Credits for AAS 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 adviser prior to any academic planning and registering.

Broadcasting Emphasis

MART	1100	Introduction to Broadcasting	3
MART	1130	Copy Interpretation*	4
MART	1070	Copywriting**	3
MART	1080	Radio Production**	3
MART	1110	Basics of Announcing	3
MART	1150	D.J. in Radio*	3
MART	2080	Advanced Radio Production**	3
MART	2110	Sports & Special Programs	3
MART	2150	Reaching the Listener**	3
MART		Electives	3

Total Credits for Broadcasting Emphasis 31

Graphic Arts Emphasis

MART	1200	Electronic Illustration I	3
MART	1210	Layout & Design I**	3
MART	1270	Fundamentals of Drawing & Composition	3
MART	1360	Introduction to Graphic Art*	3
MART	2200	Advanced Electronic Drawing*	3
MART	2210	Layout & Design II	3
MART	2300	Visual Design II**	3
MART	2360	Printing Processes*	3
MART	2370	Exhibit Preparation**	1
MART	2380	Portfolio Preparation**	1
MART		Electives	6

Total Credits for Graphic Arts Emphasis 32

Photography Emphasis

MART	1020	Introduction to Video*	3
MART	1230	Multimedia Design**	3
MART	1300	Visual Design I	3
	OR		
MART	1310	Audio Design	
MART	1330	Darkroom Techniques*	3
MART	1450	PhotoShop Illustration	3
MART	2110	Sports & Special Programs	3
MART	2320	Advanced Photography	3
MART	2420	Photo Retouching	3
MART		Electives	6

Total Credits for Photography Emphasis 30

Video Production Emphasis

MART	1020	Introduction to Video*	3
MART	1030	Basic Camera Techniques**	3
MART	1040	Electronic Editing**	3
MART	1070	Copywriting**	3
MART	1230	Multimedia Design**	3
MART	2040	Video Production*	3
MART	2050	Electronic Field Production**	3
MART	2110	Sports & Special Programs	3
MART		Electives	6

Total Credits for Video Production Emphasis 30

Media Arts Diploma (H)

Purpose—Graduates with a media arts diploma have a set of skills within a specific area of emphasis.

MART	1010	Mass Media	3
MART	1300	Visual Design I	3
	OR		
MART	1310	Audio Design	
Media Arts Emphasis or Electives			**18-19**
General Education Courses (see pages 33-34)			
GEN ED		Communications	3
GEN ED		Math/Science	3
GEN ED		Electives	3
Minimum Credits for Diploma			**33-34**

*Fall only

**Spring only

Media Arts 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) 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.

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.

Medical Assisting graduates will be able to:

1. Work as a member of the health care team utilizing ethical principles, confidentiality, instruction for health promotion, and disease prevention.
2. Perform the administrative skills in the operation of the medical office.
3. Perform the clinical skills in the operation of the medical office.

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 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 college transcripts showing completion of no less than 12 hours of college level mathematics, English, or health 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. For more detailed information on the admission process, please contact the program director.

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 on the college website (www.cccneb.edu.). 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.

NOTES:

- The Hepatitis B immunization series and tuberculosis testing are required of all students admitted into the MEDA program.
- Additional program costs will be required for uniforms, a stethoscope, student-in practicum insurance, a background check, and CPR Training.
- A minimum grade of 2.0 is required for all medical assisting program required courses.
- Recommended Group C Courses: Any PRDV course.
- Recommended General Education Elective: PSYC 1150 or SOCI 2150 or any additional PRDV course.

Medical Assisting Diploma (H)

Purpose—Graduates with a medical assisting diploma will be prepared to perform front office (administrative) and back office (clinical) duties in a medical office or clinic.

Medical Assisting AAS Degree (H)

Purpose—Graduates with a medical assisting associate of applied science 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.

Medical Interpreter Certificate (H)

Purpose—The medical interpreting certificate provides introductory training to enhance a student's skill and ability to interpret in the medical field.

Medical Assisting Diploma (H)

MEDA	1250	Patient Instruction I	1
MEDA	1290	Medical Ethics and Law	2
MEDA	1310	Medical Equipment and Its Care	1
MEDA	1320	Assisting in the Medical Office	3
MEDA	1330	Pharmacology	3
MEDA	1390	Electrocardiography	2
MEDA	1630	Administrative Medical Assisting	3
MEDA	2330	Laboratory Techniques & Procedures I	4
MEDA	2400	Clinical Experience I	4
HIMS	1020	Medical Terminology	3
OFFT	2620	Insurance for the Medical Office	3
OFFT	2650	Computerized Medical Management	2

General Education Courses (see pages 33-34)			
BIOS	1020	Human Biology	3
PSYC	2220	Psychology of Adjustment	3
SPCH	1110	Public Speaking	3
Total Credits for Diploma			**40**

Medical Assisting AAS Degree (H)

Credits from the Medical Assisting Diploma			**40**
Required Courses for Medical Assisting Degree			
INFO	1120	Microcomputer Applications	3
MEDA	2200	Disease Conditions	3
MEDA	2250	Patient Instruction II	3
MEDA	2410	Clinical Experience II	2
MATH	1050	Occupational Math	3
Student Electives with adviser approval			7
General Education (See pages 33-34)			
GEN ED		Group A: Communications (met with SPCH 1110)	
GEN ED		Group B: Math/Science (met with BIOS 1020)	
GEN ED		Group C: Personal Dev/Humanities	3
GEN ED		Group D: Social & Behavioral Science (met with PSYC 2220)	
ENGL	1010	English Composition	3
Total Credits for AAS Degree			**67**

Medical Interpreter Certificate (H)

HLTH	1010	Principles of Interpreting I	3
HLTH	1020	Medical Interpreting Procedures	3
HLTH	1860	Cooperative Education/Internship	1
HLTH	2010	Principles of Interpreting II	3
HLTH	2020	Advanced Medical Interpreting Proc.	2
Total Credits for Certificate			**12**

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

Admission 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 with scores that meet program standards, 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 20. 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 prior college experiences, course availability, transfer requirements, and program admission requirements. A student intending to major in this program must consult with his/her adviser prior to any academic planning and registering.

Medical Laboratory Technician AAS Degree (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.

HIMS	1020	Medical Terminology	3
MEDT	1000	Introduction to the Clinical Laboratory	2
MEDT	1010	Laboratory Mathematics	3
MEDT	1100	Urinalysis, Immunology, and Serology	3
MEDT	1150	Hematology I	4
MEDT	1860	Clinical Internship I	4
MEDT	2000	Laboratory Instrumentation	3
MEDT	2150	Hematology II	4
MEDT	2200	Clinical Chemistry I	3
MEDT	2220	Clinical Chemistry II	3
MEDT	2310	Medical Microbiology/Parasitology I	3
MEDT	2330	Medical Microbiology/Parasitology II	3
MEDT	2350	Immunohematology	3
MEDT	2860	Clinical Internship II	7
General Education Courses (see pages 33-34)			
GEN ED		Group A: Communications	3
GEN ED		Group B: Math/Science (required BIOS 1010, BIOS 1250, BIOS 1260 & CHEM 1050)	12
GEN ED		Group C: Personal Dev/Humanities	3
GEN ED		Group D: Social & Behavioral Science	3
Total Credits for AAS Degree			**69**

Nursing Education

Multiple educational opportunities are offered through the nursing department: Associate Degree Nursing (ADN), Practical Nursing (PN) which ladders into the ADN, LPN-C, and the RN/LPN Refresher Program.

The **Associate Degree Nursing Program (ADN)** is a comprehensive educational program. The sequence of theory and clinical courses allows for progression of knowledge and skills essential for the graduate to take the NCLEX-RN. Upon successful passing of the licensure examination, the individual can enter into practice as a Registered Nurse in a variety of settings. The program is offered at the Grand Island Campus. In addition, the first year of the program and the nursing block clinical rotations can be completed at the Columbus Campus or Kearney Center. The program is approved by the Nebraska Board of Nursing. 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 (PN)** provides the common body of knowledge and skills essential for the practical nurse's entry into practice. Upon completion of the diploma program, the graduate is eligible to take the NCLEX-PN. After successfully passing the licensure examination, the individual can enter into practice as a Licensed Practical Nurse. The program is offered at the Kearney Center, the Grand Island Campus and Columbus Campus as a 1-year or 2-year curriculum plan. The program is approved by the Nebraska Board of Nursing.

The **LPN-C** program 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.

The **Registered Nurse (RN) /Licensed Practical Nurse (LPN)** Refresher program is designed to prepare the RN/LPN to qualify for relicensure in the State of Nebraska.

Graduates of the Associate Degree Nursing Program will be able to:

1. Apply critical thinking to the steps of the nursing process to provide holistic care in response to the health-illness continuum.
2. Utilize therapeutic communication techniques with clients, families, and members of the health care team.
3. Demonstrate professional role behaviors and attitudes reflecting a commitment to ensure high standards of nursing practice.
4. Demonstrate safe performance of required nursing skills.

Graduates of the Practical Nursing Program will be able to:

1. Assist with the steps of the nursing process to provide holistic care in response to the health-illness continuum.
2. Utilize therapeutic communication techniques with clients, families, and members of the health care team.
3. Demonstrate professional role behaviors and attitudes reflecting a commitment to ensure high standards of nursing practice.
4. Demonstrate safe performance of required nursing skills.

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 LPNs are numerous in the health care field. LPNs 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 Aide (N.A.) and Medication Aid classes are offered through Extended Learning Services.

Admissions Information

Admission to the **Associate Degree Nursing and Practical Nursing Programs** is selective. Applicants must apply to the nursing program through the admissions office, submit official transcripts of transferable course work, complete assessments (ACT, COMPASS, ASSET) and achieve required exam entry scores. Students must meet academic eligibility in their general education course work and achieve and maintain a 2.8 GPA for Associate Degree Nursing students and 2.0 for Practical Nursing students throughout the program. A grade of "C" or higher is required in order to continue to progress through the program. Students must have successfully completed a Nurse Aide course and be listed in the Nebraska Nurse Aide registry. For more detailed information on the nursing admissions procedure, see the college web site at www.cccneb.edu or contact the Admissions Office at the Grand Island or Columbus campuses.

Admission into the **LPN-C** course requires a current LPN license and successful passing of a math and pharmacology pretest.

Admission into the **RN/LPN Refresher Program** requires previous licensure as an RN or LPN.

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 by their advisor. 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 Degree in Nursing (G)

Purpose—The purpose of the ADN 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.

Practical Nursing Diploma (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.

LPN-C

Purpose—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 Program

Purpose— The Registered Nurse (RN) Licensed Practical Nurse (LPN) refresher program is designed to prepare the RN/LPN to qualify for relicensure in the State of Nebraska. The program will also enhance the knowledge and skills of the RN/LPN desiring to change nursing roles. The refresher program is 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.

The RN refresher program is a nine semester hour series of courses (105 theory hours and 90 hours of lab/clinical). The LPN refresher program is an eight semester hours series of courses (90 theory hours and 90 hours of lab/clinical). The courses are sequential. Students must complete any course for which they are registered within one semester. Prior to beginning the clinical experience in the final course, students will be expected to attend an orientation on campus.

Notes:

- 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 prior to beginning the RN/LPN refresher program.
- Additional student costs for the nursing programs may include uniforms, testing and supplies, travel to various clinical sites, board examinations, student-in-practicum insurance, CPR training, and a background check.

Associate Degree in Nursing (G)

ADNR	1210	Basic Nursing Concepts-Theory	4
ADNR	1220	Basic Nursing Concepts Lab/Clinical	2
ADNR	1310	Nursing - Health & Illness I — Theory	2
ADNR	1320	Nursing - Health & Illness I — Clinical	2
ADNR	1390	Pharmacology	2
ADNR	1410	Nursing - Health & Illness II — Theory	2
ADNR	1420	Nursing - Health & Illness II — Clinical	2
ADNR	2190	Advanced Health Assessment	2
BIOS	2250	General Anatomy & Physiology I	4
BIOS	2260	General Anatomy & Physiology II	4
BIOS	2490	Principles of Microbiology	4
CHEM	1050	Elements of Chemistry	4
ENGL	1010	English Composition	3
HLTH	1470	Nutrition	3
PSYC	2890	Developmental Psychology	3
Block A			
ADNR	2110	Nursing - Health & Illness III — Theory	2
ADNR	2120	Nursing - Health & Illness III — Clinical	2
ADNR	2610	Family Centered Nursing — Theory	3
ADNR	2620	Family Centered Nursing — Clinical	3
ENGL	1020	Writing & Research	3
PSYC	1810	Introduction to Psychology	3
Block B			
ADNR	2210	Nursing - Health & Illness IV — Theory	2
ADNR	2220	Nursing - Health & Illness IV — Clinical	2
ADNR	2310	Nursing - Mental Health — Theory	2
ADNR	2320	Nursing - Mental Health	2
ADNR	2590	Dimensions of Professional Nursing	2
SOCI	1010	Introduction to Sociology	3
Total Credits for Associate Degree			**72**

Practical Nursing Diploma (C, G, K)

ADNR	1210	Basic Nursing Concepts–Theory	4
ADNR	1220	Basic Nursing Concepts–Lab/Clinical	2
BIOS	1250	Structure & Function I OR (2)	2-4
BIOS	2250	General Anatomy & Physiology I (4)	
CHEM	1000	Basic Concepts of Chemistry (2) OR	2-4
CHEM	1050	Elements of Chemistry (4)	
ENGL	1010	English Composition	3
HLTH	1470	Nutrition	3
LPNR	1190	Math for Pharmacology	1
ADNR	1310	Nursing - Health & Illness I—Theory	2
ADNR	1320	Nursing - Health & Illness I—Clinical	2
ADNR	1390	Pharmacology	2
ADNR	1410	Nursing - Health & Illness II—Theory	2
ADNR	1420	Nursing - Health & Illness II—Clinical	2
BIOS	1260	Structure & Function II (2) OR	2-4
BIOS	2260	General Anatomy & Physiology II (4)	
PSYC	2890	Developmental Psychology	3
LPNR	1510	Nursing of Family–Theory	2
LPNR	1520	Nursing of Family–Clinical	2
LPNR	1610	Nursing of Health Deviations-Theory	2
LPNR	1620	Nursing of Health Deviations-Clinical	2
LPNR	1690	Strategies for LPN in Practice	2
Total Credits for Practical Nursing Diploma			**42-48**

RN Refresher Program

ADNR	2810	Professional Nursing Practice and Pharmacology Review	2
ADNR	2820	Medical/Surgical Review for the Refresher Student	2
ADNR	2830	Nursing Care of Special Populations	2
ANDR	2840	Intravenous Therapy for the RN Refresher Student	1
ADNR	2850	Clinical Application for the Refresher Student	2
Total Credits for RN Refresher			**9**

LPN Refresher Program

ADNR	2810	Professional Nursing Practice and Pharmacology Review	2
ADNR	2820	Medical/Surgical Review for the Refresher Student	2
ADNR	2830	Nursing Care of Special Populations	2
ADNR	2850	Clinical Application for the Refresher Student	2
Total Credits for LPN Refresher			**8**

Paralegal Studies

The paralegal studies degree provides instruction in the skills and fundamental knowledge needed for entry level employment as a paralegal (legal assistant). Paralegals may only work under the direct supervision of an attorney. The program focuses on developing student skills in the following areas: critical thinking, organization, communication, interpersonal relations, legal research and writing, interviewing and investigation and computer applications. The program also provides students with substantive knowledge about the legal system, including how law offices operate, ethics and the paralegal profession, contracts, torts, business organizations, litigation and probate.

Most students will find that an associate of applied science (AAS) degree in paralegal studies will best suit their needs. This degree is designed for students who have not previously earned an associate's or bachelor's degree. For students who have earned such degrees, the advanced certificate options provide an accelerated award in paralegal studies. The paralegal program strives to serve students looking for employment as well as providing professional growth for those who may already be employed in the paralegal field. The paralegal program may also prove to be of value for students as preparation for law school.

Students interested in this career option need to be aware that the study of law is difficult and demanding. To successfully complete this program and to find employment as a paralegal, students must possess excellent communication skills and analytical abilities, as well as being highly motivated. The paralegal studies degree program has entrance requirements, including satisfactory scores on a keyboarding test and reading/writing assessments. The certificate options require completion of at least a two-year degree with a minimum cumulative GPA of 2.0 and a satisfactory score on a keyboarding test. See the program adviser for more information.

Career Opportunities

According to the U.S. Department of Labor's Occupational Outlook Handbook for 2006-2007, "employment for paralegals and legal assistants is projected to grow much faster than average for all occupations through 2014."

Students who successfully complete an AAS degree or certificate in paralegal studies may find employment opportunities in a number of legal settings including private law firms, government agencies, corporate legal departments, insurance companies, credit counseling and collection agencies, real estate and title firms, and banks. Career and employment services are provided by the college.

Contact Faculty

Toll-free for all faculty: call 877-222-0780. When asked for an extension number, use the last four digits of the following numbers. Note: Please consult with the paralegal program adviser to determine availability of particular courses.

Columbus

Twila Wallace, twallace@cccneb.edu 402-562-1283

Grand Island (Program Advisor)

Linda Wilke Heil, lwilke@cccneb.edu 308-398-7489

Hastings

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Paralegal graduates will be able to:

1. Use critical thinking skills to analyze problems, evaluate solutions, apply legal authority, organize information and use time effectively.
2. Demonstrate communication skills including writing clearly, interpreting nonverbal cues, using teamwork, demonstrating self-motivation and conducting effective interviews.
3. Demonstrate legal research and writing skills by using the law library and online research tools, preparing legal memorandum, using appropriate citations and modifying standard forms.
4. Develop computer skills to use word processing, database and spreadsheet programs and conduct computer assisted legal research.
5. Demonstrate knowledge of the legal system's functions, the history and function of common law, the categories of law, state and federal court structures and trial procedures and substantive areas of law.

Associate of Applied Science Degree in Paralegal Studies (G)

Purpose – The paralegal studies degree provides the knowledge and skills needed for employment as professional paralegals.

Required Paralegal Courses

Business Core Courses

BSAD	2570	Leadership, Law and Ethics	3
INFO	1120	Microcomputer Applications	3
OFFT	1200	Workplace Interaction	3

Required Courses

BSAD	2200	Business Law Principles I	3
LEGA	1010	Law and the Legal Team I	3
LEGA	1020	Law and the Legal Team II	3
LEGA	1310	Ethics, Interviewing & Investigation	2
LEGA	2010	Legal Research and Writing	3
LEGA	2610	Civil Litigation	3
LEGA	2810	Estate Administration	3
LEGA	2910	Practicing Paralegal	3
OFFT	1710	Legal Document Production	3
OFFT	2270	Advanced Document Production	3
OFFT	2730	Legal Office Procedures	3

General Education Courses

Group A:	Communications (ENGL 1010, ENGL 1020 and SPCH 1400)	9
Group B:	Math/Science	3
Group C:	Personal Development/Humanities	3
Group D:	Social/Behavioral Science	3

Paralegal Studies Electives (choose 7 credits)

BSAD	1720	Real Estate Law (2)	
CRIM	2000	Criminal Law (3)	
LEGA	1860	Cooperative Education/Internship (1-3)	
LEGA	1980	Workshop in Paralegal Studies (1-3)	
LEGA	1990	Special Topics (3)	
LEGA	2210	Law Office Management (2)	
LEGA	2310	Law Office Technology (2)	
LEGA	2510	Family Law (3)	
LEGA	2990	Special Topics (3)	

Credits for Associate of Applied Science Degree 66

Diploma

Purpose—The paralegal studies diploma provides entry-level knowledge for use in employment and/or continued education.

Required Courses:

LEGA	1010	Law and the Legal Team I	3
LEGA	1020	Law and the Legal Team II	3
OFFT	1710	Legal Document Production	3
OFFT	2270	Advanced Document Production	3
OFFT	2730	Legal Office Procedures	3

Paralegal Electives 9
(Select additional courses with the consent of your adviser from BSAD, CRIM, LEGA, OFFT.)

General Education Courses

Communications (ENGL 1010 required)	3
Math/Science (BIOS, CHEM, MATH, or PHYS)	3
Elective (ENGL 1020, SPCH 1400, ARTS, HIST, SOCI, POLS, PSYC, ECON, or PRDV)	3

Total Credits for Diploma 33

Family Law Certificate

Purpose—The paralegal studies certificate options are limited to students who have previously earned an associate's or bachelor's degree with a minimum cumulative GPA of 2.0 ("C"). Students must also achieve a satisfactory score on a keyboarding test.

Required Courses:

LEGA	1010	Law and the Legal Team I	3
LEGA	1020	Law and the Legal Team II	3
LEGA	2010	Legal Research and Writing	3
LEGA	2510	Family Law	3
LEGA	2610	Civil Litigation	3
LEGA	2810	Estate Administration	3

Total Credits for Family Law Certificate 18

Litigation Certificate

Purpose—The paralegal studies certificate options are limited to students who have previously earned an associate's or bachelor's degree with a minimum cumulative GPA of 2.0 ("C"). Students must also achieve a satisfactory score on a keyboarding test.

Required Courses:

LEGA	1010	Law and the Legal Team	3
LEGA	1020	Law and the Legal Team II	3
LEGA	1310	Ethics, Interviewing & Investigation	3
LEGA	2010	Legal Research and Writing	3
CRIM	2000	Criminal Law	3
LEGA	2610	Civil Litigation	3

Total Credits for Litigation Certificate 18

Business Certificate

Purpose—The paralegal studies certificate options are limited to students who have previously earned an associate's or bachelor's degree with a minimum cumulative GPA of 2.0 ("C"). Students must also achieve a satisfactory score on a keyboarding test.

Required Courses:

LEGA	1010	Law and the Legal Team	3
LEGA	1020	Law and the Legal Team II	3
LEGA	2010	Legal Research and Writing	3
LEGA	2210	Law Office Management	2
BSAD	1720	Real Estate Law	2
BSAD	2200	Business Law Principles I	3
ENTR	2060	Entrepreneurship Legal Issues	3

Total Credits for Business Certificate 19

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.

Parts Sales and Management Graduates will be able to:

1. Demonstrate good telephone skills.
2. Develop skills to look up parts in catalogs and on computer.
3. Apply the various pricing principles found in the parts industry.
4. Practice good customer service.

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 associate of applied science degrees provide students with the skills necessary to understand the parts business aspect, as well as customer service and management of the parts industry.

Diploma

Parts sales and management diplomas provide students with the fundamental knowledge and skills necessary for entry-level employment in the parts sales and management field.

Certificates

Certificates provide concentrated study that provides entry-level or advanced skills in a specific area of parts sales and management.

Parts Sales & Management AAS Degree (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.

PDSM	1250	Orientation & Introduction to Automotive Industry	1
PDSM	1260	Automotive Assemblies	2
PDSM	1270	Telephone Selling	1
PDSM	1280	Catalog Systems	8
PDSM	1290	Ticket Printing & Pricing	5
PDSM	1311	Counter Sales	3
PDSM	1312	Counter Sales	3
PDSM	1320	Inventory Control	6
PDSM	2250	Customer Service/Service Writer	5
PDSM	2260	Parts Management	6
PDSM		Electives (adviser's approval)	9

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications	6
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Science	3

Parts Sales and Management Electives

Select from the following:

Automotive Technology
Business Administration, Accounting, and Entrepreneurship
Business Technology
Cooperative Education
Diesel Technology
Special Topics

Total Credits for AAS Degree 64

Parts Sales and Management Diploma (H)

Purpose—The diploma graduate will have the elementary skills and knowledge for job entry as a trainee in retail sales and service positions.

PDSM	1250	Orientation & Introduction to Automotive Industry	1
PDSM	1260	Automotive Assemblies	2
PDSM	1270	Telephone Selling	1
PDSM	1280	Catalog Systems	8
PDSM	1290	Ticket Printing & Pricing	5
PDSM	1311	Counter Sales	3
PDSM	1321	Inventory Control	3

General Education (see pages 33-34)

GEN ED	Communications	3
GEN ED	Mathematics/Science	3
GEN ED	Electives	3

Total Credits for Diploma 32

Parts Sales and Management Certificate (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.

PDSM	1250	Orientation & Introduction to Automotive Industry	1
PDSM	1260	Automotive Assemblies	2
PDSM	1281	Catalog Systems	3
PDSM	1311	Counter Sales	3
PDSM	1321	Inventory Control	3

Total Credits for Certificate 12

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.

Quality Control Graduates will be able to:

1. Demonstrate knowledge of quality control systems management principles
2. Demonstrate knowledge of technical standards applicable to specific engineering and manufacturing projects
3. Conduct testing and inspection procedures
4. Operate and maintain quality control equipment
5. Prepare report documentation

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

The associate of applied science degree in quality control will prepare individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in maintaining consistent manufacturing control systems and construction standards.

Certificates

Certificates provide concentrated study that provides entry-level or advanced skills in a specific area of the quality control field.

Quality Control AAS Degree (C)

Purpose—The degree prepares the student for advancement in the quality control trade. The graduate will be prepared for related jobs in the quality control trade that may include: research analyst, quality assurance technician and construction inspector. Persons completing the degree will have a solid foundation upon which to build their quality control career.

QUCT	1450	Statistical Process Control I	3
QUCT	1700	Quality Audit	3
QUCT	1710	Tools & Gaging	3
QUCT	1720	Statistical Sampling & Reliability	3
QUCT	1740	Statistical Process Control II	3
QUCT	1730	Design of Experiments	3
QUCT	1760	Computer Statistical Applications	3
QUCT	1800	Total Quality Management	3
QUCT		Elective	5
BSAD	2570	Leadership, Law & Ethics	3
DRAF	1410	Basic Drafting I	3
DRAF	2300	Blueprint Reading for Industry	3
INDT	1100	Concepts of Electronics I	3
INFO	1120	Microcomputer Applications	3

General Education Courses (see pages 33-34)

GEN ED	Group A: Communications (required ENGL 1000 or ENGL 1240)	3
GEN ED	Group A: Communicaitons (required SPCH 1400)	3
GEN ED	Group B: Math/Science (required MATH 1080 & MATH 2020)	6
GEN ED	Group C: Personal Dev/Humanities (required PHIL 1080 & PHIL 1150)	3
GEN ED	Group D: Social & Behavioral Science (required ECON 1100)	3
Total Credits for Associate of Applied Science Degree		**62**

Quality Control 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.

Truck Driving Graduates will be able to:

1. Identify items to be inspected for safe operation on public roadways.
2. Demonstrate proper coupling and uncoupling procedures.
3. Apply skills and judgment to drive safely on public roadways.
4. Develop skills to pass CDL exam as outlined by State of Nebraska.

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 three moving violations in the past three years.
5. Have no DUI charges in the past five years and no more than one (1) ever.
6. No more than one chargeable accident in the past year.

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.

Certificates

Certificates provide concentrated study that provides entry-level skills in truck driving.

Truck Driving Certificate (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	1500	Basic Operations I	2
TRUK	1510	Basic Operations II	2
TRUK	1520	Non-Vehicle Activities	2
TRUK	1600	Applied Truck Driving Principles OR	5
TRUK	1700	Defensive Driving	1/2
TRUK	2000	Third Party Examination	1/2
Total Credits for Certificate			**12**

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.

Welding Technology Graduates will be adequately prepared to:

1. Work safely and work safely with others.
2. Demonstrate welding skills and theory in entry level and advanced according to nationally recognized welding standards and codes.
3. Skills in critical thinking, problem solving, and creativity.
4. Skills to read and interpret welding drawings and sketches.

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 associate of applied science degrees provide students with entry-level and advanced welding skills and knowledge for the welding field, technical supervisor, welding supply companies, welding inspector, and welding educator.

Diploma
Welding Technology diplomas provide students with the fundamental knowledge and skills necessary for entry-level employment in the welding field.

Certificates
Certificates provide concentrated study that provides entry-level or advanced skills in a specific area of welding technology.

Welding Technology AAS Degree (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.).

WELD	1300	Oxyacetylene Welding I	3
WELD	1320	Cutting	2
WELD	1340	Brazing & Braze Welding	2
WELD	1360	Welding Repair & Troubleshooting	3
WELD	1400	Shield Metal Arc Welding I	3
WELD	1410	Shield Metal Arc Welding II	3
WELD	1450	Gas Metal Arc Welding I	3
WELD	1460	Gas Metal Arc Welding II	2
WELD	1500	Gas Tungsten Arc Welding I	3
WELD	1510	Gas Tungsten Arc Welding II	2
WELD	2480	Flux-Cored & Submerged Arc Welding	3
WELD	2610	Metals	2
WELD	2620	Layout & Assembly	2
WELD	2640	Miscellaneous Welding Processes	2
		Student Electives	2
WELD	2700	Welding Codes & Standards	2
WELD		Electives (see adviser)	7
DRAF	1580	Blueprint Reading for Welders	3

General Education (see pages 33-34)

GEN ED	Group A: Communications	3
GEN ED	Group B: Math/Science	3
GEN ED	Group C: Personal Dev/Humanities	3
GEN ED	Group D: Social & Behavioral Sciences	3
GEN ED	Group A, B, C, or D	3
Total Credits for Associate of Applied Science Degree		**64**

l 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.

Welding Technology Diploma (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.

DRAF	1580	Blueprint Reading for Welders	3
WELD	1300	Oxyacetylene Welding I	3
WELD	1320	Cutting	2
WELD	1400	Shield Metal Arc Welding I	3
WELD	1410	Shield Metal Arc Welding II	3
WELD	1450	Gas Metal Arc Welding I	3
WELD	1500	Gas Tungsten Arc Welding I	3
WELD	2480	Flux-Cored & Submerged Arc Welding	3

General Education Courses (see pages 33-34)

GEN ED	Communications	3
GEN ED	Math/Science	3
GEN ED	Electives	3
Total Credits for Diploma		**32**

Welding Certificate (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 . . . 107
Anthropology . . . 108
Arts . . . 108
Auto Body Technology . . . 109
Automotive Technology . . . 110
Avocational/Recreational . . . 112
Biological Science . . . 112
Broadcasting (See Media Arts) . . . 113
Business Administration, Accounting and Entrepreneurship . . . 113
Business Technology . . . 116
Chemistry . . . 118
Commertical Art (Electronic Imaging and Graphics) . . . 119
Commercial Horticulture . . . 120
Communications . . . 121
Construction Technology . . . 121
Criminal Justice . . . 122
Dental Assisting . . . 124
Dental Hygiene . . . 124
Diesel Technology . . . 126
Drafting . . . 126
Early Childhood Education . . . 129
Economics . . . 130
Education . . . 131
Electrical Technology . . . 131
Electronics Technology . . . 133
Engineering . . . 135
English . . . 135
Geography . . . 136
Health Information Management Services . . . 136
Health Services and Safety . . . 137
Heating, Air Conditioning and Refrigeration . . . 139
History . . . 140
Hospitality Management and Culinary Arts . . . 141
Human Services . . . 142
Humanities . . . 143
Industrial Technology (Mechatronics) . . . 143
Information Technology . . . 145
Library Science . . . 147
Machine Tool Technology . . . 147
Mathematics . . . 149
Media Arts . . . 150
Medical Assisting . . . 152
Medical Laboratory Technician . . . 153
Music . . . 153
Nursing Education . . . 155
Paralegal . . . 157
Parts Sales and Management . . . 158
Personal Development . . . 159
Philosophy . . . 159
Physical Education and Recreation . . . 159
Physical Science . . . 160
Political Science . . . 161
Psychology . . . 161
Quality Control . . . 162
Reading . . . 162
Sociology . . . 162
Spanish . . . 163
Speech . . . 163
Theater . . . 163
Transportation, Distribution, Warehousing and Logistics . . . 163
Truck Driving . . . 164
Welding Technology . . . 164

COURSES

Agribusiness Course Descriptions

AGRI 1000 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 1110 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 1200 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 1210 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 1310 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 1320 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 1330 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 1340 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 1410 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 1450 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 1530 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 1550 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 1700 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 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

AGRI 2010 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 2110 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 2290 Analyzing the Farm Business 2
Course will cover farm resource allocation, cropping and livestock systems, trend analysis, individual whole farm and enterprise analysis, and marketing. Unit Credits: 1-1, 2-1. (30/0/0/0)

AGRI 2560 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 planning, water law, and agricultural regulations. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

AGRI 2590 Agribusiness Capstone 2
Provides students with the opportunity to bring their internship 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 agriculture. Unit Credits: 1-1, 2-1. (30/0/0/0)

AGRI 2640 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 covered. Prepares student to take the Nebraska Commercial Applicator exam. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/15/0/0)

AGRI 2700 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 2720 Beef Production 3
The study of beef production as it relates to the beef industry, 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 2730 Swine Production 3
Deals with swine reproduction management, disease, nutrition, swine growing and finishing, facilities, and pork quality improvement. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

AGRI 2780 Feeds & Feeding Practices 3
Fundamentals of basic nutrition and feeding of various species. Includes feedstuff identification, nutrient and nutrient requirements along with ration formulation for major livestock species. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

AGRI 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

Anthropology Course Descriptions

ANTH 1100 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)

Art Course Descriptions

ARTS 1010 Introduction to the Visual Arts 3
An appreciation of the visual arts from a historical perspective. Includes an overview of the creative process, the evaluation of art, and art as it relates to society. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

ARTS 1250 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 1260 Printmaking 3
Skill development and an understanding of a variety of printmaking media, including linocut, woodcut, monoprint, engraving and silk screening techniques. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

ARTS 1270 Drawing I 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 1280 Oil & Acrylic Painting 3
The process of painting, the examination of the nature of painting materials, and 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)

ARTS 1290 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 1300 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 1310 Ceramics I 3
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 1450 Design I 3
Two-dimensional design fundamentals: concepts and processes. Studio problems are used to introduce concepts, vocabulary, and skills applicable to design in the visual communications field. In addition, an introduction to computer technology, a variety of software used in the industry, and traditional design techniques. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

ARTS 1500 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 1700 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 1800 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 2240 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 2260 Problems in Studio—Printmaking 3
Prereq. ARTS 1260
Intensive study to further develop skills in printmaking. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

ARTS 2270 Problems in Studio—Drawing 3
Prereq. ARTS 1270
Intensive study to further develop skills in drawing. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

ARTS 2280 Problems in Studio—Oil and Acrylic Painting 3
Prereq. ARTS 1280
Intensive study to further develop skills in oil and acrylic painting. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

ARTS 2290 Problems in Studio—Watercolor Painting 3
Prereq. ARTS 1290
Intensive study to further develop skills in watercolor painting. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

ARTS 2300 Problems in Studio—Design 3
Prereq. ARTS 1300
Intensive study to further develop skills in design. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

ARTS 2310 Ceramics II 3
Prereq. ARTS 1310
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 2330 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 2450 Design II 3
Prereq. ARTS/EIGT 1450
In this course students focus on integrating computer skills to communicate and promote individual design concepts and approaches. Studio problems are used to continue study in a variety of visual disciplines. Includes computer graphics concepts and in-depth study design/working in Photoshop. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

ARTS 2700 Portfolio-Multimedia 2
Prereq. ARTS 1200, ARTS 1300, ARTS 1700, ARTS 2400
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 2750 Graduate Exhibit 2
Prereq. ARTS 1200, ARTS 1300, ARTS 2400
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 1250 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 1260 Welding 5
Development of skill in welding, brazing, cutting and shrinking metal, and TIG and spot welding is included. Unit Credits: 1-1, 2-2, 3-1, 4-1. (60/60/0/0)

AUTB 1270 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 1280 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 1290 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 1300 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 1310 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 1320 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 1330 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 1340 Frame Straightening 4
Students will become familiar with a computerized measuring system to diagnose frame damage. Students will recognize the five main types of frame damage and become familiar with the equipment used to make repairs to full-framed vehicles and unitized vehicles. Unit Credits: 1-2, 2-2. (45/45/0/0)

AUTB 1350 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 1360 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 1370 Wreck Rebuilding 8
Prereq. AUTB 1250, 1260, 1270, 1290, 1300, 1320, & 1350
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 1860 Cooperative Education/Internship 8
(See page 23 for course description.)

AUTB 2500 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 2510 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 2520 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 2530 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 2540 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 2550 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. Students will complete both spot repairs and complete vehicle refinishing. Unit Credits: 1-2, 2-2. (45/60/0/0)

AUTB 2560 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. Students will complete both spot repairs and complete vehicle refinishing. Unit Credits: 1-2, 2-2. (45/60/0/0)

AUTB 2570 Custom Finishes 8
Prereq. AUTB 2500, 2510, 2520, 2530, 2540, 2550, & 2560
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 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

Automotive Technology Course Descriptions

AUTO 1000 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 1010 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 1100 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 1110 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 1200 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 1210 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 1220 Differentials/Four-Wheel Drive 2
Prereq. AUTO 1000, AUTO 1200
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 1300 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 1400 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 1410 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 1500 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 1600 Brakes 2
Prereq. AUTO 1000, AUTO 1800
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 1700 Electronic Ignition & Computer Control Systems 4
Prereq. AUTO 1100
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 1720 Scopes & Minor Tune 2
Prereq. AUTO 1700
Basic scope patterns and minor tune procedures are studied in this course. Unit Credits: 1-1, 2-1. (15/45/0/0)

AUTO 1800 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 basic steering 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 1810 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 1820 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 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

AUTO 2300 Engine Services & Accessories 8
Prereq. AUTO 1000, AUTO 1300
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 2500 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 2510 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 2600 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 2700 Fuel Systems 6
A study of basic fuel system operation, including carburetion, 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 2800 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 2810 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 2860 Cooperative Education/Internship II 8
(See page 23 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 1010 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 1020 Human Biology 3

Explores basic biological principles as they relate to humans. 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 1030 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 1060 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 1090 General Botany 4

Prereq. BIOS 1010

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 1120 Principles of Zoology 4

Prereq. BIOS 1010

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 1250 Structure & Function of the Human Body I 3

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, 3-1. (45/0/0/0)

BIOS 1260 Structure & Function of the Human Body II 3

Prereq. BIOS 1250

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, 3-1. (45/0/0/0)

BIOS 1280 General Pathology 1

Prereq. BIOS 1260

Study of the causes and nature of disease including functional and anatomical changes in the human body. (15/0/0/0)

BIOS 2250 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 2260 General Anatomy & Physiology II 4

Prereq. BIOS 2250

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 2420 Principles of Genetics 4

Prereq. BIOS 1010

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, epistatsis, 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 2490 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 1050 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, management, marketing, human resource management, and finance. Also a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

BSAD 1360 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 1410 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 1420 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 1520 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 1700 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 1710 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 1720 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 1730 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 1740 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 1750 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 1760 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 1860 Cooperative Education/Internship I 8

(See page 23 for course description.)

BSAD 1900-1960 will be offered as professional development for supervisors and represent a collaborative effort between the college and business and industry personnel.

BSAD 1900 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 1910 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 1920 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 1930 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 1940 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 1950 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 1960 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 2020 Business Statistics 3

Prereq. MATH 1140 or appropriate math placement score

Introductory concepts of descriptive statistics, sampling, probability, binomial, hypothesis testing, normal, student t, chi-square, goodness-of-fit, and linear regression. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

BSAD 2200 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 2210 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 2360 Corporate Finance 3

Prereq. BSAD 1300 & MATH 1060

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 2410 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 2430 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 2450 International Business 3

Prereq. BSAD 1050

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 2510 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 2520 Principles of Marketing 3

A study of the development of an effective marketing program including consumer behavior, product pricing, distribution, and promotional strategies. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

BSAD 2540 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 2560 Microcomputers in Management 3

Prereq.OFFT 1550 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 2570 Leadership, Law & Ethics 3

Prereq. BSAD 1050

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 2580 Consumer Behavior 3

Prereq. BSAD 2520

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, multicultural and social influences on an increasingly diverse American consumer. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

BSAD 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

BSAD 2900 Business Administration Capstone 1
Note: All required courses for the Business Administration Emphasis for the AAS Degree must be completed or taken concurrently to register for this course.

Review and research of topics previously studied. The course includes the student's final assessment to complete the Business Administration degree program. Unit Credits: 1-1. (15/0/0/0)

Accounting

ACCT 1100 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 1200 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 1210 Principles of Accounting II 3
Prereq. ACCT 1200
A continuation of ACCT 1200. 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 1350 Payroll Accounting 2
Prereq. ACCT 1100 or ACCT 1200
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 1610 Personal Income Tax 3
Prereq. ACCT 1200
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 1630 QuickBooks Accounting 2
Prereq. ACCT 1100 or ACCT 1200
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 1640 Peachtree Accounting 2
Prereq. ACCT 1100 or ACCT 1200
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 1650 Spreadsheets-Accounting I 2
Prereq. ACCT 1200 & OFFT 1550
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 1660 Spreadsheets-Accounting II 1
Prereq. ACCT 1210, OFFT 1550 & ACCT 1650
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 1690 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 2300 Intermediate Accounting I 3
Prereq. ACCT 1210
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 2350 Accounting for Management 3
Prereq. ACCT 1210
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 2610 Business Income Tax 3
Prereq. ACCT 1200
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 2620 Cost Accounting 3
Prereq. ACCT 1210

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 2690 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 1050 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 1060 Entrepreneurship Opportunity Analysis 3
Prereq. ENTR 1050 Introduction to Entrepreneurship or by permission of instructor/adviser

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 2050 Marketing for the Entrepreneur 3
Prereq. ENTR 1050 Introduction to Entrepreneurship and ENTR 1060 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 2060 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 2070 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 2090 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 1000 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 1010 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 1020 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 1030 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 1100 Introduction to Business Technology 3

An overview of business technology. Provides an interactive study of fundamental procedures, key applications, and online processes and techniques used in business and industry today. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

OFFT 1200 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 1240 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 1250 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 1270 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 1290 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 1300 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 1470 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 1550 Intermediate Microsoft Integration 3

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 1570 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 1610 Medical Transcription I 3

Prereq. OFFT 1010 or OFFT 1020

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 1630 Administrative Medical Skills 3

This course introduces students to the medical health profession. Students gain knowledge about professional attributes of healthcare workers, legal and ethical considerations, HIPAA, scheduling, and other integrated administrative procedures. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

OFFT 1710 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 1860 Cooperative Education/Internship I 8

(See page 23 for course description.)

OFFT 2200 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 2270 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 2400 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 2500 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 2510 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 2520 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 2540 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 2550 Advanced Microsoft Integration 3

Prereq. OFFT 1550

A continuation of OFFT 1550, 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 2560 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 2570 Advanced Desktop Publishing 3

Prereq. OFFT 1570

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 2580 Universal Document Exchange 3

Prereq. OFFT 1550, OFFT 2570, OR OFFT 2540

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 2610 Medical Transcription II 3

Prereq. OFFT 1610

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 2620 Insurance for the Medical Office 3

Prereq. OFFT 1020 or HIMS 1020

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 2630 Medical Office Procedures 3

Prereq. OFFT 1610

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 2650 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 2730 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 2800 Business Technology Practicum 3

Prereq. Instructor/adviser Approval)

Practical experience in an administrative and/or medical setting utilizing skills gained through the completion of the Business Technology degree. Unit Credits: 1-1, 2-1, 3-1. (0/0/0/135)

OFFT 2820 Office Management 3

Prereq. OFFT 1550

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 2830 Administrative Professional Procedures 3

Prereq. OFFT 1550

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 2860 Cooperative Education/Internship II 8

(See page 23 for course description.)

Chemistry Course Descriptions

CHEM 1000 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 1050 Elements of Chemistry 4

Prereq. Math 1130 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 1060 Basics of Organic Chemistry 4

Prereq. Chem 1050 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 1090 General Chemistry I 4

Prereq. Math 1130 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. (45/30/0/0)

CHEM 1100 General Chemistry II 4
Prereq. CHEM 1090

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. (45/30/0/0)

CHEM 2510 Organic Chemistry I 5
Prereq. CHEM 1050 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 2520 Organic Chemistry II 5
Prereq. CHEM 2510

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 2600 Principles of Biochemistry 3
Prereq. BIOS 1010 and CHEM 1100 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 2610, 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 2610 Biochemistry Laboratory 2
Prereq. CHEM 2600 or concurrent enrollment in CHEM 2600

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 1260 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 1270 Drawing I 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 1280 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 1290 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 1300 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 1450 Design I 3

Two-dimensional design fundamentals: concepts and processes. Studio problems are used to introduce concepts, vocabulary, and skills applicable to design in the visual communications field. An introduction to computer technology, a variety of software used in the industry and traditional design techniques. Unit Credits: 1-1, 2-1, 3-1 (45/0/0/0)

EIGT 1860 Cooperative Education/Internship I 8

(See page 23 for course description.)

EIGT 2260 Problems in Studio—Printmaking 3
Prereq. EIGT 1260 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 2270 Problems in Studio—Drawing 3
Prereq. EIGT 1270 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 2280 Problems in Studio—Oil & Acrylic Painting 3
Prereq. EIGT 1280 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 2290 Problems in Studio—Watercolor Painting 3
Prereq. EIGT 1290 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 2300 Problems in Studio—Design 3
Prereq. EIGT 1300 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 2450 Design II 3
Prereq. EIGT 1450 or equivalent
In this course students focus on integrating computer skills to communicate and promote individual design concepts and approaches. Studio problems are used to continue study in a variety of visual disciplines. Includes computer graphics concepts and in-depth study design/working in Photoshop. Unit Credits: 1-1, 2-1, 3-1 (45/0/0/0)

EIGT 2700 Portfolio – Multimedia 2
Prereq. EIGT 1450, EIGT 1300, EIGT 2450
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 2750 Graduate Exhibit 2
Prereq. EIGT 1450, EIGT 1300, EIGT 2450
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 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

Commercial Horticulture Course Descriptions

COMH 1250 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 1260 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 1270 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 1300 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 1320 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 1350 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 1400 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 1410 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 1420 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 1430 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)

COMH 1440 Floral Design 5
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)

COMH 1470 Vegetable Production 4
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)

COMH 1480 Small Fruit Production 2
Berry and small fruit production for home gardner and small commercial operations. Includes strawberries, raspberries, currants, gooseberries, grapes, and rhubarb. Unit Credits: 1-1, 2-1. (30/0/0/0)

COMH 1530 Commercial Turfgrass Management 3
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)

COMH 1540 Small Engines 4
Small engine tune-up and repair. Unit Credits: 1-1, 2-1, 3-1, 4-1. (60/30/0/0)

COMH 1600 Introduction to Soils 2
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)

COMH 1700 Orientation - Pesticides 2
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)

COMH 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

COMH 2110 Golf Rules for Management 1
An introduction and overview of the rules of golf, designed to help golf course management students better understand the game and for golfers to improve their game through a better understanding of the rules. Unit Credits: 1-1 (15/0/0/0)

COMH 2220 Landscape Management 2
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)

COMH 2240 Landscape Construction 2
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)

COMH 2310 Golf Course Management 5
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)

COMH 2330 Sports Field Management 4
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)

COMH 2340 Integrated Pest Management 6
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)

COMH 2400 Greenhouse Management 4
Designed to give practical experience in managing a greenhouse operation. Unit Credits: 1-1, 2-1, 3-2. (60/30/0/0)

COMH 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

Communications Course Descriptions

COMM 0960 Academic English for English Language Learners-Level 1 3
Prereq. Appropriate ESL placement score
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 0970 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 1000 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)

Construction Technology Course Descriptions

CNST 1290 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 1300 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 1320 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 1360 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 1500 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 1520 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 1540 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 1560 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 1790 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 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

CNST 2310 Stair Building 2
Planning, layout, and constructing various types of stairs. Unit Credits: 1-1, 2-1. (30/15/0/0)

CNST 2330 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 2350 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 2370 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 2400 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 2510 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 2530 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 2550 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 2570 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 2610 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 2620 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 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

Criminal Justice Course Descriptions

CRIM 1010 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 1020 Introduction to Corrections 3
Prereq. CRIM 1010
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 1030 Courts & the Judicial Process 3
Prereq. CRIM 1010
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 1040 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 1050 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 1120 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 1140 Reporting Techniques for Criminal Justice 3

Prereq. CRIM 1120

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 1860 Cooperative Education/Internship I 8

(See page 23 for course description.)

CRIM 2000 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 2030 Police & Society 3

Prereq. CRIM 1011

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 2100 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 2150 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 2200 Criminology 3

Examines crime and criminology from a broad social perspective. Emphasizes the nature and causes of crimes, investigation and prosecution, and treatment and prevention. (45/0/0/0)

CRIM 2260 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 2310 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 2350 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 2360 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 2370 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 2380 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 2390 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 2860 Cooperative Education/Internship II 8

(See page 23 for course description.)

CRIM 2940 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 1300 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 1320 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 1330 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 1340 Chairside Assisting Skills 3

Prereq. DENT 1300, DENT 1320, and DENT 1330

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 1350 Infection Control 3

An introduction to microbiology and infection control as related to dental assisting topics including standard 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 1360 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 1380 Clinical Experience I 1

Prereq. DENT 1300, DENT 1320, DENT 1330, DENT 1340, DENT 1350, and DENT 1360

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 1400 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 1430 Dental Materials II 2

Prereq. DENT 1330

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 1450 Oral Pathology 1

Prereq. DENT 1320

An introduction to the oral symptoms of systemic disorders focusing on the reaction of oral tissues to trauma and disease. (15/0/0/0)

DENT 1460 Dental Radiography 3

Prereq. DENT 1320, 1350, 1450

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. (30/45/0/0)

DENT 1470 Nutrition & Prevention in Dentistry 2

Prereq. DENT 1320

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 1480 Clinical Concepts 1

An in-depth study of skill application in a dental office setting. (15/0/0/0)

DENT 1540 Dental Specialties & Expanded Functions 3

Prereq. DENT 1340

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 1580 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 1250 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 1260 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 1270 Oral Anatomy II 1

Prereq. DENH 1260

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 1290 Periodontics **2**
Prereq. DENH 1250

Study of the periodontium including etiology and treatment of diseases and conditions. Practical experience related through clinical dental hygiene. (30/0/0/0)

DENH 1310 Head & Neck Anatomy **2**
Prereq. DENH 1270

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 1460 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 1470 Dental Materials **3**
Prereq. CHEM 1050

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 1650 Clinical Dental Hygiene I **4**
Prereq. DENH 1250, DENH 1260, DENH 1460 & current CPR certification (healthcare provider cardiopulmonary resuscitation with AED)

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 1660 Pharmacology **2**
Prereq. CHEM 1050

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 1800 Local Anesthesia/Nitrous Oxide Analgesia **2**
Prereq. DENH 1660 and DENH 1310

Instructs dental hygiene students in the administering of local anesthesia and administration/monitoring of nitrous oxide. (15/45/0/0)

DENH 2000 Clinical Interim **3**
Prereq. DENH 1650 & current CPR certification (healthcare provider resuscitation with AED)

A continuation of Clinical Dental Hygiene I, this course allows for maintenance of clinic skills. Seminar will cover continuation of periodontics and second year clinic. (15/0/90/0)

DENH 2250 Clinical Dental Hygiene II **5**
Prereq. DENH 2000, DENH 1660, DENH 1470 & current CPR certification (healthcare provider cardiopulmonary resuscitation with AED)

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 2270 Dental Health Education **2**
Prereq. SPCH 1110

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 2320 Oral Pathology **2**
Prereq. BIOS 1280

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 2330 Nutrition **2**
Prereq. CHEM 1050

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 2470 Community Health **3**
Prereq. DENH 1650

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 2650 Clinical Dental Hygiene III **5**
Prereq. DENH 2250, DENH 2290 & current CPR certification Healthcare Provider-Cardiopulmonary Resuscitation with AED.

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 2660 Community Practicum **2**
Prereq. SPCH 1110, DENH 1460, DENH 2250, DENH 2270

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 2680 Jurisprudence **1**
Prereq. DENH 2250

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)

DENH 2700 Preventive Dentistry **1**
Prereq. DENH 1250 & DENH 1310

Preventive dentistry is emphasized in regard to oral physiotherapy instruction. (15/0/0/0)

Diesel Technology Course Descriptions

DSLT 1000 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 1100 Standard Hardware 1
A study of standard fasteners used with on-highway trucks, agriculture, and construction equipment. Identification, classification, and measuring of bolts, cap screws, nuts, washers, pins, keys, copper tubing, and fittings are covered. (15/0/0/0)

DSLT 1200 Special Tools 4
Teaches the 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 1300 Preventative Maintenance 1
Teaches preventative maintenance strategies for on-highway truck, agriculture, and construction equipment fleets. Focusing on recordkeeping, management systems, checklists, cost effectiveness, and vehicle inspection. (15/0/0/0)

DSLT 1500 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 1700 Fuel Injection Theory 3
Teaches the basic knowledge and skills needed to proceed into fuel injection repair. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

DSLT 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

DSLT 2000 Truck Power Trains 7
Teaches principles of operation and repairs of twin-disc clutches, heavy-duty transmissions and differentials used in on-highway trucks. Unit Credits: 1-1, 2-2, 3-2, 4-2. (90/45/0/0)

DSLT 2100 Tractor & Hydrostatic Power Trains 4
A study of 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 2200 Diesel Engines I 5
A study of 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 2210 Diesel Engine II 6
Continuation of Course DSLT 2200. Unit Credits: 1-2, 2-2, 3-2. (45/135/0/0)

DSLT 2300 Brakes 4
A study of the theory of operation and teaches the skills needed to remove, replace, and repair brake components for on-highway trucks. Unit Credits: 1-1, 2-1, 3-2. (45/45/0/0)

DSLT 2350 Steering & Suspension 2
A study of on-highway truck steering and suspension systems. The student will be exposed to inspection and repair procedures related to the truck steering, suspension, fifth wheel, and frame. Unit Credits: 1-1, 2-1. (15/45/0/0)

DSLT 2400 Hydraulics 9
A study of operating principles, testing, and repair procedures of pumps, cylinders, hydraulic motors, valves, hydrostatic power steering, and tractor lift systems. Unit Credits: 1-1, 2-2, 3-1, 4-2, 5-1, 6-2. (120/45/0/0)

DSLT 2600 Computerized Fuel Systems 3
Teaches the technical training to service, troubleshoot, and repair electronic diesel fuel systems and subsystems. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

DSLT 2610 Multiplexed Vehicle Systems 1
Teaches the knowledge and skills needed to effectively troubleshoot and repair multiplexed wiring systems. Students will also program modules to perform desired functions. (0/45/0/0)

DSLT 2700 Diesel Equipment Maintenance 1
Provides a comprehensive review of all areas in the Diesel Technology program. The student will be asked to demonstrate their knowledge of the material presented in the Diesel Technology program as well as the skills necessary to perform entry level work in the diesel service industry. (0/45/0/0)

DSLT 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

Drafting Course Descriptions

DRAF 1010 Fundamentals of Design 3
An entry-level course introducing students to the principles of product design and the techniques and skills associated with development and documentation. Unit Credits: 1-1, 2-1, 3-1. (15/60/0/0)

DRAF 1100 Manufacturing Design Documentation 3
An introduction into basic engineering design documentation. The course covers orthographic projection, auxiliary views, sectional views, isometric and oblique drawings. Principles of dimensioning, notes and standard classifications are also detailed. Unit Credits: 1-1, 2-1, 3-1. (45/45/0/0)

DRAF 1160 Basic Architectural Design 4
Introduction to factors affecting structural design, construction materials and terminology, basic architecture, building structure, and documentation associated with residential structures. Students will develop plans, elevations, sections, details, and perspectives. Unit Credits: 1-1, 2-1, 3-1, 4-1. (45/45/0/0)

DRAF 1180 Building Elements 3

This course covers basic elements used in residential construction and the technical knowledge needed to apply those elements to the design of structures. Topics include stairs, doors and windows, kitchens, foundations, and wood framing. Unit Credits: 1-1, 2-1, 3-1. (15/60/0/0)

DRAF 1220 International Building Codes 1

The student will research and apply code requirements for construction pertaining to structural, occupant, and civil needs. Develops knowledge of the Americans with Disabilities Act. Unit Credits: 1-1 (0/30/0/0)

DRAF 1300 Basic Civil Design 3

This course provides the student with a foundation of skills pertaining to the civil engineering industry. Topics include civil terminology, contours, calculations, and mapping. Unit Credits: 1-1, 2-1, 3-1. (15/60/0/0)

DRAF 1270 Technical Illustration 4

Prereq. DRAF 1430

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 1290 Production & Design 4

Prereq. DRAF 1430

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 1410 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 1430 Basic Drafting II 3

An entry-level core technical drafting course which covers othographic projection, auxiliary views, sectional views, isometric and oblique drawings. Unit Credits: 1-1, 2-1, 3-1. (90/0/0/0)

DRAF 1480 Prototype Development 3

Prereq. DRAF 2830

This course introduces students to the 3D prototype printer and the process of prototype development from solid modeling. Unit Credits: 1-1, 2-1, 3-1. (15/45/0/0)

DRAF 1500 Dimensioning – G, D, & T – Welding Symbols 4

An introduction to basic technical drawing dimensioning which covers aligned, unidirectional, decimal, fractional and metric dimensioning systems. Notes and standard classification of cylindrical fits plus geometric dimensioning and tolerencing, and welding symbols are also covered. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

DRAF 1520 Threads, Fasteners, & Springs 2

Prereq. DRAF 1500 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 1540 Overview of Manufacturing Processes 1

A survey of a number of processes and materials used in industry. (15/0/0/0)

DRAF 1570 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 1580 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 1590 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 1600 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 1610 Architectural CAD Drafting I 3

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 1630 SDS/2 Operations 3

Prereq. DRAF 1590

Development of Structural Detailing utilizing SDS/2 (Structural Detailing System) software. Unit Credit: 1-1, 2-1, 3-1. (15/45/0/0)

DRAF 1640 Building Components & Schedules 2

Prereq. DRAF 1600 or DRAF 1610

The selection and detailing of stairs, doors, windows, cabinets, and finished materials. Unit Credits: 1-1, 2-1. (30/15/0/0)

DRAF 1660 Building Foundations 2

Prereq. DRAF 1600 or DRAF 1610

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 1680 Site Drawings 2
Prereq. DRAF 1600 or DRAF 1610 or DRAF 1430
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 1700 Wood Construction 4
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 1720 Building Codes 3
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 1790 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 1800 Civil Drafting Technology 3
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 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

DRAF 2160 Residential Design 3
Student will design a residential structure meeting the given criteria. The student will do the necessary structural research and provide preliminary sketches and final preparation of contract documents. Revit software will be used in the design process. Unit Credits: 1-1, 2-1, 3-1. (0/90/0/0)

DRAF 2300 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 2340 Structural Drafting 4
Prereq. DRAF 1600 or DRAF 1600
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 2400 Welding Project Design 3
Provides an overview of basic weldment part design and documentation including welding symbols, weld selection and weld placement. Unit Credits: 1-1, 2-1, 3-1. (15/45/0/0)

DRAF 2410 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 2430 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 2440 Sheet Metal Project Design 3
Principles of sheet metal part production including blank design, bend radii, bend allowance and final part development. Unit Credits: 1-1, 2-1, 3-1. (15/45/0/0)

DRAF 2480 Geometric Dimensioning & Tolerancing 3
Study of a dimensional and tolerancing system based on the function of parts and part features, tolerance of form, orientation, location, runout and profile, associated symbols and modifiers. Unit Credits: 1-1, 2-1, 3-1. (15/45/0/0)

DRAF 2590 Intermediate CAD Applications 3
Prereq. DRAF 1590
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 2600 Architectural CAD Applications 3
Prereq. DRAF 2590
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 2620 Construction Practices & Systems 3
Prereq. DRAF 1590
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 2650 Concrete Construction 3
Prereq. DRAF 1430
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 2670 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 2690 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 2740 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 2760 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 2780 Commercial Structures 3
This course covers typical materials and fasteners used in commercial construction. Study will also focus on addressing the variety of needs a commercial building must meet concerning the structural integrity and occupant needs. Unit Credits: 1-1, 2-1, 3-1. (0/90/0/0)

DRAF 2800 Structural Mechanics 3
Prereq. DRAF 1430, DRAF 1590,
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 2830 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 2840 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 2850 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 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

DRAF 2910 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 1050 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 1060 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 1110 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 1120 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 1130 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 1150 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 1160 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 1220 Prepracticum 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 1230 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 1240 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 1250 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 1260 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 1270 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 1860 Cooperative Education/Internship I 8

(See page 23 for course description.)

ECED 2050 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 2060 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 2070 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 2240 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 2410 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 2450 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 2800 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 2860 Cooperative Education/Internship II 8

(See page 23 for course description.)

Economics Course Descriptions

ECON 1100 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 2110 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 2120 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 1110 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 1500 Pre-Student Teaching Experience & Observation 2

Prereq. EDUC 1110 which may be taken concurrently with EDUC 1500

Designed to help students assess their potential and interest in a teaching career and develop the principles and concepts in EDUC 1110. Students will work under the direction of a specific teacher for 50 hours and document their observation experience. (15/0/50/0)

EDUC 2000 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 2280 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 2280 and HUSR 2280. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

EDUC 2910 Instructional Technology for Teachers 3

Prereq. EDUC 1110 and INFO 1120 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 2010 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 2030 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 2050 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 2100 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 2280 and EDUC 2100. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

EDUC 2420 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 2450 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 2950 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 1240 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 1280 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 1310 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 1330 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 1360 Residential Branch Circuits 3
Prereq. ELTR 1280
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 1380 Special Circuits & Services 3
Prereq. ELTR 1360
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 1400 Residential Heating & Air Conditioning 3
The field wiring of control heating and air conditioning systems. The student will study the controls associated with connecting a central heating and central air conditioner together. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

ELTR 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

ELTR 2250 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 2270 Commercial Code Study 3
The study of the code pertaining to commercial type wiring is included. Areas covered are branch circuits, services, overcurrent protection, and grounding. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

ELTR 2300 Commercial Tools 3
Prereq. ELTR 2270
This course covers commercial wiring practices of commercial wiring installation methods. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

ELTR 2310 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 2330 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 2400 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 2410 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 2420 Motor Controls 4
Prereq. ELTR 1240
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 2440 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 2460 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 2470 Introduction to Programmable Controllers 3
Prereq. ELTR 2420
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 2510 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 2530 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 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

Electronics Technology Course Descriptions

ELNS 1100 DC Electronics 3
Prereq. Basic understanding of basic algebra or concurrent enrollment in MATH 1000 or 1080.

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 1200 AC Electronics 3
Prereq. Satisfactory completion of ELNS 1100, 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 1300 Devices 4
Prereq. Satisfactory completion of ELNS 1200, and an understanding of trigonometry and algebra

The student will be able to analyze, fabricate, and demonstrate an understanding of the properties of semiconductor circuits 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 vertification of operation. Unit Credits: 1-1, 2-1, 3-1, 4-1. (30/90/0/0)

ELNS 1400 Analog Circuits 4
Prereq. Satisfactory completion of ELNS 1300 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 1440 PCB Repair 2

Develop proper skills in soldering and printed circuit board repair. Unit Credits: 1-1, 2-1. (20/30/0/0)

ELNS 1480 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 1500 Digital Electronics 3
Prereq. Satisfactory completion of ELNS 1300, ELNS 1400, 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 1550 Communication Techniques 2
Prereq. Satisfactory completion of ELNS 1500

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 1670 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 1740 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 1750 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 1760 Cisco 2-Introduction to Router Configuration 3
Prereq. Satisfactory completion of ELNS 1750.

An introductory course on Cisco router configuration, and routing protocals. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

ELNS 1770 Cisco 3-Introduction to Switched Network & Security 3
Prereq. Satisfactory completion of ELNS 1760

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 1780 Cisco 4-Wide Area Network Design & Support 3
Prereq. Satisfactory completion of ELNS 1770

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 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

ELNS 2400 Telecommunications 4
Prereq. ELNS 1100 & ELNS 1200

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 2600 Microprocessors 3
Prereq. Satisfactory completion of ELNS 1500

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 2670 Computer Repair II 3
Prereq. ELNS 1670

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 2750 Advanced Network Routing 5
Prereq. ELNS 1780

Students will have an opportunity to learn the most advanced WAN routing protocols. These protocols (BGP, OSPF, IGRP, and EIGRP) are the core of router communications. The student will install, configure, and setup up a large network of routers and switches utilizing Cisco equipment. Contact hours per week: Arranged. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (45/90/0/0)

ELNS 2760 Remote Access 5
Prereq. ELNS 2750

Introduces the student to advanced remote access router configuration. The student will be introduced to WAN protocols and configuration. Students will use frame relay, PPP, and X.25 to allow communication between a multi-router network configuration. Contact hours per week: Arranged. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (45/90/0/0)

ELNS 2770 Switched Network Implementation 5
Prereq. ELNS 2760

The student will setup a multi-layer switch network. Using enterprise level Cisco switching equipment, the student will setup a large network spanning a WAN environment. Contact hours per week: Arranged. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (45/90/0/0)

ELNS 2780 Enterprise Network Troubleshooting 5
Prereq. ELNS 2770

Introduces the student to advanced WAN & LAN network troubleshooting. The student will be introduced to advanced tools for troubleshooting WANs and LANs. Students will apply the skills acquired in previous Cisco courses to troubleshoot an advanced multi-device network. Contact hours per week: Arranged. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (45/90/0/0)

ELNS 2790 Implementing Microsoft Windows Server 3
Prereq. Microsoft Windows 2000 Essentials or ELNS 1750 (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 2800 LAN Linux 3
Prereq. Satisfactory completion of INFO 1480

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 2810 A+ Certification Preparation 3
Prereq. Satisfactory completion of ELNS 2670

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 2820 Linux+ 3
Prereq. Satisfactory completion of INFO 1480

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 2830 Server + 3
Prereq. Satisfactory completion of ELNS 1750, ELNS 2790, and ELNS 2800

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 2840 Security+ 3
Prereq. Satisfactory completion of ELNS 1750, ELNS 1760, ELNS 1770 and ELNS 1780

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 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

ELNS 2910 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 2920 Microsoft Windows 2000 Professional 3
Prereq. Microsoft Windows 2000 Essentials or ELNS 1750 (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 2930 Microsoft Windows Network Infrastructure 3
Prereq. ELNS 2790 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 2960 Microsoft Windows Network Administration 3
Prereq. ELNS 2790 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)

Engineering Course Descriptions

ENGR 1010 Freshman Multidisciplinary Design 3

This course will introduce students to the engineering problem solving process in the context of several disciplines, and develop teamwork and communication skills. (45/0/0/0)

ENGR 1020 MATLAB Programming & Problem Solving 3

This computer programming course will teach structured programming and problem solving using computers. The course consists of a sequence of programming assignments requiring students to write MATLAB programs to solve engineering problems from different engineering disciplines. (45/0/0/0)

ENGR 2010 Introduction to Circuits and Electronics 3

This course provides a basic analysis of passive and electronic circuits. It includes Kirchoff's laws and circuit analysis theorem applied to steady state DC resistive circuits, RLC circuits as well as an analysis of transient and sinusoidal steady-state circuits. Steady-state power calculations for sinusoidal single-phase circuits will also be included. (45/0/0/0)

ENGR 2020 Engineering Statics 3
Prereq. PHYS 2110

This basic Engineering statics course includes the action of forces on engineering structures and machines. It will include the study of force systems, static equilibrium of frames and machines, as well as friction, center of gravity, moment of intertia, and vector algebra. (45/0/0/0)

English Course Descriptions

ENGL 0980 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 1000 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 1010 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 1020 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 1230 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 1240 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 1500 Introduction to Creative Writing 3
Prereq. ENGL 1010 or instructor permission

An introduction to the arts of writing fiction, poetry, and short drama. Principles and techniques of the craft of writing explored through critical reading of literary samples of many genres of creative writing and review of student writings. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

ENGL 2100 Introduction to Literature 3
Prereq. Completion or concurrent enrollment in ENGL 1000, ENGL 1010, or ENGL 1020.

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 2150 Introduction to Women's Literature 3

Introduction to various writing forms in English by women of diverse cultural, political, historical, and economic backgrounds from the 19th century to present. Exploration of images of women in a cultural, historical context. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

ENGL 2340 American Literature 3
Prereq. Completion or concurrent enrollment in ENGL 1000, ENGL 1010, or ENGL 1020.

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 2370 Non-Western Literature 3
Prereq. Completion or concurrent enrollment in ENGL 1000, ENGL 1010, or ENGL 1020.

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 2500 Children's Literature 3
Prereq. Completion or concurrent enrollment in ENGL 1000, ENGL 1010, or ENGL 1020.

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 1400 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)

GEOG 2510 Introduction to GIS 3

This is an introductory level course in Basic Geographic Information Systems (GIS) software. The course will introduce basic geographical concepts and mapping knowledge, and will focus primarily on applying spatial analysis to address questions and solve problems. The course will combine theory and practical application to situations relevant to the student's chosen career path. Students will be required to develop and complete an individual project using the skills they have acquired. (45/0/0/0)

Health Information Management Services Course Descriptions

Before enrolling in courses, please refer to this program's admissions guidelines.

HIMS 1010 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 1020 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 1250 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 1300 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 1350 Health Care Delivery Systems 2
Prereq. HIMS 1250

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 1410 Health Informatics Foundations 3

This course introduces the students to Health Informatics encompassing practical information about computer applications and information systems in health care. Unit Credits: 1-1, 2-1, 3-1. (45/30/0/0)

HIMS 2250 Health Care Statistics 2
Prereq. MATH 1140

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 2300 HIMS Applications I 3
Prereq. HIMS 1300, HIMS 1350, HIMS 2510

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 2350 HIMS Applications II 3
Prereq. HIMS 2250, HIMS 2300, HIMS 2590 (or in conjunction), HIMS 2600 (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 2410 EHR (Electronic Health Record) 2

This course is intended to be a guide for individuals who are interested or involved in the EHR planning and development process. This course is suitable for applied health informatics students who are training to play an active part in the organizations movement toward a full functional EHR. (30/0/0/0)

HIMS 2510 ICD-9-CM Coding 3
Prereq.HIMS 1020, HIMS 1250, MEDA 2200 (or in conjunction), BIOS 1260 (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 2560 CPT/HCPCS Coding 2
Prereq. HIMS 2510

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 2590 Healthcare Reimbursement Methods 3
Prereq. HIMS 2560

Study of various reimbursement schemes used in healthcare (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 2600 Quality Assessment 3
Prereq. HIMS 2250

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 2700 Professional Practice Experience I 3
Prereq. HIMS 2300 (or in conjunction)

Practical health information management experience in a health care setting under the supervision and direction of the employer. (8/0/115/0)

HIMS 2750 Professional Practice Experience II 3
Prereq. HIMS 2350 (or in conjunction), HIMS 2590 (or in conjunction), HIMS 2600 (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. (8/0/115/0)

HIMS 2800 Practicum 3
Prereq. All courses required for diploma or instructor consent

Practical experience in a health care setting under the direction of the employer. (8/0/115/0)

HIMS 2850 Health Informatics Capstone 3

This course provides students with the ability to bring their Health Informatics knowledge together into a seminar format. Students will organize data, analyze data and create professional documents to communicate the information in health care systems effectively. (45/30/0/0)

Health Services And Safety Course Descriptions

HLTH 1010 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 1020 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 1200 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 1210 Medication-Aide 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 1470 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 1780 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 1820 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 National Registry exam is required to achieve EMT certification. (38/15/0/0)

HLTH 1840 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 1860 Cooperative Education /Internship I 8

(See page 23 for course description.)

HLTH 1870 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 1880 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 2010 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 2020 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 2110 Introduction to Paramedicine 2

Prereq. Current CPR; current EMT certification; concurrent with HLTH 2120, HLTH 2130, HLTH 2140, HLTH 2230

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 2120 Principles of Pathophysiology 1

Prereq. Concurrent with HLTH 2110

Introduction to general concepts of pathophysiology for assessment and management of emergency patients. (15/0/0/0)

HLTH 2130 Paramedic Pharmacology 3

Prereq. Concurrent with HLTH 2110

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 2140 Airway & Ventiliation 1

Prereq. Concurrent with HLTH 2110

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 2150 Patient Assessment 2

Prereq. HLTH 2140; concurrent with HLTH 2160, HLTH 2170, HLTH 2240, HLTH 2270. Background check required.

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 2160 Trauma 3

Prereq. Concurrent with HLTH 2150

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 2170 Cardiology I 2
Prereq. Concurrent with HLTH 2150
Introduction to cardiac anatomy and physiology, cardiac rhythms, integration of pathophysiological principles and assessment, and implementation of treatment plan. (30/0/0/0)

HLTH 2180 Cardiology II 3
Prereq. HLTH 2170, HLTH 2270; concurrent with HLTH 2190, HLTH 2250, HLTH 2280. Background check required.
Secondary course in cardiology which includes patient assessment, algorithms, defibrillation and cardioversion, 12-lead defibrillator, and ACLS. (38/15/0/0)

HLTH 2190 Medical I 2
Prereq. Concurrent with HLTH 2180
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 2200 Medical II 3
Prereq. HLTH 2190, concurrent with HLTH 2210, HLTH 2220, HLTH 2260, HLTH 2290. Background check required.
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 2210 Obstetrics & Pediatrics 2
Prereq. Concurrent with HLTH 2200
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 2220 Special Considerations & Operations 2
Prereq. Concurrent with HLTH 2200
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 2230 Paramedic Clinical I 1
Prereq. Concurrent with HLTH 2110
Application of knowledge and skills in clinical and field settings. (0/0/45/0)

HLTH 2240 Paramedic Clinical II 1
Prereq. Concurrent with HLTH 2150
Application of knowledge and skills in a clinical setting. (0/0/45/0)

HLTH 2250 Paramedic Clinical III 2
Prereq. Concurrent with HLTH 2180
Application of knowledge and skills in a clinical setting. (0/0/90/0)

HLTH 2260 Paramedic Clinical IV 1
Prereq. Concurrent with HLTH 2200
Application of knowledge and skills in a clinical setting. (0/0/45/0)

HLTH 2270 Paramedic Field Skills I 2
Prereq. Concurrent with HLTH 2150
Application of knowledge and skills in a field setting. (0/0/90/0)

HLTH 2280 Paramedic Field Skills II 2
Prereq. Concurrent with HLTH 2180
Application of knowledge and skills in a field setting. (0/0/90/0)

HLTH 2290 Paramedic Field Skills III 3
Prereq. Concurrent with HLTH 2200
Application of knowledge and skills in a field setting. (0/0/135/0)

Heating, Air Conditioning and Refrigeration Course Descriptions

HVAC 1250 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 1260 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 1280 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 1290 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 1300 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 1310 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 1320 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 1390 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 1440 Gas Venting (H) 1
Gas venting practices, design, and application. (15/0/0/0)

HVAC 1790 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 1850 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 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

HVAC 1970 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)

HVAC 2260 Motors & Controls 2
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)

HVAC 2270 Residential Load Calculations 2
Introduction to actual load figures using short forms on residential heating and cooling loads. Unit Credits: 1-1, 2-1. (30/0/0/0)

HVAC 2290 Heat Pumps 2
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)

HVAC 2300 Troubleshooting AC & Heat Pumps 3
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)

HVAC 2310 Air Conditioning Service 3
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)

HVAC 2320 Sheet Metal Practice 4
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)

HVAC 2330 Air Conditioning Controls 3
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)

HVAC 2360 Heating Service 4
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)

HVAC 2400 Short Course Air Conditioning Service 2
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)

HVAC 2490 Boilers, Hot Water, & Steam 3
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)

HVAC 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

History Course Descriptions

HIST 1000 Western Civilizations to 1700 3
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)

HIST 1010 Western Civilizations after 1700 3
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)

HIST 1700 World Civilization to 1500 3
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)

HIST 1710 World Civilization after 1500 3
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)

HIST 2010 American History to 1877 3
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)

HIST 2020 American History after 1877 3
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)

HIST 2150 Introduction to Latin America 3
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

HMRM 1240 Sanitation & Safety 3

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 1250 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 1300 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 1350 Front Office Procedures 3

Prereq. HMRM 1250

A study of front office operations, customer service, and computer applications. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

HMRM 1390 Conventions/Group Business 3

Prereq. HMRM 1250 and HMRM 1350

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 1460 The Pantry 4

Prereq. HMRM 1240

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 1540 The Bake Shop 4

Prereq. HMRM 1240

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 1800 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 1860 Cooperative Education/Internship I 8

(See page 23 for course description.)

HMRM 1900 Purchasing & Receiving 3

Prereq. HMRM 1240

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 2100 Advanced Yeast Breads 2

Prereq. HMRM 1540

Students will expand their bread-baking skills. Lab work will include kugelhopf, savarin, braided breads, croissants, bagels, and other specialty breads assigned by the instructor. (15/45/0/0)

HMRM 2120 Pastries 2

Prereq. HMRM 1540

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 2140 Garde Manger 2

Prereq. HMRM 1460

Students will further their garde manger skills. Lab work will include sausages, vegetable and fruit carvings and ice carving. Plate and buffet presentations will be explored. (15/45/0/0)

HMRM 2180 Advanced Sauces 2

Students will expand their skills in preparing sauces. Lab work will include the secondary and small sauces from the Mother sauces and also dessert sauces. To be taken with HMRM 2240. (15/45/0/0)

HMRM 2240 Entrees 5

Prereq. HMRM 1240

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 2260 International Cuisine 2

Prereq. HMRM 2240

Cooking styles from the world will be studied. Lab work will include planning and preparing meals from several countries. (0/90/0/0)

HMRM 2280 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 2370 Housekeeping Management 3

Prereq. HMRM 1350

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 2410 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 2500 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 2540 Hospitality Cost Controls 3

Prereq. MATH 1060

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 2650 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 2660 Supervision Practicum 2

Instructor consent

Advanced work experience and responsibility as a student supervisor of the Woodlands Dining Room Kitchen. Unit Credits: 1-1, 2-1. (0/90/0/0)

HMRM 2700 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 2750 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 2860 Cooperative Education/Internship II 8

(See page 23 for course description.)

Human Services Course Descriptions

HUSR 1240 Introduction to Human and Social Services 3

Presents the historical and theoretical concepts of human services**;** and focuses on participants in the delivery of human services and social services , and introduces professional development. Unit Credits: 1-1, 2-1, 3-1 (45/0/0/0)

HUSR 1250 Introduction to Small Group 1

Provides a group experience to clarify values and increase self-awareness. (15/0/0/0)

HUSR 1260 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 1290 Fundamentals of Helping 3

Prereq. HUSR 1240

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 1330 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 1340 Prepracticum 1

Preparation for student to enroll in a practical supervised experience in a selected community agency. (15/0/0/0)

HUSR 1350 Practicum I 3

Prereq. HUSR 1340

Practical supervised experience in a selected community agency. Unit Credits: 1-1, 2-1, 3-1. (15/0/90 /0)

HUSR 1460 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 1470 Goal Setting & Program Planning 3

Understanding assessment, goal setting and case planning specific to the Human Services field. Unit Credits: 1-1, 2-1, 3-1. (30/0/45/0)

HUSR 1480 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 1500 Basic Sign Language 1

Communication with persons having severely impaired hearing using the manual alphabet. (15/0/0/0)

HUSR 1860 Cooperative Education/Internship I 8

(See page 23 for course description.)

HUSR 2010 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 2250 Interviewing 3

Prereq. HUSR 1290

Utilize role play situations and videotape to develop interviewing skills. Unit Credits: 1-1, 2-1, 3-1. (23/67/0/0)

HUSR 2280 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 2280 and EDUC 2280. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

HUSR 2300 Group Dynamics 3
Prereq. HUSR 1290, HUSR 1350
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 2330 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 2380 Professional Ethics & Issues 2
Provides a comprehensive view of ethical issues including confidentiality, competence, client rights, and patient records. (30/0/0/0)

HUSR 2400 Practicum II 3
Prereq. HUSR 1350 and courses specific to occupational interest area
Practical supervised experience in a selected community agency. Unit Credits: 1-1, 2-1, 3-1, (15/0/90 /0)

HUSR 2410 Practicum III 3
Prereq. HUSR 2400
Practical supervised experience in a selected community agency. Unit Credits: 1-1, 2-1, 3-1. (15/0/90 /0)

HUSR 2420 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 2430 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 2450 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 2510 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 2530 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 2550 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 2900 Graduation Seminar 1
Accompanies or follows a student's final practicum course in the human service A.A.S. degree program; designed to provide students the opportunity to integrate classroom learning and practicum experiences in preparation for entry-level employment in a human service agency. Unit Credits: 1-1 (15/0/0/0)

HUSR 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

Humanities Course Descriptions

HUMS 1100 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 2200 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 1010 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 1100 Concepts of Electronics I 3
Part one of a survey course covering the electronics field. A study of electronics principles for students pursuing a career in an electrical trade who have no prior knowledge of electricity. The student will gain an understanding of basic electrical prin-

ciples. The student will perform analysis, calculations and decisions relating to electrical circuits, along with analyzing and troubleshooting with common test equipment. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

INDT 1120 Concepts of Electronics II 3
Prereq. INDT 1100

The second course in the study of electronics principles following Concepts of Electronics I. The student will gain an understanding of the fundamentals of alternating current, oscilloscope training and practice, inductive and capacitive effects in series and parallel resonance circuits. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

INDT 1140 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 1160 Fundamentals of Pneumatics 3

A study of the fundamental principles for air-driven systems intended for students pursuing a career in a mechanical trade who have no prior knowledge of pneumatics. The student will gain an understanding of structure, function, and application of cylinders, valves, and other flow control components. The student will perform logic operational analysis, calculations and decisions relating to pneumatics circuits, along with designing and building the pneumatic circuits with industrial-caliber components. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

INDT 1180 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 1200 Introduction to Programmable Controls 3
Prereq. INDT 1220

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 1220 Control Systems 5
Prereq INDT 1100

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 1240 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 1260 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 1460 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 2050 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 2060 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 2070 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 2140 Applications of Fluid Power 3

Prereq. INDT 1140 and/or INDT 1160 The study and application of electrical and fluid power control systems, interpretation of schematics and diagrams along with maintenance, and repair. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

INDT 2170 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 2200 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 2220 Advanced Control Systems 5
Prereq. INDT 1220

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 2230 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)

INDT 2410 Applications of Industrial Sensors 3
Prereq. INDT 1100, INDT 1120, INDT 1160

An advanced course designed to inform students of the theory and applications of many sensing devices commonly used in

industrial automated or instrumentation environments. Students will learn the function as all as the application of common types of discrete operating proximity sensors including optical, inductive, capacitive and ultrasonic sensing devices. Students will also learn the function and application of their analog counterparts used for precise distance and displacement measurements. Applications for force and air pressure sensing devices are covered as well. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

Information Technology Course Descriptions

INFO 1080 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 1100 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 1120 Microcomputer Applications 3

Provides an interactive study of microcomputer-based productivity tools. Concepts and fundamental skills in the application 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 1130 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 1180 Interactive Programming with Alice 3

An introduction to programming using an interactive, multimedia programming language called Alice. Alice can be used to create animations and computer games. While learning to program in Alice, students learn the same fundamentals that are taught with traditional languages such as Java, C# or Visual Basic. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

INFO 1190 Computer Security Basics 1

An introductory course that provides students with an overview of computer security issues and solutions. (5/15/0/0)

INFO 1200 Word Processing Support & Management 3

Prereq. INFO 1120

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 1210 Spreadsheets 3

Prereq. INFO 1120

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 1220 Presentation Software 3

Prereq. INFO 1120

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 1250 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. (15/45/0/0)

INFO 1300 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 1420* 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 1480 Operating Systems/UNIX/LINUX 3

An introduction to the concepts and conventions of the in-house computer system. The student will study and perform various projects utilizing the operating file systems. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

INFO 1500 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 1510 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 1600 Customer Support 3

Prereq. INFO 1120

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 1700* Database Concepts & Design 3
Prereq. INFO 1120

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 1800 Visual Basic Programming 3
Prereq. INFO 1420

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 1810 Beginning Structured COBOL 3
Prereq. INFO 1420

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 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

INFO 2300 Information Security Management 3
Prereq. INFO 1300

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 2400 Systems Analysis & Design 3
Prereq. INFO 1700, INFO 1800 or INFO1810 or INFO2830

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 methods 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 2420 Advanced Operating Systems 3
Prereq. INFO 1420

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 2500 Dynamic Web Applications 3
Prereq. INFO 1500

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 2580 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 2590 Web Capstone 3
Prereq. INFO 1500, INFO 1510 and INFO 2500

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 2600 Applications Troubleshooting 3
Prereq. INFO 1600

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 2610 Data Communications 3
Prereq. INFO 1100, INFO 1120, and INFO 1420

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 2700 Advanced Database 3
Prereq. INFO 1700 and INFO 1800

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 2780 SQL Server 3
Prereq. INFO 1700

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 2800 Advanced Visual Basic 3
Prereq. INFO 1800

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 2820 JAVA Programming 3
Prereq. INFO 1420

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 2830 C# Programming 3
Prereq. INFO 1420

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 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

**Taught at all Nebraska community colleges.*

Library Science Course Descriptions

The following courses are offered as part of a statewide agreement among the Nebraska community colleges. Please contact admissions for statewide course rotation information.

LIBR 1010 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 Technical Assistant in libraries will be examined. (45/0/0/0)

LIBR 1110 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 1210 Public Services in Library & Information Science 3

This course will provide students with an awareness of various 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 1510 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 1610 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' advisery; planning and implementation of programs; and the best approaches (attitudes) for serving youth. (45/0/0/0)

LIBR 2200 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 2400 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 2940 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 1260 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 1300 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 1340 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 1360 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 1380 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 1400 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 1420 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 1440 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 1460 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 1480 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 1600 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)

MACH 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

MACH 2000 Computer Numerical Control Lathe 2
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)

MACH 2020 CAD/CAM Operations 3
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)

MACH 2040 Basic Wire-Cut EDM 3
Provides basic machine operations and theory for the wire EDM. Unit Credits: 1-1, 2-1, 3-1. (30/45/0/0)

MACH 2320 Milling Machine Operations III 3
Vertical milling machine projects requiring accurate setups and milling to close tolerances. Unit Credits: 1-1, 2-2. (30/45/0/0)

MACH 2340 Grinding Operations II 3
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)

MACH 2380 Computer Numerical Control Mill 2
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)

MACH 2420 Jig & Fixture Design 2
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)

MACH 2440 Jig Construction 2
Introduction to jig construction that will include construction techniques and practices used in fabricating jigs. (15/60/0/0)

MACH 2450 Fixture Construction 3
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)

MACH 2460 Principles, Types, & Die Identification 1
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)

MACH 2480 Die Design I 4
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)

MACH 2500 Die Making & Construction I 4
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)

MACH 2510 Die Assembly & Tryout 4
A continuation of MACH 2500, which is the making of secondary die components, assembly, and tryout. Unit Credits: 1-1, 2-2, 3-1. (15/135/0/0)

MACH 2600 Manufacturing Processes I 2
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)

MACH 2620 Manufacturing Processes II 1
Introduction to the materials used for prototype and long-run mold construction. (15/0/0/0)

MACH 2640 Mold Finishing 2
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)

MACH 2660 Mold Repair 2
Repairing and reconditioning existing molds using inserts and welding processes. Unit Credits: 1-1, 2-1. (15/45/0/0)

MACH 2680 Mold Design I 3
Factors that influence mold design. Includes the designing of a single cavity mold. Unit Credits: 1-1, 2-2. (45/0/0/0)

MACH 2700 Mold Construction I 3
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)

MACH 2701 Mold Assembly & Tryout 2
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)

MACH 2730 Mold Design II 3

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)

MACH 2740 Mold Construction II 4

An in-depth approach to mold construction based on manufacturing standards adn specifications expected by industry. Unit Credits: 1-3, 2-1. (45/45/0/0)

MACH 2860 Cooperative Education/Intern II 8

(See page 24 for course description.)

Mathematics Course Descriptions

MATH 0910 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 0920 Basic Math II 3

Prereq. MATH 0910 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 0940 Pre-Algebra 3

Prereq. MATH 0920 or appropriate math placement score

Skill development with order of operations, signed numbers, equations, exponents, polynomials, 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 1000 Technical Mathematics Fundamentals 1

Prereq. MATH 0920 or 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 1050 Occupational Math 3

Prereq. MATH 0920 or 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 1060 Business Mathematics 3

Prereq. MATH 0940 or 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 1080 Technical Mathematics 3

Prereq. MATH 1000 or appropriate math placement score

Concepts include measurement systems and instruments, solution of linear equations and quadratic equations, formulas, systems of linear equations, graphing, geometry, trigonometry, and statistical measures. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

MATH 1130 Elementary Algebra 3

Prereq.MATH 0940 or appropriate math placement score

Concepts include signed numbers, exponents, factoring, graphs, algebraic fractions, linear and quadratic equations, radicals and word problems. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

MATH 1140 Intermediate Algebra 3

Prereq. MATH 1130 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 1150 College Algebra 3

Prereq. MATH 1140 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 1380 Trigonometry 2

Prereq. MATH 1150 or appropriate math placement score

A theoretical approach to trigonometric functions, graphs, inverses, equations, identities, and applications. Unit Credits: 1-1, 2-1. (30/0/0/0)

MATH 1410 Pre-Calculus 5

Prereq. MATH 1140 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 2000 Mathematics for Elementary Teachers 3

Prereq. MATH 1140 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 2020 Applied Statistics 3

Prereq. MATH 1140 or appropriate math placement score

Introductory concepts of descriptive statistics, sampling, probability, binomial, hypothesis testing, normal, student-t, chi-square, goodness-of-fit, and linear regression. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

MATH 2040 Applied Calculus 3

Prereq. MATH 1150 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 2060 Analytic Geometry & Calculus I 5
Prereq. MATH 1410 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 2070 Analytic Geometry & Calculus II 5
Prereq. MATH 2060 or instructor approval
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 2080 Analytic Geometry & Calculus III 5
Prereq. MATH 2070
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 2210 Differential Equations 3
Prereq. MATH 2070
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 1010 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 1020 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 1030 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 1040 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 1070 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 1080 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 1100 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 1110 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 1130 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 1150 The D.J. in Radio 3
Prereq: MART 1110
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 1200 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 1210 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 1220 Media Writing 3
Prereq. Acceptable ASSET Score or ENGL 1000 or ENGL 1010
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 1230 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 1240 Web Page I 3
An introductory-level course on producing web pages. Emphasis is on developing basic skills in creating and publishing documents for the World Wide Web. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

MART 1260 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 1270 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 1300 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 1310 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 1320 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 1330 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 1360 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 1430 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 1440 3-D Animation 3

Prereq. MART 1200

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 1450 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 1860 Cooperative Education/Internship I 8

(See page 23 for course description.)

MART 2040 Video Production 3

Prereq. MART 1030, MART 1040

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 2050 Electronic Field Production 3

Prereq. MART 1030, MART 1040

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 2080 Advanced Radio Production 3

Prereq. MART 1080

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 2090 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 2110 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 2140 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 2150 Reaching the Listener 3

Prereq. MART 1150

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 2200 Advanced Electronic Drawing 3

Prereq. MART 1200

A continuation of MART 1200 Students will create advanced illustrations for a variety of media. Focus will be on advanced drawing and painting techniques. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

MART 2210 Layout & Design II 3

Prereq. MART 1210

A continuation of MART 1210. 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 2240 Web Page II 3
Prereq. MART 1240
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 2260 Web Graphics II 3
Prereq. MART 1260
A continuation of MART 1260. 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 2300 Visual Design II 3
Prereq. MART 1300
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 2320 Advanced Photography 3
Prereq. MART 1320
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 2360 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 2370 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 2380 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 2420 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 2450 Advanced PhotoShop Illustration 3
In this course the student will use PhotoShop software for electronic image editing for use in illustrations for a variety of applications. Unit Credits: 1-1, 2-1, 3-1. (15/90/0/0)

MART 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

Medical Assisting Course Descriptions

Before enrolling in courses, please refer to this program's admission guidelines.

MEDA 1250 Patient Instruction I 1
Students will learn about the medical assisting career, working as a healthcare team member, and patient and staff diversity. Students will also 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 1290 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 1310 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 1320 Assisting in the Medical Office 3
Prereq. HIMS 1020, MEDA 1250, MEDA 1290, MEDA 1310
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. (30/45/0/0)

MEDA 1330 Pharmacology 3
Prereq. HIMS 1020.
Provides the student with the fundamentals of medical math and a basic understanding of pharmacology. (45/0/0/0)

MEDA 1390 Electrocardiography 2
Prereq. HIMS 1020, MEDA 1290, MEDA 1310
Knowledge and the development of skills necessary to assist the physician in the administration of medical specialties. (25/15/0/0)

MEDA 1630 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. (30/45/0/0)

MEDA 2200 Disease Conditions 3
Prereq. HIMS 1020
Provides information about common diseases encountered in the clinical health setting. (45/0/0/0)

MEDA 2250 Patient Instruction II 3
Prereq. MEDA 1250
Students will gain experience in communicating and instructing patients with diverse backgrounds. Assisting with specialty procedures will also be investigated. (45/0/0/0)

MEDA 2330 Laboratory Techniques & Procedures I 4
Prereq. HIMS 1020, MEDA 1320, and BIOS 1020

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. (30/90/0/0)

MEDA 2340 Laboratory Techniques & Procedures II 2
Prereq. MEDA 2330

A continuing laboratory course covering quality control, clinical chemistry, instrumentation, and CLIA and OSHA regulations. (30/0/0/0)

MEDA 2400 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. (0/0/180/0)

MEDA 2410 Clinical Experience II 2
Prereq. MEDA 2400

Students will continue the exploration of specialty practice. (0/0/90/0)

Medical Laboratory Technician Course Descriptions

MEDT 1000 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. (15/45/0/0)

MEDT 1010 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 1100 Urinalysis, Immunology, & Serology 3
Prereq. MEDT 1000

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 1150 Hematology I 4
Prereq. MEDT 1000

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 1860 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 2000 Laboratory Instrumentation 3
Prereq. Admission to MLT program

A study of the theory and operation of common laboratory instrumentation. (45/0/0/0)

MEDT 2150 Hematology II 4
Prereq. MEDT 1150

A study of hematology disease states, the principles of blood coagulation and basic coagulation laboratory procedures. (30/90/0/0)

MEDT 2200 Clinical Chemistry I **3**
Prereq. MEDT 1000

General principles and techniques of test procedures performed in clinical chemistry**.** Special emphasis will be placed on troubleshooting instrumentation and technical competency with chemistry procedures as well as QC and QA requirements. (30/45/0/0)

MEDT 2220 Clinical Chemistry II **3**
Prereq. MEDT 2200

A continuing study of general principles and techniques of test procedures performed in clinical chemistry to include specimen collection, disease states, and quality control. (30/45/0/0)

MEDT 2310 Medical Microbiology Parasitology I 3
Prereq. MEDT 1000

A course in basic microbiology, quality control, and infection control procedures. Emphasis will be placed on culturing, isolating, and identifying organisms utilizing microscopic, biochemical, and serological techniques. (30/45/0/0)

MEDT 2330 Medical Microbiology/Parasitology II 3
Prereq. MEDT 2310

A continuing study of the microorganisms pathogenic to man including bacteria, fungi, viruses, and parasites. (30/45/0/0)

MEDT 2350 Immunohematology 3
Prereq. MEDT 1000

A study of the basic theory and procedures of routine blood bank testing. (15/90/0/0)

MEDT 2860 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. (0/0/315/0)

Music Course Descriptions

MUSC 1010 Introduction to Music 3

An overview of the history of Western 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 1050 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 1060 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 various styles. May include performance on a departmental recital. May be repeated for a maximum of four credits. (15/0/0/0)

MUSC 1070 Music Fundamentals 3

An introduction to written notation and basic concepts of music, including pitch, rhythm, time signatures, key signatures, scales, intervals, chords and terminology. Includes ear-training applications of the material throughout the course. (45/0/0/0)

MUSC 1410 Chorus 1

Vocal ensemble for the study and performance of choral literature. Two performances required each semester. No formal audition required. May be repeated for a maximum of four credits. (0/30/0/0)

MUSC 1420 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. Instrumentation: guitar, bass, drums/percussion, , keyboard, vocals, and wind instruments. Audition required. May be repeated for a maximum of four credits. (0/30/0/0)

MUSC 1430 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 1440 Instrumental Jazz 1

Small ensemble for the study and performance of instrumental jazz literature. Two performances required each semester. Audition required. May be repeated for a maximum of four credits. (0/30/0/0)

MUSC 1450 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 1470 Music Theory I 3

Prereq. MUSC 1070 or permission of instructor

The study of traditional harmony and musical structure, including aspects of melody and tonal functional harmony.. Unit Credits: 1-1, 2-1, 3-1. (30/30/0/0)

MUSC 1480 Music Theory II 3

A continuation of MUSC 1470. The study of traditional harmony and musical structure, including tonal functional harmony, 16th century counterpoint, and Baroque compositional techniques. Unit Credits: 1-1, 2-1, 3-1. (30/30/0/0)

MUSC 1500 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 1510 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 1520 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 1530 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 1540 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 1560 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 1580 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 1620 Small Ensemble—Vocal 1

The study and performance of vocal ensemble literature, from Early Music to 21st century repertoire. Audition required. May be repeated for a maximum of four credits. (0/30/0/0)

MUSC 1630 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 1710 Play Production—Musical 1

Prereq. Concurrent enrollment in THEA 1710

Participation in rehearsals and performances of musical theater productions. May be repeated for a maximum of four credits. (0/30/0/0)

MUSC 2470 Music Theory III 3

Prereq. MUSC 1480 or permission of instructor

The study of traditional harmony and musical structure, including 18th century counterpoint, chromatic harmony, and techniques and forms of the Classical and Romantic eras.. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

MUSC 2480 Music Theory IV 3
Prereq. MUSC 2470 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 2490 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 2500 Applied Music—Lower Brass II 1
A continuation of MUSC 1500. 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 2510 Applied Music—Percussion II 1
A continuation of MUSC 1510. 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 2520 Applied Music—Upper Brass II 1
A continuation of MUSC 1520. 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 2530 Applied Music—Piano II 1
A continuation of MUSC 1530. 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 2540 Applied Music—Bass II 1
A continuation of MUSC 1540. 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 2560 Applied Music—Voice II 1
A continuation of MUSC 1560. 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 2580 Applied Music—Woodwind II 1
A continuation of MUSC 1580. 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 2600 Aural Skills I 1
Sight singing of standard music materials; melodic, rhythmic and harmonic dictation. (15/0/0/0)

MUSC 2610 Aural Skills II 1
Prereq. MUSC 2600
A continuation of sight singing of standard musical materials; melodic, rhythmic and harmonic dictation. (15/0/0/0)

MUSC 2700 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 1190 Math for Pharmacology 1
Prereq. Concurrent with ADNR 1210 and ADNR 1220
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 1210 Basic Nursing Concepts – Theory 4
Prereq. Admission to program and concurrent with BIOS 1250 or BIOS 2250, CHEM 1050 or CHEM 1000, COMM 1210, HLTH 1470 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 1220 Basic Nursing Concepts–Lab/Clinical 2
Prereq. Admission to program and concurrent with BIOS 1250 or BIOS 2250, LPNR 1190 (for PN students), CHEM 1000 or CHEM 1050, ENGL 1010, HLTH 1470 or have taken or concurrent with ADNR 1210
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 1310 Nursing—Health & Illness I—Theory 2
Prereq. ADNR 1210; ADNR 1220, BIOS 1250 or BIOS 2250; and CHEM 105 or CHEM 1000; ENGL 1010; HLTH 1470; Concurrent with ADNR 1320 and ADNR 1390, BIOS 1260 or BIOS 2260, PSYC 2890
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 1320 Nursing—Health & Illness I—Clinical 2
Prereq. ADNR 1210, ADNR 1220; Concurrent with ADNR 1310 and ADNR 1390, BIOS 1260 or 2260, PSYC 2890
Prior and concurrent knowledge are included in learning activities with selected adult clients in a health care setting. (0/0/90/0)

ADNR 1390 Pharmacology 2
Prereq. ADNR 1210, ADNR 1220, (LPNR 1190 required as prerequisite for PN students) concurrent with BIOS 1260 or 2260, ADNR 1310, ADNR 1320, ADNR 1410, ADNR 1420 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 1410 Nursing-Health & Illness II—Theory 2
Prereq. ADNR 1310, ADNR 1320; Concurrent with ADNR 1390, BIOS 1260 or 2260 and PSYC 2890

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 1420 Nursing—Health & Illness II—Clinical 2
Prereq. ADNR 1310, ADNR 1320; Concurrent with ADNR 1390, and BIOS 1260 or 2260

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 1510 Nursing of the Family—Theory 2
Prereq. ADNR 1390, ADNR 1410, ADNR 1420; Concurrent with LPNR 1520 and LPNR 1690

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 1520 Nursing of the Family—Clinical 2
Prereq. ADNR 1410, ADNR 1420; Concurrent with LPNR 1510 and LPNR 1690

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 1610 Nursing of Health Deviations - Theory 2
Prereq. ADNR 1390, ADNR 1410, ADNR 1420; Concurrent with LPNR 1620 and LPNR 1690

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 1620 Nursing of Health Deviations—Clinical 2
Prereq. ADNR 1410, ADNR 1420; Concurrent with LPNR 1610 and LPNR 1690

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 1690 Strategies for the Licensed Practical Nurse in Practice 2
Prereq. ADNR 1410, ADNR 1420; Concurrent with LPNR 1510, LPNR 1520, LPNR 1610 and LPNR 1620

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 1770 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 2110 Nursing—Health & Illness III—Theory 2
Prereq. ADNR 2190 concurrent with ADNR 2120

The pathphysiological 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 2120 Nursing—Health & Illness III—Clinical 2
Prereq. ADNR 2190 concurrent with ADNR 2110

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 2190 Advanced Health Assessment 2
Prereq. ADNR 1390, ADNR 1410 and ADNR 1420

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 2210 Nursing—Health & Illness IV—Theory 2
Prereq. ADNR 2190, Concurrent with ADNR 2220

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 2220 Nursing—Health & Illness IV—Clinical 2
Prereq. ADNR 2190, Concurrent with ADNR 2210 and ADNR 2590

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 2310 Nursing—Mental Health—Theory 2
Prereq. ADNR 2190, Concurrent with ADNR 2320

Theory explores the major psychiatric diagnostic categories and therapeutic interventions for clients with mental health disorders. (30/0/0/0)

ADNR 2320 Nursing—Mental Health—Clinical 2
Prereq. ADNR 2190, Concurrent with ADNR 2310

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 2590 Dimensions of Professional Nursing 2
Prereq. ADNR 2190
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. A 45 hour clinical experience is included and is designed to provide students with the opportunity to assume the role of a professional nurse while working closely with a Registered Nurse (RN) preceptor in a health care delivery system. Nursing students will build on previously learned knowledge and experience by utilizing critical thinking skills through multi-tasking and gaining a better understanding of their role as an RN. Unit Credits: 1-1, 2-1. (15/0/45/0)

ADNR 2610 Family Centered Nursing—Theory 3
Prereq. ADNR 2190 concurrent with ADNR 2620
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 2620 Family Centered Nursing—Clinical 3
Prereq. ADNR 2190 concurrent with ADNR 2610
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 2810 Professional Nursing Practice and Pharmacology Review 2
Prereq. Current active RN or LPN licensure or temporary permit from Nebraska Health and Human Services Regulation Licensure Division
This is the first course of the RN/LPN refresher program. It is designed to enhance the student's knowledge of professional and legal issues, as well as, provide the most recent regulatory standards as it relates to patient care and safety. A basic review of pharmacology is included with emphasis on proper administration of medications and medication error prevention. (30/0/0/0)

ADNR 2820 Medical/Surgical Review for the Refresher Student 2
Prereq. or concurrent with ADNR 2810
This second course of the RN/LPN refresher program incorporates the use of the nursing process when providing holistic health to individuals throughout the life span. The student will review pertinent assessment data and clinical manifestations for each disorder presented. Potential complications and therapeutic interventions of pertinent disorders will be discussed. Focus will be placed on pathophysiology, diagnosis, treatment, as well as, nursing and medical management of major disorders. (30/0/0/0)

ADNR 2830 Nursing Care of Special Populations 2
Prereq. ADNR 2810 and ADNR 2820
This is the third course of the RN/LPN refresher program. This course includes concepts related to special populations of patients including maternal-infant care, pediatric nursing, mental health nursing, care of the aging adult and care of adults with emergent conditions. (30/0/0/0)

ADNR 2840 Intravenous Therapy for the RN Refresher Student 1
Prereq. ADNR 2810, ADNR 2820, and ADNR 2830
Reviewing and updating knowledge regarding administration of intravenous therapy for the RN participating in the refresher program. Special consideration will be given to nursing management of central lines and infusion therapies. (15/0/0/0)

ADNR 2850 Clinical Applications for the Refresher Student 2
Prereq. ADNR 2810, ADNR 2820, and ADNR 2830
The final component of the RN/LPN refresher program. 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 and patient teaching. Prior to beginning the clinical experience, the student will be expected to attend a clinical orientation on campus. (0/0/90/0)

Paralegal Course Descriptions

LEGA 1010 Law & the Legal Team I 3
Prereq. Admission to program
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 paralegal skills and procedure. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

LEGA 1020 Law & the Legal Team II 3
Prereq. LEGA 1010
This course is a continuation of Law and the Legal Team I. Students will be introduced to the law of torts, contracts, property, estate planning, family law, employment and agency law, business organizations, bankruptcy, criminal law, cyber law and intellectual property. As in the first course, emphasis will continue to be placed on legal ethics, professional regulation, and current trends and issues in the paralegal field. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

LEGA 1310 Ethics, Interviewing & Investigation 2
Prereq. LEGA 1010 and LEGA 1020 or permission of program adviser.
This course focuses on mastery of the essential skills of interviewing and investigation. In addition, this course, like other courses in the program, provides students with practical knowledge of the principles and rules of legal ethics. Unit Credits: 1-1, 2-1. (30/0/0/0)

LEGA 1860 Cooperative Education/Internship I 1-3
Prereq. Permission of lead instructor/adviser
(See page 23 for course description.)

LEGA 1990 Special Topics: Paralegal Studies 3
Prereq. LEGA 1010 and permission of lead instructor/adviser
Special topics are for courses for which there is a temporary demand, of for courses offered on an experimental basis. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

LEGA 2010 Legal Research & Writing 3
Prereq. ENGL 1010 and LEGA 1010 and permission of lead instructor/adviser
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 2210 Law Office Management 2
Prereq. LEGA 1010 and permission of lead instructor/adviser
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 2310 Technology in the Law Office 2
Prereq. INFO 1120 or permission of paralegal adviser
This course provides a basic introduction as a framework to build on the more advanced computer concepts and will give students insight into the operations of software and hardware in the legal office. Unit Credits: 1-1, 2-1. (30/0/0/0)

LEGA 2510 Family Law 3
Prereq. LEGA 1010 and permission of lead instructor/adviser
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 2610 Civil Litigation 3
Prereq: LEGA 1010 and LEGA 1020 and permission of paralegal adviser
The practical aspects of civil 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 2810 Estate Administration 3
Prereq. LEGA 1010 and permission of lead instructor/adviser
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 2860 Cooperative Education/Internship I 1-3
Prereq. Permission of lead instructor/adviser
(See page 23 for course description.)

LEGA 2910 Practicing Paralegal 3
Prereq. This course must be taken during a degree student's last semester and with permission of lead instructor/adviser
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. This course is also designed to assist students with employment search skills. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

LEGA 2990 Special Topics: Paralegal Studies 3
Prereq. LEGA 1010 and permission of lead instructor/adviser
Special topics are for courses for which there is a temporary demand, of for courses offered on an experimental basis. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

Parts Sales and Management Course Descriptions

PDSM 1250 Orientation & Introduction to Automotive Industry 1
A study of the opportunities within the parts distribution industry and methods of pursuing those opportunities. (15/0/0/0)

PDSM 1260 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 1270 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 1280 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 1290 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 1310 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 1320 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 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

PDSM 2250 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 2260 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 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

Personal Development Course Descriptions

PRDV 1010 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 1020 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 1030 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 1050 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 1090 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 1100 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 1150 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 1850 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 2050 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 2600 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 1080 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 1150 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 2610 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 2650 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 1070 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 1220 Physical Education: Golf 1

This course offers instruction on the proper fundamentals and techniques to introduce you to the game of golf. Included are rules, etiquette, grip, stance, set-up, and full swing instruction. (15/15/0/0)

PHED 1300 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 1400 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 1500 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 1780 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 2300 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 2400 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 2500 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 1850 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 1880 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)

PHED 1900 Varsity Competition – Softball 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 1920 Varsity Competition – Men's Golf 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 2850 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 2880 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)

PHED 2900 Varsity Competition – Softball 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 2920 Varsity Competition – Men's Golf 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 1010 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 1100 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 1150 Technical Physics 3
Prereq. MATH 1080

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 1410 General Physics I 5
Prereq. MATH 1150 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 1420 General Physics II 5
Prereq. PHYS 1410

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 1500 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 1570 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 2010 Meterology: An Introduction to Our Atmosphere 4
Prereq. MATH 1130 or higher

The purpose of this course is to gain knowledge about the Earth's atmosphere and its weather in order to assist in making informed decisions concerning the impact of weather on daily activities. This course consists of 3 hours lecture and 1 hour lab. The lab portion will supplement and enhance lectures. (45/30/0/0)

PHYS 2110 General Physics I with Calculus 5
Prereq. MATH 2060 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 2120 General Physics II with Calculus 5
Prereq. PHYS 2110 and MATH 2070 or concurrent enrollment in MATH 2070

A continuation of PHYS 2110. 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 1000 American Government 3

Structure and functioning of the American political system. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

POLS 1600 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 1010 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 1150 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 1810 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 2120 Social Psychology 3
Prereq. PSYC 1810

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 2220 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 2860 Abnormal Psychology 3
Prereq. PSYC 1810

Includes the major psychological disorders, environmental and physiological causes, and methods of intervention. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

PSYC 2890 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 1400 CQT Exam **3**
Prereq. QUCT 1450
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 1450 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 1500 CQA Exam **3**
Prereq. QUCT 1700
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 1700 Quality Audit **3**
Prereq. QUCT 1450
Covers the purpose and philosophy of quality audits. The type of audits covered are: product audit, process audit, and system audit. Proper reporting of audit results is covered in detail. (45/0/0/0)

QUCT 1710 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 1720 Statistical Sampling & Reliability **3**
Prereq. QUCT 1450
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 1730 Design of Experiments **3**
Prereq. QUCT 1450
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 1740 Statistical Process Control II **3**
Prereq. QUCT 1450
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 1760 Computer Statistical Applications **3**
Use of a computer and statistical software to generate graphs, charts, and other SPC results. (45/0/0/0)

QUCT 1800 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)

Reading Course Descriptions

READ 0910 Basic Reading **3**
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)

READ 0920 Intermediate Reading **3**
Prereq. READ 0910 or appropriate reading placement score
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)

READ 0930 Advanced Reading **3**
Prereq. READ 0920 or appropriate reading placement score
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)

READ 1040 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)

Sociology Course Descriptions

SOCI 1010 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 2010 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 2150 Issues of Unity and Diversity **3**
Helps students increase awareness and sensitivity of commonalities and differences among people and acquire knowledge 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 1010 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 1020 Beginning Spanish II 5

Prereq. SPAN 1010 or 3 semesters of high school Spanish

A continuation of SPAN 1010. Unit Credits: 1-1, 2-1, 3-1, 4-1, 5-1. (75/15/0/0)

SPAN 1080 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 2010 Intermediate Spanish I 3

Prereq. SPAN 1020 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 2020 Intermediate Spanish II 3

Prereq. SPAN 2010

A continuation of SPAN 2010. The course focuses on the essentials of Spanish grammar, vocabulary, conversation, reading, listening comprehension, and writing practice. (45/0/0/0)

SPAN 2100 Intensive Writing in Spanish 3

Prereq. SPAN 2020

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 1110 Public Speaking 3

This course provides both theoretical basis and practical instruction for speaking effectively in public. It emphasizes training in basic speech skills, development of voice, topic selection, audience analysis, speech preparation and organization, researching, strategic and creative language use, effective listening and delivery skills, and common types of public speeches, and acknowledging the influence of various cultural and ethnic backgrounds Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

SPCH 1400 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 1010 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 1710 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 1730 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 1800 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 1810 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)

Transportation, Distribution, Warehousing, and Logistics Course Descriptions

TDWL 1100 Introduction to Logistics 3

This course will provide a broad overview of logistics management. The role of logistics management and supply-chain management will be explored. Topics discussed in this course will include transportation management, inventory management, warehousing, supply management, and international logistics. Customer service, logistics systems analysis and control will also be addressed. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

TDWL 1200 Global Logistics 3

This course will provide a broad overview of global logistics management. Topics discussed in this course will include the role of government in the movement of products across borders, international sourcing stategies, transportation issues, documentation, and export considerations including inventory management and warehousing. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

TDWL 1250 Transportation Logistics 3

This course is designed to familiarize the student with the types of decisions a transportation or logistics manager has to make on a daily basis. The various modes of transportation will be analyzed. Transportation documents and regulations will be examined. Students will learn how to evaluate carrier performance and types of information that is available to make good transportation decisions. Unit Credits: 1-1, 2-1, 3-1. (45/0/0/0)

Truck Driving Course Descriptions

TRUK 1500 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 1510 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 1520 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 1600 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 1700 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 2000 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)

Welding Technology Course Descriptions

WELD 1250 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 1280 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 1290 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 1300 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 1320 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 1340 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 1360 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 1400 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 1410 Shield Metal Arc Welding II 3

Prereq. WELD 1400

Welding in all recognized fixed positions and welding pipe. Unit Credits: 1-1, 2-1, 3-1. (45/15/0/0)

WELD 1440 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 1450 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 1460 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 1500 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 1510 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 1540 Basic ERC Robotic Welding 2
Prereq. WELD 1450 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 1560 Basic Kuka Robotic Welding 2
Prereq. WELD 1450 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 1580 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 1600 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 1860 Cooperative Education/Internship I 8
(See page 23 for course description.)

WELD 2430 Shield Metal Arc Welding: Pipe I 4
Prereq. WELD 1410 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 2440 Shield Metal Arc Welding: Pipe II 4
Prereq. WELD 1410 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 2450 Shield Metal Arc Welding: Pipe III 2
Prereq. WELD 1410 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 2480 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 2520 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 2540 Advanced Robotics & Maintenance 2
Prereq. WELD 1540
Covers advanced programming and maintenance on an industrial size welding robot. Unit Credits: 1-1, 2-1. (30/0/0/0)

WELD 2610 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 2620 Layout & Assembly 2
The design and fabrication of an approved project is included 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 2640 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 2700 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 2710 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 2860 Cooperative Education/Internship II 8
(See page 23 for course description.)

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Central COMMUNITY COLLEGE

Apply online at www.cccneb.edu/Application

Application for Admission

Please check the campus you plan to attend.

____ Columbus Campus
P.O. Box 1027
Columbus, NE 68602-1027
402-564-7132 or 1-877-222-0780

____ Grand Island Campus
P.O. Box 4903
Grand Island, NE 68802-4903
308-398-4222 or 1-877-222-0780

____ Hastings Campus
P.O. Box 1024
Hastings, NE 68902-1024
402-463-9811 or 1-877-222-0780

Social Security Number: ____ ____ ____ - ____ ____ - ____ ____ ____ ____

Full Legal Name: _____
Last First Middle Maiden/Former Last Name Used

Mailing Address: _____
Street or RFD City County State Zip Code

Current Telephone Number: ( ) _____ **Student E-mail Address**:_____

Permanent Address:_____
Street or RFD City County State Zip Code

Permanent Telephone Number: ( ) _____

In case of an emergency, notify: _____ ( )_____
Name Phone Number

Residency Status

Are you an **U.S. citizen**? Yes ____ No_____ If not, your VISA classification:_____
Have you resided within the State of Nebraska for the last 180 continuous days? Yes ____ No____ If no, since (Month/Day/Year): _____
Is English your first language? Yes ____ No_____

(Voluntary: Used for statistical purposes only)

Date of Birth: Month _____ Day _____ Year _____
Sex: Male _____ Female ____
Are you a single parent? Yes ____ No ____ **Do either of your parents have a bachelor's degree?** Yes ____ No ____
Race/Ethnic Origin: White/Non-Hispanic _____ Asian _____ Black or African American _____ Hispanic or Latino_____
Native Hawaiian or Other Pacific Islander _____ Am Indian/Alaska Native _____ Other ____

Academic Background High School: (Check only one box)

_____**High School Graduate or Graduating High School Senior** -- Please request your high school mail one copy of your official transcript directly to the Registrar's Office of the campus you plan to attend. If you are currently in high school, please have a final transcript sent following graduation.

_____**GED (General Education Development)** Please request that an official copy of your partial high school transcript and an official copy of your GED transcript be sent to the Registrar's Office of the campus you plan to attend.

_____**Did Not Graduate** from high school nor earned a GED.

Educational Institutions

List high schools and colleges you have attended or are attending. Request each institution listed to mail your official transcripts to the Record's Office at the campus you plan to attend.

Educational Institution Street City, State, Zip Code Diploma/Degree Graduation Date

High School: _____

College: _____

College: _____

Enrollment Information

I am a ____ New student ____ Returning, former student If returning, last date of attendance: (Month/Year)_____

I plan to:

Enroll: Fall
Spring _____ **Major in**: _____
Summer Month/Day/Year
On-Line Course Only

Live in college housing at the ____Columbus Campus **OR** _____Hastings Campus **OR**
In a privately owned apartment at the ____ Grand Island Campus **OR** ____ In off-campus housing

Apply for Financial Aid: Yes ____ No_____

(Please turn to the other side to complete the application.)

Educational Goal

Please check **one** of the following that best describes what you plan to complete while enrolled at Central Community College?

OCCUPATIONAL PROGRAMS

☐ **Associate of Applied Science (AAS) Degree** – a two-year program preparing you for a specific occupation

☐ **Associate Degree in Nursing (ADN**) – a two-year program that prepares you to be a RN after completing the required licensing exam

☐ **Diploma** – a one-year program within an occupational program or practical nursing that prepares you to be a LPN after completing the required licensing exam

☐ **Certificate** – requires three to five classes within a career or technical program

My CCC program:_____. I plan to graduate from CCC: Month_____Year_____

ACADEMIC TRANSFER PROGRAMS

☐ **Associate of Arts (AA) Degree** – a two-year program designed to transfer into a bachelor of arts degree at a four-year college

☐ **Associate of Science (AS) Degree** – a two-year program designed to transfer into a bachelor of science degree in mathematics, science, engineering and other pre-professional programs at a four-year college

I plan to transfer to _____ major in_____. I plan to graduate from CCC: Month_____Year_____

DECIDING ☐ **Deciding** – degree or diploma seeking but unsure of program of study at Central Community College

COURSE ONLY ☐ **Course(s)** – for transfer to another college ☐ **Course(s)** – for improving job/personal skills

I hereby apply for admission to Central Community College. I agree to accept the regulations and requirements of the college and will cooperate with the students, faculty, and administration by maintaining high standards and acceptable conduct. I certify that, to the best of my knowledge, the information shown on this application is correct.

_____ _____

Student Signature **Date**

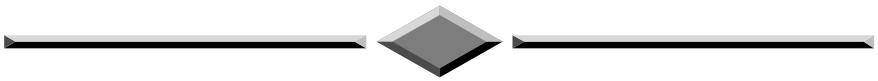
Central Community College does not discriminate on the basis of race, religion, national origin, gender, age, disability, marital status, or military veteran status as defined by law in employment, admissions, scholarship and financial aid programs, or operation of its educational programs and activities as prescribed by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational 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 accommodation as defined by the Americans with Disabilities Act are invited to make those needs known to an academic adviser, registrar, or student services officer. The Central Community College Web site (www.cccneb.edu/brochures) provides information on the following topics: Student Right to Know/Graduation/Completion Rates; Drug-Free Schools and Communities Act; Safety and Substance Awareness; Voters Registration Form. Printed copies are available from CCC associate deans of students.

For Office Use Only: Application received date:_____ Acceptance Letter sent date:_____ Initials:_____

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 532 GRAND ISLAND NE
POSTAGE WILL BE PAID BY ADDRESSEE

PUBLIC RELATIONS OFFICE
CENTRAL COMMUNITY COLLEGE
PO BOX 4903
GRAND ISLAND NE 68802-9970



Plan of Study

Below is a form for your use in planning your coursework. This format will be used when consulting with your adviser.

Name: _____ Date: _____

Program:_____Degree_____Diploma_____Certificate_____

Semester:		
Course #	Course Title	Credits

Semester:		
Course #	Course Title	Credits

Semester:		
Course #	Course Title	Credits

Semester:		
Course #	Course Title	Credits

Semester:		
Course #	Course Title	Credits

Semester:		
Course #	Course Title	Credits